

**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
November 17, 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 November 17, 2025, regarding personnel matters, student matters and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

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 October 13, 2025.
2. Minutes of the Executive Session of October 13, 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 1-14)

STUDENT ACTIVITY ACCOUNTS

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

Roxbury High School	\$6,225.15	Franklin School	\$0
Athletics	\$2,005.00	Kennedy School	\$0
Eisenhower Middle School	\$162.94	Jefferson School	\$924.00
Lincoln Roosevelt School	\$5,561.00	Nixon School	\$0

BILLS LIST

- *2. RESOLVED, that the Roxbury Township Board of Education approve the November 2025 bills list totaling \$6,496,097.48.

TRANSFERS

- *3. RESOLVED, that the Roxbury Township Board of Education approve the September 2025 and October 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 Reports for September 2025 and October 2025.

TREASURER'S REPORT

- *5. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Reports for September 2025 and October 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 reports for the month of September 2025 and October 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	Wildermuth, James	Institute of Technical Advancement	4	Martinsville, NJ	11/21/2025	\$720	\$720
2	Gottfried, Michael	CAE Aviation Roundtable	4	Whippany, NJ	12/3/25	\$0	\$12.48
3	Katz, Robert	School Transportation Supervisor Association's General Meeting	4	Monroe, NJ	12/3/25	\$0	\$0
4	Loeb, Jessica	OpenSciEd-2 Day Launch Middle & High School	4	New Brunswick, NJ	12/3/25 - 12/4/25	\$0	\$69.75
5	Mongelli, Kristin	OpenSciEd-2 Day Launch Middle & High School	4	New Brunswick, NJ	12/3/25 - 12/4/25	\$425.00	\$494.74
6	Barbolini, Carissa	Montclair's Annual Counselor Workshop	4	Montclair, NJ	12/5/25	\$0	\$29.29
7	Mongelli, Kristin	NJSELA Winter Roundtable	4	New Brunswick, NJ	12/5/25	\$0	\$34.68
8	Tomasheski, Paul	NJ Council for History Education Conference	4	Princeton, NJ	12/5/25	\$95.00	\$133.72
9	Trotter, Greg	Garden State Baseball Coaches Clinic	4	Springfield, NJ	12/5/25	\$100.00	\$126.37
10	Young, Jaime	PE Jam 2025	4	Kinnelon, NJ	12/5/25	\$0	\$18.59
11	Doyle, Robert	NJSICA Coaching Clinic (Tennis)	4	Princeton, NJ	1/9/26	\$0	\$39.80
12	Mason, Stuart	NHSCC - National High School Cheerleading Championships DII	4	Orlando, FL	1/28/26 - 2/2/26	\$1,722.00	\$2,162.00

13	Vergara, Wendy	NHSCC - National High School Cheerleading Championships DII	4	Orlando, FL	1/28/26 - 2/2/26	\$1,262.00	\$1,702.00
14	Hopper, JoEllen	US & Ukraine in Revolution, War & Peace	4	New Brunswick, NJ	1/30/26	\$35.00	\$62.90
15	Hopper, JoEllen	Accidents & Disasters in the US and the World	4	New Brunswick, NJ	2/13/26	\$35.00	\$62.90
16	Barry, Ken	NJ Music Educators Annual In-Service Conference	4	Atlantic City, NJ	2/19/26-2/21/26	\$232.03	\$394.26
17	Bream, Samantha	NJ Music Educators Annual In-Service Conference	4	Atlantic City, NJ	2/19/26-2/21/26	\$232.03	\$398.78
18	Gottfried, Michael	Penn State's THON	4	University Park, PA	2/20/26-2/22/26	\$0	\$0
19	Posbergh, Erin	Penn State's THON	4	University Park, PA	2/20/26-2/22/26	\$0	\$184.24
20	Richman, Margery	Penn State's THON	4	University Park, PA	2/20/26-2/22/26	\$0	\$0
21	Ng, Ellen	NJ Music Educators Annual In-Service Conference	4	Atlantic City, NJ	2/20/26-2/21/26	\$232.03	\$386.93
22	Caccavale, Frank	ITEEA	4	Virginia Beach, VA	3/24/26-3/28/26	\$579.00	\$579.00
23	Hachey, Patrick	RHS Choir Overnight Trip	4	Williamsburg, VA	4/16/26-4/19/26	\$0	\$0
24	Kong, Kristina	RHS Choir Overnight Trip	4	Williamsburg, VA	4/16/26-4/19/26	\$0	\$0
25	Morano, Gianna	RHS Choir Overnight Trip	4	Williamsburg, VA	4/16/26-4/19/26	\$0	\$0
26	Reingold, Ciera	RHS Choir Overnight Trip	4	Williamsburg, VA	4/16/26-4/19/26	\$0	\$0
27	Scire, Christopher	RHS Choir Overnight Trip	4	Williamsburg, VA	4/16/26-4/19/26	\$0	\$0
28	Speronza, Jane-Frances	RHS Choir Overnight Trip	4	Williamsburg, VA	4/16/26-4/19/26	\$0	\$0
29	Sweer, Krista	RHS Choir Overnight Trip	4	Williamsburg, VA	4/16/26-4/19/26	\$0	\$0
30	Hansen, James	AP Literature Certification Training	4	Online	11/20/25	\$150.00	\$150.00
31	Bonilla, Camilo	2025 Governance II Mandatory Training	4	Online	Online	\$0	\$0
32	Galdieri, Valerie	2025 Governance II Mandatory Training	4	Online	Online	\$0	\$0
33	Hernandez, Mirna	2025 Governance II Mandatory Training	4	Online	Online	\$0	\$0
34	Hopkins, Kim	2025 Governance II Mandatory Training	4	Online	Online	\$0	\$0
35	MacGregor-Nazzaro, Sharon	2025 Governance III Mandatory Training	4	Online	Online	\$0	\$0
36	Milde, Christopher	2025 Governance III Mandatory Training	4	Online	Online	\$0	\$0
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.							

APPROVAL OF PURCHASES

- *8. RESOLVED, that the Roxbury Township Board of Education approve the purchase of home instruction services from CCBH Inc., 356 Horseneck Road, Fairfield, NJ, for the 2025/2026 school year on as as-needed and as-requested basis by the district.
- *9. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Zonar GPS maintenance and monitoring services for the Transportation Department from Zonar Systems, Inc., 18200 Cascade Ave S., Seattle, WA, in the amount of \$38,170.68 for the 2025/2026 school year.

PARENTAL TRANSPORTATION

- *10. RESOLVED, that the Roxbury Township Board of Education approve a Parental Transportation Agreement for Student Transportation (PAR01-25/26). The parent is providing transportation for the student (9295969360) to Hackettstown High School for the period starting on September 1, 2025, through June 30, 2026. The total for this agreement is \$7,056.00.

FURTHER RESOLVED, that this resolution supersedes and amends Finance Resolution XVI.A.10 approved on August 18, 2025.

- *11. RESOLVED, that the Roxbury Township Board of Education approve a Parental Transportation Agreement for Student Transportation (PAR02-25/26). The parent is providing transportation for the student (1085310880) to Celebrate the Children in Denville, NJ, for the 2025/2026 school year. The total for this agreement is \$2,494.80.

FURTHER RESOLVED, that this resolution supersedes and amends Finance Resolution XV.A.10 approved on September 15, 2025.

APPROVAL OF GLOBAL SETTLEMENT AGREEMENT AND RELEASE

- 12. RESOLVED, upon the recommendation of the Superintendent of Schools and Board Attorney, that the Settlement Agreement and Release in the matter of OAL DKT. NO.: MED 17257-25 AGENCY REF. NO.:2026-39669 and OAL DKT. NO: MED 17259-25 AGENCY REF. NO.: 2026-39670 to be approved.

