

**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
October 13, 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 October 13, 2025, regarding personnel matters, student matters and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

- District Standardized Testing Data - Dr. Frank Santora

VIII. CORRESPONDENCE

IX. STUDENT REPRESENTATIVE'S COMMENTS

X. BOARD PRESIDENT'S COMMENTS

XI. SUPERINTENDENT'S REPORT

XII. BUSINESS ADMINISTRATOR'S REPORT

XIII. MINUTES

1. Minutes of the Regular Board Meeting of September 15, 2025.
2. Minutes of the Executive Session of September 15, 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 1-28)

STUDENT ACTIVITY ACCOUNTS

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

Roxbury High School	\$1,752.52	Franklin School	\$0
Athletics	\$3,522.00	Kennedy School	\$1,161.00
Eisenhower Middle School	\$4,436.88	Jefferson School	\$0
Lincoln Roosevelt School	\$0	Nixon School	\$225.00

BILLS LIST

- *2. RESOLVED, that the Roxbury Township Board of Education approve the October 2025 bills list totaling \$1,672,864.64.

TRANSFERS

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

TREASURER'S REPORT

- *5. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for August 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 August 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, #11/12/25, 1/15/26, 3/18/26, 5/5/26	\$0	\$0
2	Mondanaro, Joseph	NJASBO Workshops	4	Whippany, NJ	10/14/2025, 11/12/25, 12/2/25, 1/13/26, 2/12/26, 4/21/26, 5/19/26	\$1,015.00	\$1,116.64
3	Williams, Vivian	NJASBO Workshops	4	Whippany, NJ	10/14/2025, 11/12/25, 12/2/25, 1/13/26, 2/12/26, 3/31/26, 4/21/26, 5/19/26	\$1,160.00	\$1,276.16
4	Kovacs, Rachelle	A Team Approach to Children with Diabetes in School	4	Livingston, NJ	10/16/25	\$0	\$0
5	Mondanaro, Joseph	2025 ERESC Regional Homeless Conference	4	Union, NJ##	10/16/25	\$0	\$35.34
6	Williams, Vivian	NJSBA 2025 Workshop	4	Atlantic City, NJ	10/20/25-10/23/25	Group###	\$770.26
7	Iacobino, Kristin	Teacher Roundtables Discussion - Algebra 1	4	Bloomfield, NJ	10/22/25	\$0	\$27.69
8	Thomas, Jaclyn	Teacher Roundtables Discussion - Algebra 1	4	Bloomfield, NJ	10/22/25	\$0	\$27.69
9	Elwood, Deana	Woodcock Johnson V Training	4	Wayne, NJ	10/23/25	\$400.00	\$430.53
10	Flannery, Katherine	Woodcock Johnson V Training	4	Wayne, NJ	10/23/25	\$400.00	\$430.53
11	Mosher, Katherine	Woodcock Johnson V Training	4	Wayne, NJ	10/23/25	\$400.00	\$430.64

12	Ventricelli, Kathryn	Woodcock Johnson V Training	4	Wayne, NJ	10/23/25	\$400.00	\$429.93
13	Obraitis, Casey	Fall 2025 Curriculum Connections Conference	4	Edison, NJ	10/28/25	\$130.00	\$166.00
14	Williams, Vivian	NJASBO Academy Courses	4	Robbinsville, NJ	10/28/25, 11/19/25, 12/4/25, 2/10/26, 4/2/26	\$250.00	\$552.00
15	Hallet, Jenn	NGSS Workshop Series	4	Branchburg, NJ	10/29/25, 12/10/25, 3/18/26	\$450.00	\$518.67
16	Mongelli, Kristin	NGSS Workshop Series	4	Branchburg, NJ	10/29/25, 12/10/25, 2/4/26, 2/25/26, 3/18/26	\$750.00	\$863.27
17	Nzegwu, Crystal	NGSS Workshop Series	4	Branchburg, NJ	10/29/25, 12/10/25, 2/4/26, 2/25/26, 3/18/26	\$750.00	\$864.45
18	Pilrun, Amy	NGSS Workshop Series	4	Branchburg, NJ	10/29/25, 2/4/26, 2/25/26, 3/18/26	\$600.00	\$690.62
19	Tatarka, Ryan	NGSS Workshop Series	4	Branchburg, NJ	10/29/25, 12/10/25, 2/4/26, 2/25/26, 3/18/26	\$750.00	\$863.27
20	Wetreich, Deborah	Cornerstone Fall Conference for Case Managers	4	Somerset, NJ	10/29/25	\$0	\$33.36
21	LaPara, Angela	2025/2026 Rutgers Multilingual Educator Fellow	4	New Brunswick, NJ	10/30/25	\$0	\$35.81
22	Mawn, Matthew	NJTEEA Conference & Expo	4	Holmdel, NJ	11/14/25	\$175.00	\$227.82
23	Jamieson, Melissa	2025 AMTNJ Fall Conference	4	Lincroft, NJ	11/21/25	\$215.00	\$268.77
24	Kislik-Rodgers, Susanna	NGSS Workshop Series	4	Branchburg, NJ	2/4/26, 2/25/26	\$300	\$345.78
25	Hall, Melissa	NJAPHERD Annual Convention	4	Princeton, NJ	2/24/26	\$410.00	\$452.58
26	Maurer, Jennifer	MACN: Literacy	4	Denville, NJ	2/26/26	\$125.00	\$134.87
27	Maurer, Jennifer	MCAEMSA Professional Development	4	East Hanover, NJ	3/19/26	\$0	\$18.14
28	Nzegwu, Crystal	MCAEMSA Professional Development	4	East Hanover, NJ	3/19/26	\$0	\$16.45
29	Fatula, Yulia	CBI for Younger Students: Building a Foundation for the Future	4	Online	10/16/25	\$0	\$0
30	LaPara, Angela	Effectively Dealing with Challenging Behaviors	4	Online	11/17/25	\$325.00	\$325.00
31	Babus, Jennifer	BER - 2025 Conference for School-Based Occupational Therapists	4	Online	11/19/25 & 11/20/25	\$595.00	\$595.00

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.

#Amends resolution XV.A.7 due to a date change approved on September 15, 2025.

##Amends resolution XV.A.7 due to a change of location approved on September 15, 2025.

###Group Registration fee \$2,200.00 up to 25 members.

MINE HILL BOARD OF EDUCATION - LOTTERY TUITION AGREEMENT

- *8. RESOLVED, that the Roxbury Township Board of Education approve a Lottery Tuition Contract Agreement with the Mine Hill Board of Education, 42 Canfield Avenue, Mine Hill Township, NJ. The Roxbury Township Public School District will provide educational services in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education for Mine Hill Lottery students in grades 9 through 12. This agreement shall be in effect for the 2025/2026 school year. Tuition charges for 4 General Education students, \$20,264.00 per student, for a total amount of \$81,056.00.

JOINT TRANSPORTATION AGREEMENT

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

2025-2026 Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
09/15/2025	06/18/2026	RHS-ISJ01	RHS to 34 William Street	\$20,875.00
			4% Administrative fee	\$835.00
			Joiner District To and From Total Route Cost:	\$21,710.00

SCHOOL BUS EMERGENCY EVACUATION DRILLS

- *10. RESOLVED, that the Roxbury Township Board of Education approve the School Bus Emergency Evacuation Drill Reports listed below. All Emergency Evacuation Drill Reports are available at the Administration Building during normal working hours.