COMPREHENSIVE MAINTENANCE PLAN

- *13. WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the plan for the various school facilities of the Roxbury Township School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the Roxbury Township Board of Education hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan and Form M-1, Annual Maintenance Budget Amount Worksheet to the Executive County Superintendent of Schools per N.J.A.C. 6A:26A.

ACCEPTANCE OF DONATIONS

14. RESOLVED, that the Roxbury Township Board of Education accept the donation of assorted hand tools for the woodworking program at the Roxbury High School from Mr. Robert Heinzerling. This donation is valued at approximately \$1,000.00.

B. Education (Resolutions 1-4)

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

HIB REPORT

- *1. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent's decisions provided in the Harassment, Intimidation, and Bullying Report for the 2025/2026 school year for Incident Nos. 1 through 4.
- *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 No. 5.

FIELD TRIPS / COMPETITIONS

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

	<i>School</i>	<i>Group</i>	<i>Estimated # of Students</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Faculty Sponsor(S) & Chaperones(C)</i>	<i>Total Estimated Expenses to District/School</i>
1	EMS, RHS	Cheerleading	28	Walt Disney World Resort	Orlando, FL	C.Brodhecker(C); M.Cacchio(C); A.McDermott(C); Admin S.Mason(S)(C); W.Vergara(S)(C)	\$3,864 travel expenses for W.Vergara & S.Mason
2	RHS	Rox-THON	30	Penn State (University Park)	State College, PA	M.Gottfried(S)(C); M.Richman(C); Admin E.Posbergh(C)	\$184.24 for Mileage Reimb. for Admin Chaperone; plus Sub Coverage for 2 staff for 1 day
3	RHS	Roxbury Classic Sounds Honors; Roxbury Chorale; Roxbury Concert Choir; Roxbury Treble Choir; Roxbury Revelation; Roxbury Vocal Jazz; Roxbury Melodies; Roxbury Glee Club	108	Music in the Parks Festival, Colonial Williamsburg, and Busch Gardens	Williamsburg, VA	P.Hachey(S)(C); K.Kong(C); G.Morano(C); C.Reingold(C); J.Speranza(C); C.Scire(C); K.Sweer(C); School Administrator TBD(C); Nurse TBD(C)	Sub Coverage for 5 teachers for 2 days

APPROVAL OF NEW COURSES

- *4. RESOLVED, that the courses listed below be adopted as of the 2026/2027 school year:

	Course	School / Course Level	Grade Level	Course Duration (FY, Sem, Q)
1	AP Cybersecurity	RHS	9 - 12	FY
2	AP Italian	RHS	11 - 12	FY
3	AP Language and Composition	RHS	12	FY
4	English IV	RHS	12	FY
5	French V H	RHS	11 - 12	FY
6	Italian V H	RHS	11 - 12	FY
7	Math APPS: Graduation and Math Readiness	RHS	12	Sem

C. Policies (Resolution 1)

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

FIRST READING

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

	Policy/ Reg	P/R No.	P/R Title [(M) = Mandated by law or monitoring standards]	Reason	Exhibit No.
1	P	2530	Resource Materials	Revised	2530P
2	R	2530	Resource Materials	Revised	2530R
3	P	2535	Library Material (M)	New	2535P
4	R	2535	Library Material (M)	New	2535R
5	P	9130	Public Complaints	Revised	9130P
6	R	9130	Public Complaints	Revised	9130R

D. Personnel (Resolutions 1-22)

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

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

JOB DESCRIPTIONS

- *1. RESOLVED, that the Roxbury Township Board of Education approve the following revised job descriptions:

	<i>Job Title</i>	<i>Job Coding</i>	<i>Exhibit #</i>
1	Learning Disabilities Teacher-Consultant	SS-1	JD-1
2	School Psychologist	SS-2	JD-2
3	Assistant School Business Administrator/Assistant Board Secretary	COA-5	JD-3

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Action</i>	<i>Final day of employment</i>	<i>Discussion</i>
1	Cudnik, Stacey	KES	Lunch Aide	Resignation	11/21/25	
* 2	Hemmer, Cynthia	RHS	Paraprofessional	Retirement	10/31/25	
* 3	Fairchild, Christy	Transp	Bus Driver	Retirement	10/31/25	
* 4	Milde, Marybeth	Transp	Bus Driver	Retirement	6/30/26	
* 5	Oakes, Gwendolyn	Transp	Bus Driver	Retirement	12/31/25	
* 6	Schmidt, Laura	RHS	English Teacher	Resignation	12/22/25	

LEAVES OF ABSENCE

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

	<i>Employee</i>	<i>Leave Start Date</i>	<i>Paid Leave</i>	<i>Unpaid FMLA/ NJFLA ^</i>	<i>Return Date</i>	<i>Discussion</i>
* 1	14196	11/10/25	n/a	Up to 5 wks FMLA	Upon release by physician	
* 2	18303	10/31/25	n/a	Intermittent leave as needed under FMLA/NJFLA	1/5/26	
3	18726	11/26/25	Using all available sick days		Upon release by physician	
4	18780	12/3/25	Using 36 avail sick days		Upon release by physician	
* 5	19137	8/25/25	n/a	FMLA/NJFLA	1/20/26 [@]	[@] Amendments to XVII.C.2.5 aprvd 4/28/25.
* 6	21876	9/26/25	Using 44 avail sick days and 5 avail personal days		Upon release by physician	
7	22920	12/2/25	Using 9 avail sick days	FMLA	Upon release by physician	

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

- *4. RESOLVED, that Employee Number 6748 is placed on administrative leave with pay effective August 27, 2025 until October 31, 2025 in accordance with the provisions of NJSA 18A:6-8.3.
- *5. RESOLVED, that Employee Number 7369 is placed on administrative leave with pay effective October 27, 2025 through Friday, November 7, 2025 in accordance with the provisions of NJSA 18A:6-8.3.

APPOINTMENTS

6. 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	Akhtar, Mubina	JES	Special Education Paraprofessional (PSD/AUT)	REA 25/26 Step E	\$22.50 per hour	11/18/25 [^]	6/30/26	Replacement in position AID.SPE.PT.NA.10
2	Aquino, Hailey	FES	Special Education Paraprofessional (LLD)	REA 25/26 Step C	\$21.25 per hour	12/1/25 [^]	6/30/26	Replacement in position AID.SPE.PT.NA.54
3	Cardona Pinto, Maria	NES	Special Education Paraprofessional (AUT)	REA 25/26 Step G	\$24.50 per hour	12/8/25 [^]	6/30/26	Replacement in position AID.SPE.PT.NA.56
* 4	Clarke, James	RHS	Special Education Paraprofessional (OCR)	REA 25/26 Step E	\$22.50 per hour	11/18/25 [^]	6/30/26	Replacement in position AID.SPE.PT.NA.22
5	D'Arco, Jennifer	LRS	Special Education Paraprofessional (AUT)	REA 25/26 Step E	\$22.50 per hour	11/18/25 [^]	6/30/26	Replacement in position AID.SPE.PT.NA.60
6	DiLetto, Jennifer	NES	Special Education Paraprofessional (AUT)	REA 25/26 Step B	\$20.50 per hour	12/1/25 [^]	6/30/26	Replacement in position AID.SPE.PT.NA.19
7	Dorn, Jackie	LRS	Cafeteria Aide	N/A	\$16.35 per hour	11/18/25 [^]	6/30/26	Replacement in position AID.CAF.LR.NA.02
8	Feuss, Elizabeth	NES	Special Education Paraprofessional (AUT)	REA 25/26 Step D	\$21.75 per hour	12/1/25 [^]	6/30/26	Replacement in position AID.SPE.PT.NA.01
9	Herzog, Jamie	KES	Cafeteria Aide	N/A	\$16.35 per hour	11/24/25 [^]	6/30/26	Replacement in position AID.CAF.KEN.NA.01
* 10	Kelly, Elise	Transp	Bus Driver	RBDG 25/26 Step 3	\$34.90 per hour	11/18/25 [^]	6/30/26	Replacement in position BUS.TRI.DRI.RE.45
11	Tricarico, Brooke	KES	Special Education Paraprofessional (ERI)	REA 25/26 Step A	\$20.00 per hour	11/18/25. [^]	6/30/26	Replacement in position AID.SPE.PT.NA.08
[^] Pending completion of documentation in accordance with the law or district policy.								