Evacuation Drill # 1 - Board Agenda 10/13/2025				
Date of Drill	Time of Day	School Name Supervisor of Drill	Location of Drill	Route Number
09/24/2025	7:00 AM	Roxbury High School Mr. W. Crispino, Principal	1 Bryant Drive, Succasunna	RHS01-RHS27, MTH13-MTH15 & MHC15
09/25/2025	7:45 AM	Eisenhower Middle School Mr. P. Gallagher, Principal	47 Eyland Ave, Succasunna	EMS01-EMS21
09/24/2025	8:20 AM	Lincoln Roosevelt School Mr. C. Argenziano, Principal	34 N. Hillside Ave., Succasunna	LR01-LR19
09/22/2025	9:30 AM	Nixon School Mrs. D. Lynch, Principal	275 Mt. Arlington Blvd., Landing	All Students - Bus Safety
09/24/2025	9:30 AM	Kennedy School Mrs. N. Acevedo, Principal	20 Pleasant Hill Rd., Succasunna	All Students - Bus Safety
09/30/2025	9:30 AM	Jefferson School Mrs. M. Cosgrove, Principal	35 Cornhollow Rd., Succasunna	All Students - Bus Safety
09/19/2025	9:30 AM	Franklin School Mr. B. Hamer, Principal	8 Meeker St., Succasunna	All Students - Bus Safety
09/25/2025	8:20 AM	Edith Decker School Mr. R. Katz, Director of Transportation	446 Howard Blvd., Mt. Arlington	MTD07-MTD09 & MPK01

09/26/2025	8:20 AM	Mt. Arlington Public School Mr. R. Katz, Director of Transportation	235 Howard Blvd., Mt. Arlington	MTM01-MTM05 & MPK01
09/26/2025	7:45 AM	St. Therese School Mr. T. Dunnigan, Principal	135 Main St., Succasunna	STS01-STS04

CONTRACTS

- *11. RESOLVED, that the Roxbury Township Board of Education approve a contract with Bartky HealthCare Center, LLC, 513 W. Mount Pleasant Avenue, Suite 325, Livingston, NJ, to provide Psychiatric Evaluations and Neurodevelopmental Evaluations to students on an as-needed and as-requested basis by the district for the 2025/2026 school year.
- *12. RESOLVED, that the Roxbury Township Board of Education approve a contract with Neurocognitive Associates, PC, Dr. Michael Steinhardt, 136 Summit Ave., Suite 205, Montvale, NJ, to provide Neuropsychological Evaluations for staff and students on an as-needed and as-requested basis by the district for the 2025/2026 school year.
- *13. RESOLVED, that the Roxbury Township Board of Education approve a contract with Mrs. Meredith Maffeo-Spitzer to provide Educational Evaluations for \$450.00 per evaluation on an as-needed and as-requested basis by the district for the 2025/2026 school year.
- *14. RESOLVED, that the Roxbury Township Board of Education approve the purchase of technical support and upgrade of annual software hosting services from Transfinder, 440 State Street, Schenectady, NY, in the amount of \$18,608.00.

APPROVAL OF PURCHASES

- *15. RESOLVED, that the Roxbury Township Board of Education approve the purchase of paving and related work for Roxbury High School from Crossroads Pavement Maintenance LLC, 512 Newark Pompton Turnpike, Pompton Plains, NJ in the amount of \$25,970.00 using Ed Data Services 2021-2024-2025.

AWARD OF BID

- *16. A Notice to Bidders for sealed proposals for the Lincoln Roosevelt School Classroom Alteration project was advertised in accordance with the provisions of N.J.S.A. 18A:18A-1. Proposals were received, opened, and read publicly at 11:00 a.m. on Tuesday, September 30, 2025, by the School Business Administrator at the Board Office Conference Room, 42 North Hillside Avenue, Succasunna, NJ.

RESOLVED, that in conjunction with the recommendations of the Solution Architecture, 96 Pompton Avenue, 2nd Floor, Suite 200, Verona, NJ, the Roxbury Township Board of Education award the proposal for the Lincoln Roosevelt School Classroom Alteration project to Northeastern Interior Services, LLC., 5 Fairfield Avenue, Little Falls, NJ, in the amount of \$1,267,000.00.

BE IT FURTHER RESOLVED, that the award is being made in accordance with the terms of the Public Contracts Law and pending attorney review. The bid is available for review at the Board Office during regular business hours.

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

- *17. 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>
4831363467	Mount Olive Board of Education	\$36,386.90	7/1/25-6/30/26
4559129674	Mountain Lakes Board of Education	\$2,550.00	7/1/25-6/30/26
7482743612	Mount Olive Board of Education	\$39,721.00	8/27/25-6/30/26

TUITION STUDENTS - 2025/2026

- *18. 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>
5701665142	Mount Arlington Board of Education	BD	\$34,359.00	8/27/25-6/30/26
5605002461	Mine Hill Board of Education (Lottery)	ICR	\$42,523.60	8/27/25-6/30/26
4019651517	State of New Jersey	GenEd	\$20,110.00	8/27/25-6/30/26
2449578646	State of New Jersey	GenEd	\$20,264.00	8/27/25-6/30/26

APPROVAL OF THE UNIFORM STATE MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS

- *19. RESOLVED, that the Roxbury Township Board of Education approve the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials for 2025/2026, and submission of the Agreement to the Roxbury Township Police Department, County Prosecutor and County Superintendent of Schools.

APPROVAL OF THE MEMORANDUM OF UNDERSTANDING - LIVE STREAM VIDEOS SHARING BETWEEN THE ROXBURY TOWNSHIP SCHOOL DISTRICT AND THE ROXBURY TOWNSHIP POLICE DEPARTMENT

- *20. RESOLVED, that the Roxbury Township Board of Education approve the Memorandum of Understanding with the Roxbury Township Police Department regarding Live Stream Videos Sharing for the 2025/2026 school year.

SCHOOL NURSING SERVICE PLAN

- *21. RESOLVED, that the Roxbury Township Board of Education approve the 2025/2026 School Nursing Service Plan.

COMPREHENSIVE GUIDANCE AND ACADEMIC COUNSELING PROGRAM

- *22. RESOLVED, that the Comprehensive Guidance and Academic Counseling Program be approved for Roxbury High School for the 2025/2026 school year.

QUALITY SINGLE ACCOUNTABILITY CONTINUUM (QSAC) STATEMENT OF ASSURANCE

- *23. RESOLVED, that the Roxbury Township Board of Education approve the submission of the district's Quality Single Accountability Continuum (QSAC) District Performance Review and

Declaration page for the 2025/2026 school year in attached Exhibit No. F1 to the New Jersey Department of Education.

APPROVAL OF SUBMISSION OF GRANTS

- *24. WHEREAS, the Roxbury Township Public Schools has been afforded the opportunity to apply for the NJEA Sustainable New Jersey Grant for Roxbury High School in the amount of \$2,000.00.

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education approve the submission of the grant application as authorized by the Business Administrator.

25. WHEREAS, the Roxbury Township Public Schools has been afforded the opportunity to apply for the NJEA Sustainable New Jersey Grant for Eisenhower Middle School in the amount of \$2,000.00.

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education approve the submission of the grant application as authorized by the Business Administrator.

ACCEPTANCE OF GRANT

- *26. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of a Unified Champion Schools grant of \$4,500 awarded by Special Olympics New Jersey to Roxbury High School for the school's Bowling team. The grant monies will be used to provide students of all abilities the opportunity to train and play together as teammates.

APPROVAL OF DISPOSAL OF PROPERTY

- *27. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of the vehicle listed below. Identified vehicles will be discarded and sold, as appropriate.

	Vehicle#	VIN#
1	Van #51 2013 Collins Chevy 4500	1GB6G5BG9C1111503

COMMUNITY SCHOOL

- *28. RESOLVED, that the Roxbury Township Board of Education approve **Roxbury Community School trips** as listed, with the understanding that the dates are subject to change due to inclement weather, scheduling conflicts, etc.

	<i>Date</i>	<i>Group</i>	<i>Approx # of Student</i>	<i>Approx # of Advisors</i>	<i>Trip Destination</i>	<i>Location</i>
1	2026-01-09 (Fri)	LRS Ski Club	Max 52	2-5	Shawnee Mountain	Stroudsburg, PA
2	2026-01-09 (Fri)	EMS Ski Club	Max 52	2-5	Shawnee Mountain	Stroudsburg, PA
3	2026-01-09 (Fri)	RHS Ski Club	Max 52	2-5	Mountain Creek	Vernon, NJ
4	2026-01-16 (Fri)	LRS Ski Club	Max 52	2-5	Shawnee Mountain	Stroudsburg, PA
5	2026-01-16 (Fri)	EMS Ski Club	Max 52	2-5	Shawnee Mountain	Stroudsburg, PA
6	2026-01-16 (Fri)	RHS Ski Club	Max 52	2-5	Mountain Creek	Vernon, NJ
7	2026-01-23 (Fri)	LRS Ski Club	Max 52	2-5	Shawnee Mountain	Stroudsburg, PA
8	2026-01-23 (Fri)	EMS Ski Club	Max 52	2-5	Shawnee Mountain	Stroudsburg, PA
9	2026-01-23 (Fri)	RHS Ski Club	Max 52	2-5	Mountain Creek	Vernon, NJ
10	2026-01-30 (Fri)	LRS Ski Club	Max 52	2-5	Shawnee Mountain	Stroudsburg, PA
11	2026-01-30 (Fri)	EMS Ski Club	Max 52	2-5	Shawnee Mountain	Stroudsburg, PA
12	2026-01-30 (Fri)	RHS Ski Club	Max 52	2-5	Mountain Creek	Vernon, NJ
13	2026-02-06 (Fri)	LRS Ski Club	Max 52	2-5	Shawnee Mountain	Stroudsburg, PA
14	2026-02-06 (Fri)	EMS Ski Club	Max 52	2-5	Shawnee Mountain	Stroudsburg, PA
15	2026-02-06 (Fri)	RHS Ski Club	Max 52	2-5	Mountain Creek	Vernon, NJ

B. Education (Resolutions 1-3)

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.