APPOINTMENTS - LEAVE REPLACEMENTS

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

	Name	Loc	Position	Salary	Start Date	End Date	Discussion
* 1	Vitale, Gia	RHS	Leave-replacement English Teacher	\$300.00 per diem	9/12/25	1/16/26 [#]	[#] Amendments to XV.E.8.1 aprvd 9/15/25. Replacement in position TCH.RHS.ENG.NA.01.
2	Wilson, Brenda	KES	Leave-repl Reading Specialist	\$300.00 per diem	12/1/25 or sooner if nec	4/30/26	Replacement in position TCH.DS.RD.NA.01.

APPOINTMENTS - INTERIM TEACHERS

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

	Name	Loc.	Position	Salary	Start Date	End Date	Discussion
* 1	Vitale, Gia	RHS	Interim Teacher (English)	\$300.00 per diem	1/20/26	6/19/26	Replacement in position TCH.RHS.ENG.NA.03.
2	Roberton, Shawn	KES	Interim Teacher (Gr. 2)	\$300.00 per diem	12/1/25 [^]	6/19/26	Replacement in position TCH.KEN.GR2.NA.03.
[^] Pending completion of documentation in accordance with the law or district policy.							

APPOINTMENTS - SUBSTITUTES

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

	Name	Loc	Position	Start Date	End Date	Discussion
1	Cudnik, Stacey	DIST	T, P, S, LA	11/24/25	6/30/26	
2	Hellyer, Robin	DIST	T, P, S, LA	11/18/25	6/30/26	
3	Hoskins, Kasara	DIST	T, P, S, LA	11/18/25	6/30/26	
4	Moore, Margaret	DIST	T, P, S, LA	11/18/25	6/30/26	
5	Spitzer, Lucas	DIST	T, P, S, LA	11/18/25	6/30/26	
6	Sullivan, Meg	DIST	Secretary	11/18/25	6/30/26	
^ Start date is pending completion of documentation in accordance with the law or district policy.						
Position Key: T = Substitute Teacher P = Substitute Paraprofessional S = Substitute Secretary N = Substitute Nurse LA = Substitute Lunch Aide						

SUBSTITUTES - TRANSPORTATION, TECHNOLOGY, SECURITY, MAINTENANCE/GROUNDS

- *10. RESOLVED, that the following substitutes be approved on an as needed basis:

	Name	Position	Hourly Rate	Start Date	End Date	Discussion
1	Henriksen, Erick	Substitute Security Guard	\$28.60	11/18/25 [^]	6/30/26	
2	McCool, William	Substitute Security Guard	\$28.60	11/18/25 [^]	6/30/26	
[^] Pending completion of documentation in accordance with the law or district policy.						

APPOINTMENTS - EXTRACURRICULAR

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

Organized by POSITION

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	Basketball - Boys	Assistant Coach	Winter	Nassan, Matthew	\$ 6,370	1	\$ -	\$ 6,370	
2	RHS	Basketball - Girls	Assistant Coach	Winter	Trotter, Morgan	\$ 6,370	1	\$ -	\$ 6,370	
3	RHS	Indoor Track	Assistant Coach	Winter	Riedinger, Angela	\$ 5,523	1	\$ -	\$ 5,523	
4	RHS	Roxbotics	Assistant Coach	Year long	Tomasheski, Paul	\$ 4,418	1	\$ -	\$ 4,418	

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

25/26 Specialized Athletic Consultants						
	Name	Position	Sport	Loc of Sport	Payment	Discussion
1	Callahan, Ryan	Specialized Consultant	Ice Hockey	RHS	Volunteer Basis [^]	[^] Start date is pending completion of documentation in accordance with the law or district policy.
2	Critelli, Paul	Specialized Consultant	Unified Bowling	RHS	\$1,850	PC serving as Coach. Payment funded by the Special Olympics NJ Unified Champion Schools grant aprvd 10/13/25, XV.A.26.
3	Kovach, Michael	Specialized Consultant	Ice Hockey	RHS	\$1,500	Payment to be paid by RHS Ice Hockey Parent Booster Club.

SALARY ADJUSTMENTS

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

	Name	Start Date	End Date	Loc of Prog/ Class	Program/ Class	Salary Guide / Step	Addl. Salary not to exceed
1	Banas, Jessica	10/20/25	6/18/26	RHS	Reading Instruction	25/26 MA+15 Step 13	\$7,078

EXTRA PAY - MANDATED SPECIAL EDUCATION

- *14. RESOLVED, that the Roxbury Township Board of Education approve the following staff to be compensated for hours served completing evaluations and/or attending mandated meetings with parents and staff to determine evaluative status, IEPs, and other appropriate activities required under the New Jersey law governing Special Education. Said hours are

to be completed on an as-needed and as-requested basis outside the contractual hours for the staff member and compensated at the individual's 25/26 hourly rate.

	Staff	Dates of Possible Hours for Mandated Special Education		Hourly Rate	Discussion
		Start	End		
1	Teachers	11/18/25 [^]	6/19/26	Hourly Rate based on individual's 25/26 Base salary	Approval encompasses staff reappointed for the 25/26 school year, and staff to be employed as of the 25/26 school year.
2	Educational Services Personnel	11/18/25 [^]	6/19/26	Hourly Rate based on individual's 25/26 Base salary	
[^] Start date for new staff is pending completion of documentation in accordance with the law or district policy.					

EXTRA PAY - NURSING COVERAGES

15. RESOLVED, that Ms. Veronika Lifshyts, District Substitute Nurse, be approved to serve as the Registered Nurse on the 2025/2026 Eisenhower Middle School Performing Arts Groups' same-day trip to Sony Hall in New York, NY at an hourly rate of \$33.57 based on her per diem rate of \$235.00. This trip was previously approved by the Board at its June 9, 2025 meeting in Resolution XVI.B.5, Exhibit E-1, Row No. 279.
16. RESOLVED, that Ms. Veronika Lifshyts, District Substitute Nurse, be approved to serve as the Registered Nurse on the 2025/2026 Eisenhower Middle School Performing Arts Groups' same-day trip to Dorney Park in Allentown, PA at an hourly rate of \$33.57 based on her per diem rate of \$235.00. This trip was previously approved by the Board at its June 9, 2025 meeting in Resolution XVI.B.5, Exhibit E-1, Row No. 60.

STIPENDS - ADMINISTRATORS' INNOVATIVE PROJECTS

- *17. 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.