ALIGNMENT OF DISTRICT CURRICULA

- *1. RESOLVED, that the Roxbury Township Board of Education approve the on-going alignment of newly written and revised district curricula with the State Board adopted standards for implementation effective for the 2025/2026 school year in the following content areas:

	<i>Subject</i>	<i>Grade Level</i>
1	21st Century Life & Careers	K-12
2	Comprehensive Health & Physical Education	K-12
3	Language Arts - ELA	K-12
4	Library/Media	K-12
5	Mathematics	K-12
6	School Counseling	K-12
7	Science	K-12
8	Social Studies	K-12
9	Engineering, Design, and Technology	K-12
10	Visual Arts	K-12
11	Vocal & Performing Arts	K-12
12	World Languages	K-12
13	ESL	K-12

HIB REPORT

- *2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2025/2026 school year for Incident Nos. 1 through 4.

FIELD TRIPS / COMPETITIONS

- *3. 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.

	School	Group	Estimated # of Students	Trip Destination	Location	Faculty Sponsor
1	RHS	Italian and Italian Club	50	Rosen Performing Arts Center, then Anthony Franco's Pizzeria & Ristorante	Wayne & Succasunna, NJ	A.LaPara; K.Santoro

C. Personnel (Resolutions 1-20)

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	Allen, Erin	KES	Gr. 2 Teacher	Resignation	11/26/25	
* 2	Duval, Mersaydez	RHS	Assistant Gymnastics Coach	Resignation	9/19/25	
* 3	Hammond, Raymond	Transp	Bus Driver	Resignation	10/20/25	
* 4	Marchese, Jennifer	DIST	Substitute	Resignation	10/6/25	
* 5	Nieves, Daniel	Transp	Mechanic	Retirement	12/31/25	

LEAVES OF ABSENCE

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

	Employee	Leave Start Date	Paid Leave	Unpaid FMLA/ NJFLA ^	Return Date	Discussion
1	18954	2/13/26 or sooner if nec	Using avail sick days	FMLA/NJFLA	8/24/26	

* 2	20568	2/25/25	Using 1 avail personal day first, then 9 avail sick	FMLA/NJFLA	3/2/26 [@]	[@] Amendments to XVI.D.3.3 aprvd 7/14/25.
* 3	22191	9/15/25	n/a	FMLA/NJFLA	11/3/25 [#]	[#] Amendments to XVI.D.2.4 aprvd 8/18/25.
4	22455	1/5/26 or sooner if nec	Using avail sick & personal days	FMLA/NJFLA	8/24/26	
^Leave becomes unpaid when sick/personal days depleted or released by physician, whichever occurs first.						

- *3. RESOLVED, that Employee Number 7958 is placed on administrative leave with pay effective September 12, 2025 through October 3, 2025 in accordance with the provisions of NJSA 18A:6-8.3.

REASSIGNMENTS / TRANSFERS

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

	Name	Former Assignment & Loc.	New Assignment & Loc.	Effective Date	Discussion
* 1	Barmore, Kaitlyn	Special Education Paraprofessional (OCR) AID.SPE.PT.NA.18	RHS Special Education Paraprofessional (MD) AID.SPE.PT.NA.18	10/14/25	
* 2	Basso, Gregory	Special Education Teacher (RC) TCH.SPE.RES.NA.27	RHS Special Education Teacher (SUMMIT) TCH.SPE.SMT.BD.03	10/14/25	Replacement in position TCH.SPE.SMT.BD.03, and movement of position from EMS to RHS.
3	Church, Stacey	Special Education Paraprofessional (PSD/AUT) AID.SPE.PT.NA.21	JES Special Education Paraprofessional (OCR) AID.SPE.PT.NA.21	10/14/25	
* 4	Dexter, Carla	Special Education Paraprofessional (OCR) AID.SPE.FT.NA.04	RHS Special Education Paraprofessional (PSD/AUT) AID.SPE.FT.NA.04	10/31/25	
5	Paitchel, Amy	Special Education Paraprofessional (AUT) AID.SPE.PT.NA.28	NES Special Education Paraprofessional (OCR) AID.SPE.PT.NA.28	10/14/25	
* 6	Simone, Sandra	SLS TCH.DS.SLS.NA.04	LRS SLS TCH.DS.SLS.NA.04	DIST 10/14/25	
* 7	Sotelo, Virginia	Special Education Paraprofessional (MD) AID.SPE.FT.NA.20	RHS Special Education Paraprofessional (OCR) AID.SPE.FT.NA.20	10/14/25	
8	Torres, Vanessa	Special Education Paraprofessional (OCR) AID.SPE.PT.NA.11	NES Special Education Paraprofessional (AUT) AID.SPE.PT.NA.11	10/14/25	

APPOINTMENTS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary Guide / Step</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Bartol, Ryan	LRS	Principal	n/a	\$135,000 prorated	12/15/25 or sooner pending release [^]	6/30/26	Tenure-track replacement in position ADM.LR.PRN.NA.01.
2	Craver, Michael	Elem	Administrative Consultant	n/a	\$500.00 per diem	10/14/25 [^]	10/31/25	Not to exceed a total of two days worked.
3	Craver, Michael	LRS	Interim Principal	n/a	\$500.00 per diem	11/3/25 [^]	12/5/25 or sooner upon hire of tenure-track replacement	Non-tenure track replacement in position ADM.LR.PRN.NA.01.
4	Garcia, Virginia	JES	Special Education Paraprofessional (PSD/AUT)	Step G	\$24.50 per hour	11/17/25 [^]	6/30/26	Replacement in position AID.SPE.PT.NA.03
5	Kamarcik, Ashley	LRS	Permanent Substitute Teacher (FTE 0.80)	N/A	\$165 per diem	10/14/25 [#]	6/30/26	[#] Amendments to XVI.D.4, Row No. 6 aprvd 8/18/25.
[^] Pending completion of documentation in accordance with the law or district policy.								

APPOINTMENTS - LEAVE REPLACEMENTS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Howey, Michael	EMS	Leave-repl Gr. 8 Social Studies Teacher	\$300.00 per diem	10/23/25	12/18/25	Replacement in position TCH.EMS.SST.NA.06.
* 2	Rumell, Kathleen	RHS	Leave-replacement FCS Teacher	\$300.00 per diem	8/25/25	2/27/26 [#]	[#] Amendments to XVI.D.5.2 aprvd 8/18/25. Replacement in position TCH.RHS.FAM.NA.03.
3	Sytsma, Caitlyn	LRS	Leave-repl Gr. 5 Teacher	\$300.00 per diem	11/10/25 [^]	6/19/26	Replacement in position TCH.LR.GR5.NA.03.
[^] Pending completion of documentation in accordance with the law or district policy.							

APPOINTMENTS - SUBSTITUTES

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Donnelly, Paige	DIST	T, P, S, LA	10/14/25	6/30/26	
2	Howey, Michael	DIST	T, P, S, LA	10/14/25 ^	6/30/26	
3	Lipton, Kevin	DIST	T, P, S, LA	10/14/25	6/30/26	
4	Palmucci, Christine	DIST	T, P, S, LA	10/14/25	6/30/26	
5	Mollitor, Erin	DIST	T, P, S, LA	10/14/25	6/30/26	
6	Post, Richard	DIST	T, P, S, LA	10/14/25	6/30/26	

7	Wilson, Brenda	DIST	T, P, S, LA	10/14/25 ^	6/30/26	
^ Start date is pending completion of documentation in accordance with the law or district policy.						
<i>Position Key:</i> T = Substitute Teacher P = Substitute Paraprofessional S = Substitute Secretary N = Substitute Nurse LA = Substitute Lunch Aide						

APPOINTMENTS - EXTRACURRICULAR

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

25/26 Club Appts							
	POS LOC	POS TYPE	POSITION	ASSIGNMENT	NAME	25/26 TOTAL Stipend	Discussion
1	RHS	CLUB	e-Sports	Co-Advisor	Hellner, Thomas	\$2,666	
2	RHS	CLUB	e-Sports	Co-Advisor	Pitzer, Curtis	\$2,666	Appointment pending completion of documentation in accordance with the law or district policy.
3	RHS	CLUB	e-Sports	Co-Advisor	Wagner, Matthew	\$2,666	

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

25/26 Athletic Appts										
	POS LOC	POSITION	ASSIGN- MENT	SEASON	NAME	25/26 Base Stipend	# of Consec Yrs in the same Sport/Season thru 25/26 Season	25/26 Longevit y Stipend	25/26 TOTAL Stipend	Discussion
1	RHS	Gymnastics	Assistant Coach	Fall, effective 10/14/25	Vitale, Gia	\$2,320	1	-	\$2,320	Replacement in position.

10. RESOLVED, that the Roxbury Township Board of Education approve the following appointments for the 2025/2026 school year as indicated in the attached Exhibits.

	Exhibit Title	Exhibit Number
1	25/26 Winter Athletic Appts	HR 1.1
2	25/26 Spring Musical Play Appointments for EMS & RHS	HR 1.2

SALARY ADJUSTMENTS

- *11. RESOLVED, that the Roxbury Township Board of Education approve the following identified district nurses as indicated on an as-needed and as-requested basis during the 2025/2026 school year to provide nursing services/coverage. Payment for nursing services/coverage will be made according to the rate indicated for services provided beyond the nurse's contractual hours.

	Name	Nurse's Loc	25/26 Hourly Rate	Start Date	End Date
1	Paleos, Elizabeth	DIST	\$42.14	10/14/25	6/18/26

- *12. 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	Amends & supersedes:
1	Basso, Gregory	8/27/25	6/18/26	RHS	SUMMIT	25/26 MA+30 Step 23	\$7,801	8/18/25, XVI.D.10, Exhibit HR1, Row No. 2
2	Basso, Gregory	10/14/25	6/18/26	RHS	SUMMIT	25/26 MA+30 Step 23	\$13,002	n/a
3	Doyle, Robert	9/16/25	10/31/25	RHS	World History A	25/26 MA+15 Step 9-10	\$1,911	9/15/25, XV.E.15, Row No. 1
4	Gervasio, Thomas	9/22/25	1/30/26	RHS	RC	25/26 MA Step 6-8	\$4,392	n/a
5	Hopper, JoEllen	9/16/25	10/31/25	RHS	World History A	25/26 MA Step 19-20	\$2,406	9/15/25, XV.E.15, Row No. 6
6	Misurelli, Frank	9/16/25	10/31/25	RHS	US II B	25/26 BA+15 Step 22	\$2,367	9/15/25, XV.E.15, Row No. 10
7	Tirella, Marc	9/22/25	1/30/26	RHS	RC	25/26 MA Step 21	\$6,127	9/15/25, XV.E.15, Row No. 13
8	Tomasheski, Paul	9/16/25	10/31/25	RHS	US II B	25/26 MA Step 12	\$2,023	9/15/25, XV.E.15, Row No. 14
9	Weber, Kurt	9/16/25	10/31/25	RHS	World History A	25/26 BA+30 Step 23	\$2,487	9/15/25, XV.E.15, Row No. 16
10	Weaver, Dennis	9/22/25	1/30/26	RHS	RC	25/26 BA+30 Step 13	\$5,083	n/a
11	Wassmer, Kaitlyn	10/14/25	1/30/26	RHS	RC	25/26 MA Step 9-10	\$1,866	n/a

ESL

- *13. RESOLVED, that the Roxbury Township Board of Education approve its staff members who are bilingually or multilingually skilled to be compensated for hours served offering translating services on an as-needed and as-requested basis during the 2025/2026 school year. Said hours are to be completed outside the contractual hours for the staff member and compensated at a rate of \$37.00 per hour.

STIPENDS - ADMINISTRATORS' INNOVATIVE PROJECTS

14. RESOLVED, that the following Roxbury Administrators' Association members have been approved by the Superintendent of Schools for the following proposed Innovative Projects for the 2025/2026 school year. Payment of the stipend indicated will be made in the final payroll in June 2026 upon completion of the said project and approval of the Superintendent.

	<i>Name</i>	<i>Innovative Project</i>	<i>Stipend for 25/26 per RAA 2023-2027 Contract</i>
1	Acevedo, Nicole	Continued Support of LinkIt & WIN Initiatives	\$900
2	Cosgrove, Melissa	New Jersey Inclusion Project Grant Application	\$900
* 3	Crispino, William	Roxbury High School Bell Schedule Reform	\$900
4	Dempsey, Jennifer	New Jersey Inclusion Project Grant Application	\$900
5	Hamer, Brian	Continued Support of LinkIt & WIN Initiatives	\$900
* 6	Huguenin, Colleen	Enhance the Structure, Process, Procedure, and Efficiency of District Programming	\$900
7	Lynch, Danielle	Level Up Learning	\$900
* 8	Mason, Stuart	Athletic Performance Physical Education	\$900
9	Maurer, Jennifer	ELA K-6 Curriculum Improvement through Resource Analysis	\$900
* 10	Mawn, Matthew	AP Monthly Check-In	\$900
* 11	Mongelli, Kristin	Making a Quantum Leap: A New Path for RHS Science	\$900
12	Nzegwu, Crystal	Strengthening Early Math Achievement Through Universal Screening in Grades K-2	\$900
* 13	Posbergh, Erin	AP Monthly Check-In	\$900
14	Rigby-Krause, Effie	Fostering a Culture of Data-Informed Decision-Making	\$900
* 15	Seminario, Christine	Beyond the Classroom: Empowering Learning through Community-Based Instruction	\$900
* 16	Trokan, Matthew	Building Capacity for Spanish Speaking Students and Families - Secondary 7-12 - (continued - Part V)	\$900

MENTORING

15. 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	Sytsma, Caitlyn	LRS	n/a	Murillo, Amy	11/10/25	6/19/26	30	\$550

STUDENT TEACHERS/INTERNS

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

Student Teacher/Intern					Roxbury Cooperating Staff Member		
	Name	College	Placement Sought	Term	Name	Position	Loc
1	Snoke, Colby	Montclair State Univ	Internship for Masters of Business Administration program	1/20/26 thru 5/20/26 for f/t	Mondanaro, Joseph	BA/Board Sec	DIST

COMMUNITY SCHOOL

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

	Name	Loc	Title	Hourly Rate	Start Date	End Date	Discussion
1	Berta, Yvette	RCS	Preschool Aide Sub Teacher	\$22/Hour \$30/Hour	07/15/25	06/30/26	Amendment to XVI.D.29. Row No. 1 aprvd 7/14/25 - Not to exceed 29.75 hrs/wk with various district positions.
2	Diorio, Krista	RCS	Preschool Teacher	\$35/Hour	07/15/25	06/30/26	Amendment to XVI.D.29. Row No. 4 aprvd 7/14/25 - Not to exceed 29.75 hrs/wk with various district positions.
3	Diorio, Krista	RCS	Preschool Teacher	\$75/week	10/14/25	06/30/26	PLC & Planning Time
4	Eskay, Gina	RCS	Preschool Aide	\$22/Hour	07/15/25	06/30/26	Amendment to XVI.D.29. Row No. 5 aprvd 7/14/25 - Not to exceed 29.75 hrs/wk with various district positions.
5	Mazza, Lorna	RCS	Preschool Aide	\$22/Hour	07/15/25	06/30/26	Amendment to XVI.D.29. Row No. 10 aprvd 7/14/25 - Not to exceed 29.75 hrs/wk with various district positions.
6	Murro, Tara	RCS	Sub Teacher Sub Aide	\$30/Hour \$22/Hour	10/14/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
7	Osterman, Gianna	RCS	Sub Teacher Sub Aide	\$30/Hour \$22/Hour	10/14/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
8	Osterman, Juliana	RCS	Sub Teacher Sub Aide	\$30/Hour \$22/Hour	10/14/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
9	Rao, Umesh	RCS	Sub Teacher Sub Aide	\$30/Hour \$22/Hour	10/14/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
10	Reinoso, Krista	RCS	Sub Teacher Sub Aide	\$30/Hour \$22/Hour	10/14/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
11	Riggs, Deana	RCS	Sub Teacher Sub Aide	\$30/Hour \$22/Hour	10/14/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
12	Ronchetta, Alexandra	RCS	Sub Teacher Sub Aide	\$30/Hour \$22/Hour	10/14/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
13	Salerno, Phoebe	RCS	Preschool Aide	\$22/Hour	07/15/25	06/30/26	Amendment to XVI.D.29. Row No. 12 aprvd 7/14/25 - Not to exceed 29.75 hrs/wk with various district positions.
14	Spicka, Stacy	RCS	Preschool Teacher	\$35/Hour	07/15/25	06/30/26	Amendment to XVI.D.29. Row No. 13 aprvd 7/14/25 - Not to exceed 29.75 hrs/wk with various district positions.
15	Spicka, Stacy	RCS	Preschool Teacher	\$75/week	10/14/25	06/30/26	PLC & Planning Time
16	Wilks, Laura	RCS	Preschool Aide	\$22/Hour	07/15/25	06/30/26	Amendment to XVI.D.29. Row No. 15 aprvd 7/14/25 - Not to exceed 29.75 hrs/wk with various district positions.