	Name	Innovative Project	Stipend for 25/26 per RAA 2023-2027 Contract
1	Duncan, Thomas	Data Cycles using LinkIt!	\$900

MENTORING

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

	Novice Teacher		Mentoring Term in Roxbury				
	Name	Loc	Mentor	Start Date	End Date	No. of Wks	Fee
1	Robertson, Shawn	KES	Nickel, Kara	12/1/25 [^]	6/19/26 [^]	27 [^]	\$495 [^]

* 2	Vitale, Gia	RHS	Spargo, Alyson	9/15/25	4/26/26 [#]	30 [#]	\$550 [#]
[^] Pending receipt of documentation in accordance with the law or district policy. [#] Amendments to XV.E.16.1 aprvd 9/15/25.							

STUDENT TEACHERS/INTERNS

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

<i>Student Teacher/Intern</i>					<i>Roxbury Cooperating Staff Member</i>		
	<i>Name</i>	<i>College/Institution</i>	<i>Placement Sought</i>	<i>Term</i>	<i>Name</i>	<i>Position</i>	<i>Loc</i>
* 1	Fichter, Morgan	BACB	Supervised Fieldwork for BCBA State Licensure req	Up to f/t 11/18/25 - 6/19/26	Somers, Alexis	Behavior Specialist-Analyst	DIST

COMMUNITY SCHOOL

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

	<i>Name</i>	<i>Loc</i>	<i>Title</i>	<i>Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Bilotta, Stacey	K-4	Non-Certified	\$22/Hour	11/18/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
2	Herter, Sue	K-4	Sub Certified	\$25/Hour	11/18/25	06/30/26	
3	Palmucci, Christine	K-4	Sub Certified	\$25/Hour	11/18/25	06/30/26	

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

	<i>Name</i>	<i>Loc</i>	<i>Title</i>	<i>Hourly Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Hagemann, Regina	EMS	Saturday Art Club	\$40.50/ Student per Class	11/22/25	12/20/25	Min: 5 Max: N/A
2	Hallet, Jen	LRS	LRS Ski Club	\$35/Hour	01/01/26	03/30/26	Amendment to XVI.C.19. Row No. 7 Aprvd 10/13/25

22. 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.

	<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	Palmucci, Christine	RCS	Sub Teacher Sub Aide	\$30/Hour \$22/Hour	11/18/25	06/30/26	

E. Executive Session Regular Meeting

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

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

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

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

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

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

- XVI. PUBLIC COMMENTS – There is a three-minute time limit, per Board Policy.
- XVII. BOARD MEMBER COMMENTS
- XVIII. EXECUTIVE SESSION - (IF NECESSARY)
- XIX. PUBLIC SESSION – (IF NECESSARY)
- XX. ADJOURNMENT

POLICY

SECTION: PROGRAM
#: P 2530
RESOURCE MATERIALS

2530 RESOURCE MATERIALS

The Board of Education shall provide resource materials to implement the school district's ~~and school~~ educational goals and objectives to meet ~~as~~ student needs ~~dietate and~~ as district resources permit. Resource ~~Such~~ materials include, but are not limited to, reference materials ~~books;~~ fiction and nonfiction books; maps; audio and audio-visual materials; pamphlets; periodicals; pictures; online references; other supplementary titles; ~~maps, library print and non-print materials;~~ and other sources of information for use by students that are not designated as textbooks. Resource materials are not library material as defined in N.J.S.A. 18A:34A-3 and Policy and Regulation 2535.

~~The Superintendent shall be responsible for the selection and maintenance of all resource materials, in accordance with the following standards:~~

- ~~1. — Material will be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served;~~
- ~~2. — Wherever possible, materials will provide major opposing views on controversial issues so that students may develop under guidance the practice of critical reading and thinking;~~
- ~~3. — Wherever possible, materials will represent the many religious, ethnic, and cultural groups and their contribution to American heritage;~~
- ~~4. — Materials will be factually accurate and of genuine literary or artistic value;~~
- ~~5. — Materials will be of a quality and durability appropriate to their intended uses and longevity;~~
- ~~6. — Materials will relate to, support, and enrich the courses of study adopted by the Board.~~

The Superintendent will develop regulations for the selection of resource materials pursuant to Regulation 2530 that provide for the effective consultation of teaching staff members at all appropriate levels; ensure that the Board's budgetary allotment for resource materials is efficiently spent and appropriately ~~wisely~~ distributed throughout the instructional program and the district; and ensure an inventory of resource materials that is well balanced ~~and well rounded in coverage of subject, types of materials, and variety of content.~~



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#: P 2530
RESOURCE MATERIALS

The Superintendent will evaluate ~~the continuing effectiveness and utility of~~ resource materials and recommend to the Board the removal of resource ~~those~~ materials that no longer meet the standards set forth in Regulation 2530 and this Ppolicy. Any request by an individual for the removal of resource materials will be governed by Policy and Regulation 9130 ~~on public complaints~~.

Adopted: 14 October 2013

Revised: 16 June 2014

Revised: TBD



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#: R 2530
RESOURCE MATERIALS

R 2530 RESOURCE MATERIALS

A. Definition

“Resource materials” **means** ~~are~~ all those sources of information for the use of students that have not been designated as textbooks and generally must be shared by individual students. Resource materials include, **but are not limited to,** reference **materials** ~~books~~; fiction and nonfiction books; maps; audio and audio-visual materials; ~~CD-ROM’s~~; pamphlets; periodicals; pictures; ~~and~~ on-line references; **other supplementary titles; and other sources of information for use by students that are not designated as textbooks.** Resource materials **are not library material as defined in N.J.S.A. 18A:34A-3 and Policy and Regulation 2535** ~~may be maintained in classroom library collections and/or in the school library or media center.~~

B. Selection Process

1. **The teaching staff member shall submit written requests for new resource materials to the Principal or designee in the teaching staff member’s school building.** ~~The _____ in each school building will accept the written requests of teaching staff members for new and revised reference materials.~~ Each **written** request should include ~~the~~:
 - a. **The n**~~Name~~ and originator of the **resource material**; ~~work~~;
 - b. **The** ~~Its~~ publisher or distributor;
 - c. A brief description of the **resource** material; and
 - d. The reason for the request, including the relevance of the **resource** material to the instructional program;
2. All **written requests** ~~recommendations~~ will be forwarded to the **Superintendent or designee** _____ for consideration; ~~and. The _____ will attempt to review each requested work or, alternatively, to consult with other educational institutions that have used the material.~~



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#: R 2530
RESOURCE MATERIALS

3. ~~The _____ may consult such selection aids as booklists, school library journals, previews, school library catalogs, and subject bibliographies prepared by specialists in the field.~~

34. The **Superintendent or designee** _____ **shall evaluate** ~~will measure~~ each **written request** ~~recommendation~~ against the **selection** standards ~~for selection~~ **as outlined in (see C. below paragraph C)** and the amount budgeted for resource materials in the current or succeeding school year, as appropriate.

45. The _____ ~~will present to the~~ Superintendent **or designee will develop** a list of recommended purchases, ~~no later than~~ _____ ~~each year~~. The list ~~may~~ **will** include multiple copies of **resource** materials **when** ~~for which~~ a high level of interest and need is anticipated.