18. 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	Seelinger, Heather	K-4	Sub Certified	\$25/Hour	10/14/25	06/30/26	Amendment to XVI.E.20. Row No. 15 aprvd 9/15/25; aprvd at \$22/hr

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

	<i>Name</i>	<i>Loc</i>	<i>Title</i>	<i>Hourly Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Harrison Calderon, Jessica	EMS	Spring Elementary Choir Program (3-5)	\$45/Hour	02/01/25	05/15/26	Amendment to XVI.D.20. Row No. 1 aprvd 8/18/25
2	Scire, Chris	EMS	Fall Elementary Choir Program Substitute	\$45/Hour	10/14/25	12/23/25	
3	Scire, Chris	EMS	Spring Elementary Choir Program Substitute	\$45/Hour	02/01/25	05/15/26	
4	Stoyanov, Aubrey	EMS	Spring Elementary Choir Program (3-5)	\$45/Hour	02/01/25	05/15/26	Amendment to XVI.D.20. Row No.4 aprvd 8/18/25
5	Sweer, Krista	EMS	Fall Children's Community Choir Accompanist	\$250/Flat	10/14/25	12/11/25	
6	Sweer, Krista	EMS	Spring Children's Community Choir Accompanist	\$250/Flat	02/01/25	05/15/26	
7	Hallet, Jen	LRS	RHS Ski Club	\$35/Hour	01/01/26	03/30/26	
8	O'Brien, William	RHS	RHS Ski Club	\$35/Hour	01/01/26	03/30/26	

APPROVAL OF RATE OF PAY - SUBSTITUTE POSITIONS

- *20. RESOLVED, that the Roxbury Township Board of Education approve the following rate of pay schedule for substitute positions effective July 1, 2025 through June 30, 2026.

BE IT FURTHER RESOLVED, this resolution amends and supersedes Personnel Resolution XVI.C.1 approved on May 12, 2025.

<i>Category</i>	<i>Rate of Pay 7/1/25 - 6/30/26</i>
Leave Replacement / Interim Teacher or Education Services Personnel (must hold proper NJ certification in content area)	\$300.00 per diem
Transitional Substitute Teacher: up to 20 consecutive days in same position; 21-40 days maximum with county superintendent's approval (Alternate or Traditional Route candidate holding a county substitute credential pending issuance of NJ certification)	\$230.00 per diem
Substitute Teacher: in assignment exceeding 20 consecutive days; 40 days maximum in non-content area (holding a NJ standard/CE/CEAS certification)	\$200.00 per diem
Leave Replacement Nurse (must hold a registered nurse license)	\$325.00 per diem
Permanent Substitute Nurse	\$295.00 per diem
Substitute Nurse	\$235.00 per diem
Permanent Substitute Teacher (holding a NJ standard/CE/CEAS certification, or Traditional	\$165.00 per diem

<i>Category</i>	<i>Rate of Pay 7/1/25 - 6/30/26</i>
Leave Replacement / Interim Teacher or Education Services Personnel (must hold proper NJ certification in content area)	\$300.00 per diem
Transitional Substitute Teacher: up to 20 consecutive days in same position; 21-40 days maximum with county superintendent's approval (Alternate or Traditional Route candidate holding a county substitute credential pending issuance of NJ certification)	\$230.00 per diem
Route candidate holding a county substitute credential pending issuance of NJ certification)	
Substitute Teacher	\$130.00 per diem
Substitute Instructional Paraprofessional	\$110.00 per diem
Substitute Bus Aide	\$16.00 hourly
Substitute Bus Driver	\$25.00 hourly
Substitute Cafeteria (Lunch) Aide	\$15.50 hourly
Substitute Computer Technician	\$16.00 hourly
Leave Replacement / Interim Teacher or Education Services Personnel (must hold proper NJ certification in content area)	\$300.00 per diem
Transitional Substitute Teacher: up to 20 consecutive days in same position; 21-40 days maximum with county superintendent's approval)Alternate or Traditional Route candidate holding a county substitute credential pending issuance of NJ certification)	\$230.00 per diem
Substitute Maintenance / Groundskeeper	\$16.00 - \$25.00 hourly
Substitute Secretary	\$16.00 hourly
Leave Replacement Secretary	\$25.00 hourly
Substitute Security Guard (with Permit to Carry)	\$28.60 hourly

D. 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 November 17, 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

October 13, 2025

- XVIII. EXECUTIVE SESSION - (IF NECESSARY)
- XIX. PUBLIC SESSION – (IF NECESSARY)
- XX. ADJOURNMENT

NJ Single Accountability Continuum (NJQSAC)

District Performance Review

School Year : 2025-2026

District Information and Score Summary

District Name and CDS #:	Roxbury School District 4560	
County Name:	Morris	
District Superintendent Name:	Dr. Frank Santora	
District Mailing Address:	42 North Hillside Ave, Succasunna, NJ 07876	
Superintendent Email Address:	fsantora@roxbury.org	
DPR Area	District Score	County Score
Instruction and Program	40%	0%
Fiscal Management	96%	0%
Governance	100%	0%
Operations	100%	0%
Personnel	100%	0%

Instruction and Program		Roxbury School District 4560			
School Year:		2025-2026			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
1. The school district's ELA achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Student group performance: The proficiency rate of all student groups; (Assessment data provided by NJDOE)	K - 8	10.00			
	K - 12	7.00			
	9 - 12	10.00			
2. The school district's mathematics achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Student group performance: The proficiency rate of all student groups. (Assessment data provided by NJDOE)	K - 8	10.00			
	K - 12	7.00			
	9 - 12	10.00			
3. The school district's science achievement score: The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Student group performance: The proficiency rate of all student groups. (Assessment data provided by NJDOE)	K - 8	5.00			
	K - 12	3.50			
	9 - 12	5.00			
4. The school district's ELA academic progress. • Academic progress is calculated to include student group performance by averaging the mSGP of all students with the average of all student groups' mSGPs. (Assessment data provided by NJDOE)	K - 8	12.50			
	K - 12	8.75			
	9 - 12	0.00			
5. The school district's mathematics academic progress. • Academic progress is calculated to include student group performance by averaging the mSGP of all students with the average of all student groups' mSGPs. (Assessment data provided by NJDOE)	K - 8	12.50			
	K - 12	8.75			
	9 - 12	0.00			
6. The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). • Graduation rate is calculated to include student group performance by averaging the combined graduation rate (i.e. the average of the four-year and five-year graduation rates) of all students with the average of all student groups' combined graduation rates. (Assessment data provided by NJDOE)	K - 8	0.00			
	K - 12	15.00			

Instruction and Program		Roxbury School District 4560			
School Year:		2025-2026			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
	9 - 12	25.00			
7. The school district's measure(s) for school quality and student success is calculated to account for student group performance by averaging the rates for all students with the average of all subgroups' rates. (Assessment data provided by NJDOE)	K - 8	10.00			
	K - 12	10.00			
	9 - 12	10.00			
Summary of Achievement Score Indicators	K - 8	60.00	0.0	0.0	
	K - 12	60.00	0.0	0.0	
	9 - 12	60.00	0.0	0.0	
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)	
8. The chief school administrator (CSA) reports participation and performance results of annual Statewide assessments to the district board of education within 60 days of receipt of the finalized information from the Department. The reports include aggregated and disaggregated student group data, as well as trend and comparative analyses and appropriate intervention strategies. (N.J.A.C. 6A:8-4.3)	5	Yes			
a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including, formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers; e. Pacing guide; and f. Interdisciplinary connections.	3	Yes			
10. Mathematics curriculum and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					