C. Selection Standards

Standards to be applied in the selection of resource materials are those set forth **below:** ~~in Policy 2530, repeated here:~~

1. **Resource m**~~M~~**aterials** will be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served.
2. Wherever **appropriate** ~~possible~~, **resource** materials will provide major opposing views on controversial issues so that students may develop, under guidance, the practice of critical reading and thinking.
3. Wherever **appropriate** ~~possible~~, **resource** materials will **include the basic tenets of multiculturalism in accordance with N.J.A.C. 6A:7-1.7** ~~represent the many religious, ethnic, and cultural groups and their contributions to American heritage.~~
4. **Resource m**~~M~~**aterials** will be factually accurate, **as appropriate**, and of genuine literary or artistic value.
5. **Resource m**~~M~~**aterials** will be of a quality and durability appropriate to their intended uses ~~and longevity.~~



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RESOURCE MATERIALS

6. Resource mMaterials will relate to, support, and enrich the curriculum ~~courses of study~~ adopted by the Board of Education.

7. Resource materials will support the New Jersey Student Learning Standards.

D. Periodic Removal of Resource ~~Reference~~ Materials

1. The Superintendent or designee _____ shall ~~will~~ conduct a periodic review of resource materials ~~reference collections~~ for their:
 - a. Continuing usefulness;
 - b. Relevance to the curriculum and the New Jersey Student Learning Standards;
 - c. Representation of the needs and interests of all grade levels, subject areas, and departments; and
 - d. Balance of content, types of resource materials, and manner of presentation.
2. Standard resource materials subject to frequent use that are worn or missing should be replaced periodically.
3. Outdated resource materials and resource materials no longer relevant to the curriculum may be withdrawn from the collection on Board of Education approval.
4. Any request by an individual for the removal of resource materials will be governed by ~~A complaint about reference materials shall be handled in accordance with~~ Policy and Regulation 9130.

Adopted: 14 October 2013

Revised: TBD



POLICY

SECTION: PROGRAM

#: P 2535

LIBRARY MATERIAL

2535 LIBRARY MATERIAL

The Board of Education believes the freedom to read is a human right, constitutionally protected by the First Amendment of the United States Constitution, and individuals have the right to free inquiry and the right to form their own opinions. The freedom to read does not require an individual to agree with topics or themes within a material, but instead allows a reader to explore and engage with differing perspectives to form and inform their own views pursuant to the "Freedom to Read Act" N.J.S.A. 18A:34A-1 through N.J.S.A. 18A:34A-7.

In accordance with N.J.S.A. 18A:34A-4, the purpose of Regulation 2535 and this Policy is to: provide standards for the curation of library material, establish criteria for the removal of existing school library material or library material selected for inclusion in the school library, and provide protection against attempts to censor library material.

A. Definitions – N.J.S.A. 18A:34A-3

1. For the purpose of Regulation 2535 and this Policy:

- a. "Board of Education" means a Board of Education as defined in N.J.S.A. 18A:18A-2, the Board of Directors of an educational services commission, a Board of Trustees of a charter school, a Board of Trustees of a renaissance school project, or any other local education agency.
- b. "Censorship" means to block, suppress, or remove library material based on disagreement with a viewpoint, idea, or concept or solely because an individual finds certain content offensive, but does not include limiting or restricting access to any library material deemed developmentally inappropriate for certain students.
- c. "Diverse and inclusive material" means any material that reflects any protected class as enumerated in the "Law Against Discrimination," N.J.S.A. 10:5-1 et seq.; material produced by an author who is a member of a protected class as enumerated in the "Law Against Discrimination," N.J.S.A. 10:5-1 et seq.; and material that contains the author's points of view concerning contemporary problems and issues, whether international, national, or local; but excludes content that is inappropriate for grades served by the school library.



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- d. “Individual with a vested interest” means any teaching staff member employed by the Board of Education, any parent of a student enrolled in the school district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed, and any student enrolled in the district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed.
- e. “Library material” means any material including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and instructional material, and other material not required as part of classroom instruction belonging to, on loan to, or otherwise in the custody of a school library.
- f. “School library staff member” means a school library media specialist, school librarian, any certificated or non-certificated staff member assigned to duties in a school library, or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.

B. Library Material Curation – N.J.S.A. 18A:34A-4

- 1. The Board of Education shall have control over the content of this Policy, except this Policy shall at a minimum:
 - a. Recognize that library material should be provided for the interest, information, and enlightenment of all students and should present diverse points of view in the collection as a whole;
 - b. Acknowledge that library material shall not be removed from a school library because of the origin, background, or views of the library material or those contributing to its creation;
 - c. Recognize the importance of school libraries as centers for voluntary inquiry and the dissemination of information and ideas;
 - d. Promote the free expression and free access to ideas by students by prohibiting the censorship of library material;



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- e. Acknowledge that a school library media specialist is professionally trained to curate and develop the school library collection that provides students with access to the widest array of developmentally appropriate library material available to schools; and
- f. Establish a procedure for a school library staff member to review library material within a school library on an ongoing basis, which shall include, but not be limited to:
 - (1) The library material's relevance;
 - (2) The condition of the library material;
 - (3) The availability of duplicates;
 - (4) The availability of more recent developmentally appropriate library material; and
 - (5) The continued demand for the library material.
- 2. The Board of Education, in consultation with school library staff members, shall have discretion in selecting, purchasing, or acquiring library material for inclusion in the school library. Nothing in N.J.S.A. 18A:34A-4 or this Policy shall be construed to require the Board of Education to purchase, or otherwise acquire, library material for a school library.
- 3. Nothing in N.J.S.A. 18A:34A-4 and this Policy shall be construed to restrict the Board of Education's authority to select textbooks and school supplies related to the curriculum.

C. Library Material Recommendation and Selection Process

- 1. The school library staff member in each school building will accept the written requests of teaching staff members for new and revised library material. Each request should include:
 - a. The name and originator of the library material;



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- b. The publisher or distributor;
 - c. A brief description of the library material; and
 - d. The reason for the request, including the relevance of the library material to the instructional program.
 - 2. The school library staff member shall review each recommendation against the standards for selection in B.1.f. above and the amount budgeted for library material in the current or succeeding school year, as appropriate.
 - 3. The school library staff member shall present to the Superintendent or designee a list of recommended purchases of library material. The list will include multiple copies of library material when a high level of interest and need is anticipated.
 - 4. Standards to be applied in the selection of library material shall relate to, support, and enrich the courses of study adopted by the Board of Education.
- D. Censorship of School Library Material Prohibited, Right to Reserve, Check Out – N.J.S.A. 18A:34A-6
 - 1. The Board of Education shall not remove library material from a school library in the district because of the origin, background, or views of the library material or those contributing to its creation, and shall not engage in censorship of library material.
 - 2. The Board of Education shall allow a student to reserve or check out any developmentally appropriate library material, including diverse and inclusive material, regardless of the origin, background, or views of the library material or those contributing to its creation.
- E. Removal Request Procedure

Any request by an individual with a vested interest to have library material removed from a school library in the district shall follow the grievance procedure outlined in Regulation 2535 in accordance with N.J.S.A. 18A:34A-5.



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F. Immunity, School Library Staff – N.J.S.A. 18A:34A-7

A school library staff member who engages in activities as required by N.J.S.A. 18A:34A-4 through 18A:34A-6 and B. through E. above shall be immune from civil and criminal liability arising from good faith actions performed pursuant to the provisions of N.J.S.A. 18A:34A-4 through 18A:34A-6 and B. through E. above.

N.J.S.A. 18A:34A-1 through N.J.S.A. 18A:34A-7

Adopted: TBD



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R 2535

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R 2535 LIBRARY MATERIAL

Any individual with a vested interest requesting to have library material removed from a school library in the district shall follow the grievance procedure outlined below in accordance with the provisions of N.J.S.A. 18A:34A-5.

A. Definitions – N.J.S.A. 18A:34A-3

1. For the purpose of Policy 2535 and this Regulation:

- a. “Board of Education” means a Board of Education as defined in N.J.S.A. 18A:18A-2, the Board of Directors of an educational services commission, a Board of Trustees of a charter school, a Board of Trustees of a renaissance school project, or any other local education agency.
- b. “Censorship” means to block, suppress, or remove library material based on disagreement with a viewpoint, idea, or concept or solely because an individual finds certain content offensive, but does not include limiting or restricting access to any library material deemed developmentally inappropriate for certain students.
- c. “Diverse and inclusive material” means any material that reflects any protected class as enumerated in the “Law Against Discrimination,” N.J.S.A. 10:5-1 et seq.; material produced by an author who is a member of a protected class as enumerated in the “Law Against Discrimination,” N.J.S.A. 10:5-1 et seq.; and material that contains the author’s points of view concerning contemporary problems and issues, whether international, national, or local; but excludes content that is inappropriate for grades served by the school library.
- d. “Individual with a vested interest” means any teaching staff member employed by the Board of Education, any parent of a student enrolled in the school district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed, and any student enrolled in the district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed.



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- e. “Library material” means any material including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and instructional material, and other material not required as part of classroom instruction belonging to, on loan to, or otherwise in the custody of a school library.
 - f. “School library staff member” means a school library media specialist, school librarian, any certificated or non-certificated staff member assigned to duties in a school library, or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.
- B. The following procedure shall be adhered to any time an individual with a vested interest submits a complaint requesting removal of library material from any of the district’s school libraries.**
- 1. Complaints about library material shall be made on a request for removal form and submitted to the Principal of the school building in which the library material is challenged to initiate a review of the material.
 - 2. The individual with a vested interest shall complete and sign a request for removal form available in the Principal’s office. The request for removal form shall include:
 - a. The title, author, and publisher of the library material at issue;
 - b. Sections of the library material to which the individual with a vested interest objects; and
 - c. An explanation of the reasons for the objection.
 - 3. Within five working days of the receipt of the request for removal form, the Principal or designee shall forward the request for removal to the Superintendent.
 - 4. Upon receipt of the request for removal form, the Superintendent or designee shall appoint a review committee consisting of:
 - a. The Superintendent or designee;



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- b. The Principal or designee of the school in which the library material is challenged;
 - c. The school library media specialist or a school library staff member;
 - d. A representative selected by the Board of Education;
 - e. At least one grade-appropriate teacher familiar with the library material, provided the teacher selected is not the individual who submitted the request for removal form;
 - f. A parent of a student enrolled in the school district, provided the parent selected is not the individual who submitted the request for removal form;
 - g. If appropriate, and at the discretion of the Superintendent, in cases where a student enrolled in the district in grades nine through twelve filed the request for removal form, a student enrolled in the district in grades nine through twelve may volunteer to serve on the review committee if that student did not file the request for removal form. The Superintendent shall consult with the Principal of the school involved in the removal request in making this determination; and
 - h. Any additional members the Superintendent or designee deem necessary.
5. The challenged library material shall remain within the school library and available for a student to reserve, check out, or access until there is a final decision reached by the Board of Education pursuant to N.J.S.A. 18A:34A-5.b.(5) and B.7. below.
6. The review committee members shall evaluate the request for removal form and review the challenged library material in its entirety. The review committee shall meet to discuss the library material and concerns raised and make a recommendation on whether the challenged library material should be removed from circulation, retained, or limited in use. The review committee shall submit its written report with recommendations to the Board of Education no later than sixty school days from the date of the next regularly scheduled Board of Education meeting after receipt of the request for removal form;



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- a. A copy of the review committee's report shall also be provided to the individual with a vested interest who filed the request for removal form and the Principal who received the request for removal form.
7. The Board of Education shall review the review committee's report and make a final determination on whether the library material is to be removed from the school library or limited in use. The Board of Education shall provide a written statement of reasons for:
 - a. The removal, limitation, or non-removal of a library material; and
 - b. Any final determination that is contrary to the recommendations of the review committee.
8. The written statement of reasons shall be posted on the Board of Education's website in a prominent and easily accessible location within thirty days of the determination.
9. All decisions on whether to remove from circulation, retain, or limit in use library material shall be based on the library material as a whole, not isolated passages.
10. All request for removal forms and outcomes shall be maintained in accordance with other similar records in the district.
11. Library material that has been challenged pursuant N.J.S.A. 18A:34A-5.b.(1) through 18A:34A-5.b.(5), Policy 2535, and this Regulation shall not be subject to challenge for at least three years in accordance with N.J.S.A. 18A:34A-5.b.(6).
12. The district may consolidate requests for removal of the same challenged library material in accordance with N.J.S.A. 18A:34A-5.b.(7).
13. The Board of Education's determination issued in accordance with N.J.S.A. 18A:34A-5, Policy 2535, and this Regulation which denies a request for removal shall not constitute a controversy or dispute pursuant to N.J.S.A. 18A:6-9. However, an individual with a vested interest, as defined in N.J.S.A. 18A:34A-3, may file a petition of appeal of the Board of Education's final determination to remove library material to the Commissioner of Education through the Office of Controversies and Disputes



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- in accordance with N.J.S.A. 18A:6-9 and the procedures set forth in State Board of Education regulations.
14. Nothing in N.J.S.A. 18A:34A-1 through 18A:34A-7, Policy 2535, and this Regulation shall be construed as creating a separate legal cause of action regarding any determination issued pursuant to N.J.S.A. 18A:34A-1 through 18A:34A-7, Policy 2535, and this Regulation.
15. A school library staff member who engages in activities as required by N.J.S.A. 18A:34A-4 through 18A:34A-6 shall be immune from civil and criminal liability arising from good faith actions performed pursuant to the provisions of N.J.S.A. 18A:34A-4 through 18A:34A-6.

Adopted: TBD



POLICY

SECTION: COMMUNITY

#: P 9130

PUBLIC COMPLAINTS ~~AND GRIEVANCES~~

9130 PUBLIC COMPLAINTS ~~AND GRIEVANCES~~

The Board of Education shall establish procedures for the hearing and settlement of ~~Any person or group having a legitimate interest in the schools of this district may present a request, suggestion, or~~ complaints concerning district staff members ~~personnel~~, the educational program, instructional or resource materials, or the operations of the district. Complaints regarding library material as defined in N.J.S.A. 18A:34A-3 shall be addressed in accordance with Policy and Regulation 2535. The ~~Board~~ ~~directs the establishment of~~ procedures for the hearing and settlement of ~~requests and~~ complaints shall ~~that~~ provide a means for resolving complaints ~~them~~ fairly and impartially; and ~~permit appropriate resolution~~ ~~redress, and protect district personnel from unnecessary harassment.~~

The grievance procedure outlined in Regulation 9130 shall not be utilized by a district staff member or Board member unless the district staff member or Board member is doing so in their capacity as a parent of a student currently enrolled in the district.