Instruction and Program		Roxbury School District 4560			
School Year:		2025-2026			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including, formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers; e. Pacing guide; and f. Interdisciplinary connections.		3	Yes		
11. Science curriculum and instruction are aligned to the NJSLs in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including, formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers; e. Pacing guide; and f. Interdisciplinary connections.		3	Yes		
12. Social studies curriculum and instruction are aligned to the NJSLs in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including, formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers; e. Pacing guide; and f. Interdisciplinary connections. g. Amistad Commission mandates* that curricula in K-12 include the teaching of the African slave trade, slavery in America, the vestiges of slavery in this country, and the contributions of African Americans to this country; h. Holocaust Commission mandates* that curricula in K-12 address issues of bias, prejudice, and bigotry, including bullying, through the teaching of the Holocaust and genocide; and i. The Commission on Asian American Heritage mandates that curricula in K-12 address the contributions, history, and heritage of Asian Americans and Pacific Islanders (AAPI) in accordance with N.J.S.A. 18A:35-4.44. * Mandates can be met in content areas other than social studies. Being out of compliance with either mandate results in the loss of all points for this indicator.		3	Yes		
13. World languages curricula and instruction are aligned to the NJSLs in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					

Instruction and Program		Roxbury School District 4560			
School Year:		2025-2026			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including, formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers; e. Pacing guide; and f. Interdisciplinary connections.		3	Yes		
14. Comprehensive health and physical education curricula and instruction are aligned to the NJSLs in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including, formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers; e. Pacing guide; and f. Interdisciplinary connections.		3	Yes		
15. Visual and performing arts curricula and instruction are aligned to the NJSLs in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including, formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers; e. Pacing guide; and f. Interdisciplinary connections.		3	Yes		
16. Career readiness, life literacies, and key skills curricula and instruction are aligned to the NJSLs in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements; b. Performance expectations may be integrated within and across other content areas or presented as an independent course; c. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; d. Assessments, including, formative, summative, benchmark, and alternative assessments; e. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers; f. Pacing guide; and g. Interdisciplinary connections.		3	Yes		
17. Computer science and design thinking curricula and instruction are aligned to the NJSLs in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					

Instruction and Program		Roxbury School District 4560			
School Year:		2025-2026			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements; b. Performance expectations may be integrated within and across other content areas or presented as an independent course; c. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; d. Assessments, including, formative, summative, benchmark, and alternative assessments; e. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers; f. Pacing guide; and g. Interdisciplinary connections.		3	Yes		
18. All statutory curricular requirements are incorporated within the school district curriculum as indicated within the statute. This includes, but is not limited to:					
a. Diversity, equity, and inclusion in accordance with N.J.S.A. 18A:35-4.36a; and b. The history of persons with disabilities and lesbian, gay, bisexual, and transgender people in middle and high school curriculum in accordance with N.J.S.A. 18A:35-4.35.		3	Yes		
19. Policies and procedures exist to ensure a coordinated system for planning, delivering, measurement, and modification of intervention and referral services is implemented in each school by a multidisciplinary team to address the learning, behavioral, and health needs of all students. (N.J.A.C. 6A:16-8) This requirement may be fulfilled through implementation of the New Jersey Tiered System of Support (NJTSS) or other models such as Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS). The system includes:					
a. A continuum of supports and interventions available in each school to support learning, behavior, and health needs; b. Action plans for interventions based on student data and desired outcomes; c. Professional development for multidisciplinary teams and staff who provide interventions; and d. Review and assessment of effectiveness of interventions (e.g., progress monitoring).		5	Yes		
Achievement Score Total		60.00	0	0	
Curriculum and Policy Total		40	40	0	
Instruction and Program Total		100	40	0	
Comments:					

Fiscal Management		Roxbury School District 4560		
School Year: 2025-2026				
Indicator	Point Value	District Score Yes <u>OR</u> N/A <u>OR</u> No	County Score Yes <u>OR</u> N/A <u>OR</u> No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
1. Monthly district board of education secretary's reports are completed and reconciled without exceptions and submitted to the district board of education within 60 days of the month's end for approval, pursuant to N.J.S.A. 18A:17-9 and N.J.A.C. 6A:23A-16.10.	8	Yes		
2. A standard operating procedures (SOP) manual for business functions is maintained, updated and implemented pursuant to N.J.A.C. 6A:23A-6.6. The SOP manual includes a system of internal controls in accordance with N.J.A.C. 6A:23A-6.4 to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud and includes a section that details purchasing procedures.	8	Yes		
3. The annual audit of its Annual Comprehensive Financial Report (ACFR) and other supporting forms and collections (Auditor's Management Report (AMR), Federal Data Collection Form, and Audit Summary) and other supporting forms and collections have been filed by the due date set forth at N.J.S.A. 18A:23-1.	6	Yes		
4. The school district:				
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (if required);	4	Yes		
b. Reports no repeat audit findings of a substantive nature in the ACFR or AMR.	4	Yes		
c. Reports no material weaknesses or significant deficiencies in the ACFR or AMR.	4	Yes		
d. Ends the year with no deficit balances and no line item over-expenditures in the general fund, (on the budgetary basis of accounting) special revenue fund, capital projects fund, or debt service fund (other than permitted under State law andgenerally accepted accounting principles (GAAP).	4	Yes		
5. Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:				
a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends Federal funds consistent with the approved indirect cost rate and grant application.	2	Yes		
b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.	2	Yes		

Fiscal Management		Roxbury School District 4560		
School Year: 2025-2026				
Indicator	Point Value	District Score Yes <u>OR</u> N/A <u>OR</u> No	County Score Yes <u>OR</u> N/A <u>OR</u> No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school allocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.	2	Yes		
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	Yes		
e. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	Yes		
6. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:				
a. Maintains separate accounting by project.	2	Yes		
b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	3	Yes		
c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	6	Yes		
d. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest earned annually to the debt service and/or general fund.	3	Yes		
7. Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2.	2	Yes		
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	Yes		
9. Annual health and safety reviews:				
a. Have been conducted once per year in each building using the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings. (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19-6)	5	Yes		
b. Meet the "100% item" section in the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5	Yes		
c. Meet the "80% item" section Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.	2	Yes		

Fiscal Management		Roxbury School District 4560		
School Year: 2025-2026				
Indicator	Point Value	District Score Yes <u>OR</u> N/A <u>OR</u> No	County Score Yes <u>OR</u> N/A <u>OR</u> No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
10. An annual budget calendar that is developed and shared with the district board of education and that reflects all applicable legal and management requirements, pursuant to N.J.S.A. 18A:22-7, is followed. This development timeline includes input from all relevant programmatic staff for requirements and materials needed for teaching and student learning.	4	Yes		
11. All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4	Yes		
12. The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.	4	Yes		
13. Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.	4	Yes		
14. The district board of education approves purchase orders approved by only the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	4	No		
Fiscal Management Total	100	96	0	
Comments:				

Governance		Roxbury School District 4560		
School Year: 2025-2026				
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
1. At least annually, and more frequently if required by changes in case law, regulation, or statute, the district board of education or the advisory board, reviews, updates, and adopts, by resolution, policies, procedures, and by-laws reflective of current statutory and regulatory authority. (N.J.S.A. 18A:11)	8	Yes		
2. The district board of education:				
a. Establishes a policy and a contract with the CSA to annually evaluate him or her based on the adoption of goals and performance measurements that reflect the highest priority is given to student achievement and attention is given to student group achievement and each new member has received training on CSA evaluation. N.J.S.A. 18A:17-20.3.	7	Yes		
b. Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8.1(g).	6	Yes		
3. All new, renegotiated, amended, altered, or extended contracts for CSAs, deputy superintendents, assistant superintendents, and school business administrators are submitted to the executive county superintendent (ECS) for review and approval. The district board of education takes no formal action to approve or implement such contracts prior to ECS review and approval. (N.J.S.A. 18A:7-8 and N.J.A.C. 6A:23A-3.1)	6	Yes		
4. The district board of education approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees, only by a roll call majority vote of the district board of education’s full membership upon the CSA’s recommendation. (N.J.S.A. 18A:27-4.1 and N.J.A.C. 6A:32-4.1 and 4.7)	6	Yes		
5. The district board of education-approved corrective action plans are submitted for any finding or recommendation for all compliance-related reports, consolidated monitoring reports, financial audits, student with disabilities reports, etc. The school district has no outstanding monitoring or complaint investigation findings that exceed the required timelines for correction. There is no evidence of the school district not implementing the plan.	7	Yes		
6. The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)				