When a Board member is confronted with a complaint concerning district staff members, the educational program, instructional or resource materials, or the operations of the district ~~an issue,~~ the Board member ~~he/she~~ will withhold comment, ~~commitment, and/or opinion~~ and refer the complaint ~~or inquiry~~ to the Superintendent in accordance with N.J.S.A. 18A:12-24.1.i., who shall review the complaint in accordance with Regulation 9130 ~~according to established procedures.~~

~~Only in those cases where satisfactory adjustment cannot be made by the Superintendent and the staff shall communications and complaints be referred to the Board for resolution.~~

Any misunderstandings or disputes between the public and ~~school~~ district staff members should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. ~~A complaint about a school program or personnel should be addressed to the Building Principal; a complaint about instructional or resource materials should be addressed to the Superintendent.~~

~~The Superintendent shall establish~~ Procedures for the resolution ~~hearing~~ of ~~requests and~~ complaints regarding district staff members ~~personnel~~, the educational program, instructional and resource materials, and the operations of the ~~school~~ district shall. ~~Procedures will~~ be governed by Regulation 9130. ~~the following guidelines:~~

1. ~~The matter will be resolved initially, wherever possible, by informal discussions between or among the interested parties.~~



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- ~~2. A matter that cannot be resolved informally may be appealed at successive levels of authority, up to and including the Board of Education.~~
- ~~3. The complaint and its immediate resolution be reduced to writing at the first and at each successive level of appeal.~~
- ~~4. A reasonable period of time, not to exceed _____ working days, will be permitted for the filing of an appeal in writing at each successive level. A decision at each level of appeal must be rendered no later than _____ working days after the appeal is filed, except that the Board shall have thirty calendar days to make its decision.~~
- ~~5. In the case of complaints about instructional or resource materials, the initial complaint must set forth in writing the author, title, and publisher of the materials as well as those specific portions of the material or the work to which objection is taken; the complainant's familiarity with the work; the reasons for the objection; and the use of the work in the schools. The Superintendent shall appoint a committee of professional staff members and community representatives to review the challenged material against the standards for the selection of resource materials established by Board policy. The committee will report its findings to the Board. No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board of Education, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.~~
- ~~6. A complainant shall be notified that a decision of the Board may be appealed to the Commissioner of Education.~~

Adopted: 14 October 2013

Revised: **TBD**

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R 9130 PUBLIC COMPLAINTS ~~AND GRIEVANCES~~

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

A. Complaints Regarding a Teaching Staff Member Other Than ~~an~~ Administrator or Supervisor

1. First ~~L~~level

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

2. Second ~~L~~level

- a. If the complaint ~~matter~~ cannot be ~~satisfactorily~~ resolved to the complainant's satisfaction at A.1. above ~~the first level~~, the complainant may appeal the teaching staff member's resolution to ~~may discuss the matter with~~ the teaching staff member's Principal or supervisor.
- b. The Principal or supervisor will take all reasonable and prudent steps to resolve the complaint and meet with the complainant to discuss the Principal or supervisor's resolution to the complaint ~~or to explain to the complainant why the matter cannot be resolved as the complainant wishes~~.

3. Third ~~L~~level



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- a. If the complaint ~~matter~~ cannot be satisfactorily resolved to the complainant's satisfaction at A.2. above ~~the second level~~, the complainant may, within five ~~three~~ working days ~~(see Policy 9130)~~ of their ~~his/her~~ meeting with the teaching staff member's Principal or supervisor, submit a written request for a conference to the Superintendent ~~a written request for a conference~~. The written request shall, at a minimum, include: the specific nature of the complaint and a statement of the facts giving rise to it.
 - (1) ~~— The specific nature of the complaint and a brief statement of the facts giving rise to it,~~
 - (2) ~~— The respect in which it is alleged that the complainant or the complainant's child has been unfairly treated or adversely affected, and~~
 - (3) ~~— The remedy sought by the complainant.~~
 - b. A copy of the complainant's written request for a conference will be submitted ~~sent~~ to the Board ~~of Education~~ by the Superintendent.
 - c. Within seven working days ~~(see Policy 9130)~~ of the Superintendent's receipt of the written request for a conference, the Superintendent shall conduct the a conference, at a time convenient to the complainant and the Superintendent, and attempt to resolve the complaint ~~matter~~ informally. ~~The time for conference will be extended if the complainant is unable to schedule a convenient meeting.~~
 - d. The Superintendent shall record in writing their ~~his/her~~ disposition of the complaint and shall, within ten working days ~~(see Policy 9130)~~ of the conference, submit ~~provide~~ a copy of their ~~the~~ written disposition to the complainant and ~~to~~ the Board.
4. Fourth Llevel
- a. A complaint that is not resolved to the complainant's satisfaction by a conference with the Superintendent at A.3.c. above or that seeks a remedy beyond the Superintendent's jurisdiction ~~authority~~ may be appealed by the complainant to the Board ~~of Education~~.



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- (1) The complainant shall, within three working days of their receipt of the Superintendent's written disposition, submit a written request with supporting documentation to the Superintendent for an informal hearing before the Board. The complainant's request, along with the Superintendent's disposition at A.3.d. above, shall be provide to the Board.
- ~~b. The complainant may, within three working days (see Policy 9130) of his/her receipt of the Superintendent's written disposition, submit a written request for a hearing before the Board. The request will include a copy of the Superintendent's disposition at Level 3.~~
- ~~be. The Board shall, decide whether to grant or deny ~~within forty-five calendar days (see Policy 9130) of the receipt of the complainant's~~ request for conduct an informal hearing and provide their decision in writing to the complainant within five working days upon receiving the request for an informal hearing before a committee of Board members, in which the complainant will present his/her complaint. The Board may, on the petition of the complainant, permit the examination of witnesses. The Board may permit the teaching staff member complained of to testify in his/her own behalf.~~
- (1) If the Board denies the request for an informal hearing, the Board shall render a decision on the appeal and provide the decision in writing to the complainant within ten working days.
- (2) If the Board grants the request for an informal hearing, the Board shall schedule the informal hearing within forty-five working days upon receiving the request for an informal hearing. At the conclusion of the informal hearing, the Board shall render a decision and provide the decision in writing to the complainant within ten working days at the conclusion of the informal hearing.
- (a) The Board may designate a committee of the Board to conduct an informal hearing with the complainant.
- (b) The Board may permit the complainant to present witnesses.



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(c) The Board will comply with the provisions of the Open Public Meetings Act and Bylaw 0162 regarding any public complaints, where applicable.

~~d. The Board shall, within ten calendar days (see Policy 9130) of the hearing, advise the complainant in writing of the Board's disposition of the complaint.~~

~~e. The complainant will be advised that the Board's decision may be appealed to the Commissioner of Education.~~

5. Reasonable efforts will be made to expedite **time sensitive** a complaints ~~that arises at the end of the school year so that the matter can be resolved before the interruption of summer vacations.~~

~~B. Complaints About an Administrative Staff Member~~

~~1. The procedure set forth in A will be followed and the complainant will be directed to discuss the matter first with the administrator.~~

~~2. A complaint about a Principal or a central office administrator will omit the second level of the complaint procedure. Appeal of the first level discussion will be made directly to the Superintendent in accordance with A3.~~

BE. Complaints **Regarding** a Support Staff Member

1. The **complaint** procedure set forth in A.1. above will be followed and the complainant will be directed to discuss the **complaint** first with the support staff member, **if appropriate.**

2. If the complaint cannot be resolved to the complainant's satisfaction at A.1. above, the complainant may follow the complaint procedure set forth in A.2. above.

3. If the complaint cannot be resolved to the complainant's satisfaction at A.2. above, the complainant may, within three working days of their meeting with the support staff member's supervisor, submit to the Superintendent a written request for a conference in accordance with A.3. above.



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4. A complaint that is not resolved to the complainant's satisfaction by a conference with the Superintendent at A.3.c. above or that seeks a remedy beyond the Superintendent's authority may be appealed to the Board of Education in accordance with A.4. above.

C. Complaints Regarding an Administrative Staff Member or Supervisory Staff Member

1. The complainant shall discuss the complaint first with the administrative staff member or supervisory staff member who is the subject of the complaint.
2. An appeal of the discussion with the administrative staff member or supervisory staff member will be made directly to the Superintendent in accordance with A.3. above.
3. A complainant wanting to appeal the Superintendent's written disposition to the Board of Education shall follow the appeal procedures as outlined in A.4. above.