Governance		Roxbury School District 4560		
School Year: 2025-2026				
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.	8	Yes		
b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSLS.	8	Yes		
7. The district board of education follows the budget process by: a. Conducting a public hearing on the proposed budget; within the timeframe established at N.J.S.A. 18A:22-7 and 10; b. Adopting the budget at a public meeting, within the timeframe established at N.J.S.A. 18A:22-10; c. Providing ongoing information on the budget’s status and any revision(s) or emergent conditions; and d. Making the budget available for public notice and inspection. (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)	8	Yes		
8. The district board of education ensures compliance with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, which shall include but not be limited to grant programs under the Elementary and Secondary Education Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.	6	Yes		
9. The district board of education has established programs and services for all multilingual learners, pursuant to N.J.A.C. 6A:15.	7	Yes		
10. The district board of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10:4-6 et seq.)	3	Yes		
11. The district board of education approves the monthly district board of education secretary’s and treasurer’s reports within 60 days of month’s end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been over-expended. (N.J.A.C. 6A:23A-16.10(c))	6	Yes		

Governance		Roxbury School District 4560		
School Year: 2025-2026				
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
12. Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting. (N.J.S.A.18A:17-7)	6	Yes		
13. District board of education members and school administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5	Yes		
14. The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. Each school district shall provide these library-media services under the direction of a certified school library media specalist. (N.J.A.C. 6A:13-2.1(h))	3	Yes		
Governance Total	100	100	0	
Comments:				

Operations		Roxbury School District 4560		
School Year:		2025-2026		
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
1. The school district has demonstrated that its data in the Department's Statewide longitudinal data system and the school district's educator evaluation data files:				
a. Have been certified by established deadlines and provide complete data; and	2	Yes		
b. Have an error rate of less than 1.5 percent for each file –inclusive of student sync errors.	3	Yes		
2. The school district's County District School (CDS) Information System data:				
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since the last NJQSAC monitoring; and	1	Yes		
b. Have accurately maintained the required school contacts throughout the year and the school district has submitted to the Department for approval any change requiring district board of education action within five business days of the action.	3	Yes		
3. The school district has a data management process that includes:				
a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure; and	2	Yes		
b. Submission of data collection applications via the Department's website by the established deadlines.	3	Yes		
4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	Yes		
5. The district board of education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. The district board of education provides all employees annual training on the code of student conduct and its equitable application, including training on the prevention, intervention, and remediation of student conduct that violates the district board of education's code of student conduct. (N.J.A.C. 6A:16-7.1)	5	Yes		

Operations		Roxbury School District 4560		
School Year:		2025-2026		
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
6. Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department in accordance with the due dates annually established by the Department. N.J.A.C. 6A:16-5.3	5	Yes		
7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB self-assessment. The CSA submits to the Department the statement of assurance and the district board of education approval date for the HIB self-assessment for each school in the school district in accordance with the due dates annually established by the Department. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	7	Yes		
8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-6.2)	3	Yes		
9. The comprehensive alcohol, tobacco, and other drug abuse program includes policies and procedures for the prevention, assessment, intervention, referral for evaluation, referral for treatment, enforcement of the code of student conduct for students using alcohol or other drugs, and continuity of care and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	6	Yes		
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	6	Yes		

Operations		Roxbury School District 4560		
School Year:		2025-2026		
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
11. Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	6	Yes		
12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(c))	4	Yes		
13. At least one certified school nurse is employed by the school district (not through a third-party contract). For medically fragile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears in the New Jersey Department of Human Services' New Jersey Medicaid Management Information System (NJMMIS) or is approved to provide private duty nursing under the New Jersey FamilyCare Program. The district board of education annually adopts a nursing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J.A.C. 6A:16-2.1(b) and 2.5(j)6 and N.J.S.A. 18A:40-3.3)	8	Yes		
14. Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received educational services within five days of a student's removal for disciplinary reasons or within five days after receipt of the school physician's verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary hospital setting). The educational services are provided by a certified instructor who has completed the Department's criminal history record check. (N.J.S.A. 18A:6-4.13 and 7.1 and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)	6	Yes		
15. The school district annually assesses plans and facilities to ensure: a. Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The CSA has verified, in writing, that the process has occurred. (N.J.A.C. 6A:16-5.1) b. A school safety audit has been conducted for each school building in accordance with N.J.S.A. 18A:41-14; and c. Up-to-date critical incident mapping data for all schools and school grounds have been provided to local law enforcement authorities. (N.J.S.A. 18A:41-7.1)	4	Yes		

Operations		Roxbury School District 4560		
School Year:		2025-2026		
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
16. A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S.A. 18A:41-7a)	4	Yes		
17. The school district has designated a school safety specialist for the school district. The school safety specialist maintains an active certificate. (N.J.S.A. 18A:17-43.2)	2	Yes		
18. The district board of education has adopted and implemented a policy to establish a threat assessment team at each school to provide administrators, teachers, and other staff with assistance in identifying, assessing, and managing students that exhibit concerning or threatening behaviors. (N.J.S.A. 18A:17-43.4)	3	Yes		
19. The school district implements a Department-approved comprehensive equity plan (CEP) that has been issued a certificate of completion by the Executive County Superintendent, designed to eliminate discrimination according to the protected categories and classes set forth at the New Jersey Law Against Discrimination (NJLAD), N.J.S.A. 10:5-1 et seq., and at N.J.A.C. 6A:7-1.1(a) and that has been issued a certificate of completion by the executive county superintendent. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6	Yes		
20. The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6). Additionally, each school within the school district with 10 percent or more of its enrolled students identified as chronically absent has developed and presented to the district board of education a corrective action plan to improve absenteeism rates. (N.J.A.C. 6A:32-8.6)	8	Yes		
Operations Total	100	100	0	
Comments:				

Personnel		Roxbury School District 4560				
School Year: 2025-2026						
Indicator	District Point Value	District Score Yes OR N/A OR No	County Score	County Point Value	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)	
1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories:						
a. Teacher evaluation processes result in complete summative scores, measures of teacher practice, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10-2.4, 4.1, 4.2, 4.3, and 4.4);	100 percent of audited files meets indicators	8	Yes	Select the percentage of files that meet indicators	0	
b. School leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10- 2.4, 5.1, 5.2, 5.3, and 5.4);	100 percent of audited files meets indicators	6	Yes	Select the percentage of files that meet indicators	0	
c. Evaluations of other certificated staff are conducted in accordance with N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2;	100 percent of audited files meets indicators	4	Yes	Select the percentage of files that meet indicators	0	
d. Evaluation training for all certified staff has occurred; (N.J.A.C. 6A:10-2.2(b))	2	Yes				
e. Summary conferences for all certified staff have occurred; (N.J.A.C. 6A:10-2.4(c))	2	Yes				
f. School improvement panels have been established in each school and are functioning in accordance with the TEACHNJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and	4	Yes				
g. Other evaluation structures and processes, including tenure charge proceedings, are conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	2	Yes				
2. The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2):						
a. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time. (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1)	5	Yes				

Personnel		Roxbury School District 4560			
School Year: 2025-2026					
Indicator	District Point Value	District Score Yes OR N/A OR No	County Score	County Point Value	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
b. The school district-level PDP: • Details districtwide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates; • Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and • Addresses the NJSLS and the professional standards for teachers and school leaders (N.J.A.C. 6A:8 and 6A:9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2)	5	Yes			
c. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics.	4	Yes			
d. The district mentoring plan: (N.J.A.C. 6A:9C-5) • Details support for all non-tenured teachers in their first year of employment through, at minimum, an introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric; • Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers; • Describes how mentors are trained; and • Describes the process by which the administrative office oversees mentor payments.	3	Yes			
e. Documentation that verifies staff have completed professional development on State-mandated topics required for their assignments. (N.J.S.A. 18A and N.J.A.C. 6A)	2	Yes			
3. The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:					
a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department's certification office for a provisional certificate before the residency period began. Any teacher with a CEAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment; (N.J.A.C. 6A:9B)	3	Yes			
b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10)	3	Yes			

Personnel		Roxbury School District 4560				
School Year: 2025-2026						
Indicator	District Point Value	District Score Yes OR N/A OR No	County Score		County Point Value	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
c. Provisional staff seeking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. (N.J.A.C.6A:9A and 6A:9B)	3	Yes				
d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. (N.J.A.C. 6A:9B)	2	Yes				
4. The district board of education has ensured the following staffing practices are followed:						
a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	Yes				
b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	Yes				
c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	3	Yes				
d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education’s staff attendance policies.	3	Yes				
e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-7)	2	Yes				
f. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard certificate. (N.J.A.C. 6A:9B)	2	Yes				
5. The position control roster: (N.J.A.C. 6A:23A-6.8)						

Personnel		Roxbury School District 4560			
School Year: 2025-2026					
Indicator	District Point Value	District Score Yes OR N/A OR No	County Score	County Point Value	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, of whether an 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.; base salary; step; longevity; guide; stipends by type; overtime; other extra compensation; the benefits paid by the school district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by location; the date the position was filled; and the date the position was originally created by the district board of education (if the date the position was originally created is not available, the date the person currently filling that position was approved by the district board of education);	6	Yes			
b. Is accurate and up to date; and	6	Yes			
c. Reconciles with the budget.	4	Yes			
6. Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in: a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2); b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5, 4.4, and 5.4); and c. Required individual PDPs or CAPs that are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and that are linked to school district, school, team, and/or individual goals, and to results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5)	12	Yes			
Personnel Total	100	100	0		
Comments:					

DECLARATION PAGE		Roxbury School District 4560
School Year: 2025-2026		
<i>Type or print the name of the individuals in the district who were members of the NJQSAC Committee and who assisted in the completion of this District Performance Review. (Use additional page if needed.)</i>		
POSITION	NAME	SIGNATURE
Chief School Administrator:	Dr. Frank Santora	
District Administrative Staff:	Mrs. Lisa Ferrare	
Teacher:	Ms. Maria Gallagher	
School Business Administrator:	Mr. Joseph Mondanaro	
Curriculum and Instruction Representative:	Ms. Effie Rigby-Krause	
Local Collective Bargaining Representative:	Mr. James Connolly	
District Board of Education Member:	Ms. Anne Colucci	
Director of Special Services:	Dr. Christine Seminero	
<i>By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.</i>		
Chief School Administrator:	Dr. Frank Santora	
Board of Education President:	Mr. Christopher Milde	
Board Resolution Date:	October 13, 2025	

	POSITION LOC	POSITION	ASSIGNMENT	SEASON	25/26 LAST NAME	25/26 FIRST NAME	25/26 Base Stipend	25/26 # of Consec Yrs thru 25/26 Season	25/26 Longevity Stipend	25/26 TOTAL Stipend	25/26 Note about Consec Yrs
1	EMS	All Sports	Athletic Coordinator	Winter	Moskowitz	Phillip	\$ 2,761	n/a	n/a	\$ 2,761	
2	EMS	Basketball - Boys	Head Coach	Winter	Capra	Robert	\$ 5,754	8	\$ 400	\$ 6,154	
3	EMS	Basketball - Girls	Head Coach	Winter	Farina	Kimberly	\$ 5,754	12	\$ 800	\$ 6,554	
4	EMS	Wrestling	Assistant Coach	Winter	Dolan	James	\$ 4,894	4	\$ -	\$ 4,894	
5	EMS	Wrestling	Head Coach	Winter	Monaco	David	\$ 5,754	23	\$ 1,150	\$ 6,904	Winter Asst Coach of Wrestling @ RHS from 03/04 thru 17/18; Winter Head Coach of Wrestling @ EMS as of 18/19.
* 6	RHS	All Sports	Athletic Trainer	Winter	Koch	Joseph	\$ 8,019	29	\$ 2,500	\$ 10,519	
* 7	RHS	All Sports	Equipment Assistant Manager	Winter	Bischoff	Derek	\$ 4,562	n/a	n/a	\$ 4,562	
* 8	RHS	All Sports	Equipment Manager	Winter	Trotter	Gregory	\$ 6,291	n/a	n/a	\$ 6,291	
* 9	RHS	Basketball - Boys	Assistant Coach	Winter	Feeney	Brian	\$ 6,370	4	\$ -	\$ 6,370	
* 10	RHS	Basketball - Boys	Head Coach	Winter	Hemmer	Matthew	\$ 9,370	2	\$ -	\$ 9,370	
* 11	RHS	Basketball - Girls	Assistant Coach	Winter	O'Brien	Sean	\$ 6,370	2	\$ -	\$ 6,370	
* 12	RHS	Basketball - Girls	Head Coach	Winter	Serra	Michael	\$ 9,370	2	\$ -	\$ 9,370	
* 13	RHS	Bowling	Head Coach	Winter	Cantwell	Kevin	\$ 8,073	4	\$ -	\$ 8,073	
* 14	RHS	Cheerleading	Assistant Coach	Winter	Cacchio	Mary	\$ 4,461	3	\$ -	\$ 4,461	
* 15	RHS	Cheerleading	Assistant Coach	Winter	McDermott	Allyson	\$ 4,461	5	\$ 50	\$ 4,511	
* 16	RHS	Cheerleading	Head Coach	Winter	Vergara	Wendy	\$ 4,973	10	\$ 600	\$ 5,573	
* 17	RHS	Ice Hockey	Assistant Coach	Winter	Spargo	Justin	\$ 6,370	3	\$ -	\$ 6,370	
* 18	RHS	Ice Hockey	Head Coach	Winter	Benbow	Jonathan	\$ 9,370	23	\$ 1,900	\$ 11,270	
* 19	RHS	Indoor Track	Assistant Coach	Winter	Biank	David	\$ 5,523	3	\$ -	\$ 5,523	
* 20	RHS	Indoor Track	Assistant Coach	Winter	Tufaro	Catherine	\$ 5,523	3	\$ -	\$ 5,523	
* 21	RHS	Indoor Track	Head Coach	Winter	Bischoff	Derek	\$ 9,514	11	\$ 700	\$ 10,214	Winter Head Coach for Girls' Indoor Track @ RHS for 15/16 & 16/17; Winter Head Coach for Indoor Track @ RHS as of 17/18.
* 22	RHS	Swimming	Assistant Coach	Winter	Iversen	Samantha	\$ 5,523	4	\$ -	\$ 5,523	
* 23	RHS	Swimming	Assistant Coach	Winter	Meeker	Reid	\$ 5,523	3	\$ -	\$ 5,523	
* 24	RHS	Swimming	Head Coach	Winter	Gervasio	Thomas	\$ 8,073	9	\$ 500	\$ 8,573	
* 25	RHS	Weight Room	Head Coach	Winter	Roumes	Ryan	\$ 6,291	n/a	n/a	\$ 6,291	
* 26	RHS	Wrestling	Assistant Coach	Winter	Miller	Thomas	\$ 6,370	3	\$ -	\$ 6,370	
* 27	RHS	Wrestling	Head Coach	Winter	Roman	Daniel	\$ 9,370	9	\$ 450	\$ 9,820	Winter Head Coach for Wrestling @ EMS for 17/18; Winter Asst Coach for Wrestling @ RHS for 18/19; Winter Head Coach for Wrestling @ RHS as of 19/20.
* 28	RHS & EMS	All Sports	Assistant Athletic Trainer	Winter	Forlenza	Corey	\$ 5,495	8	\$ 200	\$ 5,695	

[+] The Board will be reimbursed for the stipend indicated through fundraising and ticket sales.

	POSITION LOC	POSITION TYPE	POSITION	ASSIGNMENT	25/26 LAST NAME	25/26 FIRST NAME	25/26 TOTAL Stipend [+]	25/26 Note about Assignment
1	EMS	PLAY/SPRING	Choreography	Director	Otto	Alexandra	\$2,925	
2	EMS	PLAY/SPRING	Costume	Designer	Morano	Gianna	\$1,897	
3	EMS	PLAY/SPRING	Drama Club	Advisor	Reingold	Ciera	\$4,567	
4	EMS	PLAY/SPRING	Painting / Visual	Director	Blewitt	Jessica	\$1,895	
5	EMS	PLAY/SPRING	Set Design	Director	Reingold	Matthew	\$1,898	
6	EMS	PLAY/SPRING	Tech Crew	Co-Director	Otto	Alexandra	\$1,171	FTE 0.40
7	EMS	PLAY/SPRING	Tech Crew	Co-Director	Richman	Margery	\$1,757	FTE 0.60
* 8	RHS	PLAY/SPRING	Choreography	Director	Kong	Kristina	\$4,127	
* 9	RHS	PLAY/SPRING	Costume	Designer	Morano	Gianna	\$3,154	
* 10	RHS	PLAY/SPRING	Music	Director	Sweer	Krista	\$4,103	
* 11	RHS	PLAY/SPRING	Musical Play	Producer	Hachey	Patrick	\$4,972	
* 12	RHS	PLAY/SPRING	Painting / Visual	Director	Speronza	Jane-Frances	\$1,700	
* 13	RHS	PLAY/SPRING	Pit Band	Conductor	Conrad	Jeffrey	\$2,576	
* 14	RHS	PLAY/SPRING	Set Design	Advisor	Hachey	Patrick	\$2,459	
* 15	RHS	PLAY/SPRING	Tech Crew	Director	Hansen	James	\$2,695	
* 16	RHS	PLAY/SPRING	Vocal	Director	Hachey	Patrick	\$3,228	