D. Complaints Regarding ~~About~~ a Program, Practice, or Operation

1. A complaint regarding ~~directed to~~ a ~~matter of~~ district or school policy, procedure, program, or operation, including entitlement programs established by State or Federal law, should be addressed, initially, to the Superintendent who will refer the complaint to the appropriate administrator or supervisor ~~department head most directly concerned with the matter, in accordance with A1.~~
2. A complaint that cannot be ~~satisfactorily~~ resolved to the complainant's satisfaction at D.1. above at the first level may be appealed to the Superintendent and, thereafter, the Board of Education in accordance with the procedures set forth in A.3. and A.4.

E. Complaints Regarding Textbooks, About Instructional Supplies, and Resource Materials

1. Complaints regarding ~~about~~ textbooks, ~~library books, reference works, and other~~ instructional supplies, and resource materials used in the district ~~shall will~~ be submitted ~~made~~ in writing by the complainant ~~and submitted~~ to the Superintendent.
2. ~~The complainant will complete and sign a complaint form available in the Principal's office.~~ The written complaint form ~~shall, at a minimum, will~~ include:



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- a. The title, author, and publisher of the material at issue; ~~work complained of~~;
 - b. Sections of the material to which the complainant objects ~~The specific portions or language complained of~~ (by page(s) and item(s));
 - ~~e. The complainant's familiarity with the work objected to;~~
 - ~~cd.~~ An explanation of t ~~The reason(s)~~ for the objection;
 - ~~de.~~ The students or class for whom the material ~~work~~ is intended;
 - ~~ef.~~ The way in which the material ~~work~~ is used or presented to students.
3. Within seven working days of the receipt of the written complaint ~~form~~, the Superintendent shall appoint a review committee consisting of:
- a. The head of the department in which the material ~~work~~ is being used;
 - b. A teaching staff member ~~teacher~~ in the subject area of the material; ~~work~~;
 - ~~e. A library staff member;~~
 - ~~cd.~~ A Board of Education member;
 - ~~e. A lay person knowledgeable in the area of the work; and~~
 - ~~df.~~ The Principal of the ~~a~~ school in which the material ~~work~~ is used or presented; ~~and~~
 - ~~e.~~ Any other staff member designated by the Superintendent.
4. The review committee will meet to evaluate the complaint and review the material at issue ~~objected to~~. ~~The standards used by the committee will be those set forth in Policy 2530.~~
- a. The standards used by the review committee to review textbooks will be those set forth in Regulation 2510.



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- b. The standards used by the review committee to review instructional supplies will be those set forth in Regulation 2520.
 - c. The standards used by the review committee to review resource materials will be those set forth in Regulation 2530.
- 5. The review committee will report its findings and recommendations to the Superintendent Board within fifteen working days upon the appointment of the review committee.
- 6. The Superintendent will submit the review committee's findings and recommendations to the Board at the next regularly scheduled Board meeting.
- 76. ~~The Board will receive the report of the committee.~~ If the Board acts to remove the material at issue ~~work complained of~~ or to limit access to the material at issue ~~work~~, its action will be accompanied by a statement of reasons for the removal or limitation.
 - a. The Board shall render its decision within forty-five working days of receipt of the review committee's findings and recommendations.
- 87. A copy of the review committee's findings and recommendations ~~report~~ and the Board's action, if any, will be given to the complainant within five working days of the Board's action.
- 98. The complainant will be informed, in writing, that a decision of the Board may be appealed to the Commissioner of Education as permitted by law.
- 109. To allow for a fair and thorough review of any challenged material, a specific title that has undergone the reconsideration process will not be eligible for a new challenge within three years of the previous decision.

Adopted: 14 October 2013

Revised: 18 August 2025

Revised: TBD

Student Services

Title: Learning Disabilities Teacher-Consultant

SS-1

Qualifications:

1. Valid New Jersey Educational Services Certificate and Learning Disabilities Teacher-Consultant Endorsement
2. Minimum experience as determined by the board
3. Knowledge of laws and regulations governing special education; and demonstrated ability to effectively assess children's learning characteristics, design appropriate instructional strategies and plan educational programs
4. Strong interpersonal and communication skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

Reports to: Director of Special Services or Supervisor of Special Services

Job Goal: To effectively assess pupils' learning characteristics and design appropriate instructional plans in order to enable each pupil to maximize his/her learning potential.

Performance Responsibilities:

1. Participates in the evaluation, classification and placement of all pupils with special needs.
2. Assesses academic proficiency and learning characteristics of each pupil referred to the child study team for evaluation and interprets the findings in written reports and informal conferences.
3. Assists in the development and coordination of an appropriate individualized education program for each pupil requiring special education and/or related services. Participates in the ongoing assessment of academic achievement and educational placement of classified pupils.
4. Consults with classroom teachers, administrators and parents regarding special instructional methods and/or materials necessary to meet the specific needs of individual pupils.
5. Keeps up-to-date in the field of learning disabilities and with current regulations governing the education of pupils with disabilities.
6. Participates in the development and delivery of inservice programs and parent seminars related to learning disabilities and effective teaching methods.
7. Works to keep the community informed of the special education program and the role of the learning disability teacher-consultant.
8. Serves as a case manager as assigned and maintains appropriate case records.
9. Maintains professional competence through inservice education and other professional growth activities.
10. Performs all duties required as a member of the child study team by administrative code, state and federal laws and board policy.
11. Performs other related duties as assigned by the superintendent of schools or the student personnel services director.

Terms of Employment:

10-month position.

Salary to be determined by the board.

Annual Evaluation:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Roxbury Township Board of Education

Date: November 17, 2025

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DRAFT

Student Services**Title:** School Psychologist**SS-2****Qualifications:**

1. Valid New Jersey Educational Services Certificate and School Psychologist Endorsement
2. Minimum experience as determined by the board
3. Knowledge of laws and regulations governing special education and demonstrated ability to effectively provide testing, psychological evaluation and counseling services
4. Strong interpersonal and communication skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

Reports to: Director of Special Services or Supervisor of Special Services

Job Goal: To enable pupils to derive the fullest benefits from school by promoting their sense of self and by evaluating and working to ameliorate psychological or mental health problems that may interfere with their adjustment to school and the education program offered to them.

Performance Responsibilities:

1. Participates in the evaluation, classification and placement of all pupils with special needs.
2. Administers, scores and evaluates standard psychological tests for the purpose of assessing the intellectual, educational, emotional, social and behavioral characteristics of those students referred.
3. Interprets the results of psychological testing and assists in the development and coordination of an appropriate individualized education plan for each pupil requiring special education and/or related services and participates in the ongoing evaluation of the academic progress and educational placement of classified pupils.
4. Serves as a case manager as assigned and maintains appropriate case records.
5. Provides psychological counseling to students, parents and staff and, as needed, makes referrals to appropriate community resources.
6. Assists in the development and delivery of inservice programs and parent seminars.
7. Keeps the staff and community informed of the schools' psychological services.
8. Maintains professional competence through continuing education and other professional growth activities.
9. Observes pupils in classrooms and other school settings.
10. Serves as a consultant to parents, school personnel and community groups on child development and mental health topics.
11. Cooperates with personnel of community health and social welfare agencies.
12. Performs all duties required as a member of the child study team by administrative code, state and federal laws and board policy.
13. Performs other related duties as may be assigned by the superintendent or student personnel services

director.

Terms of Employment:

10-month position.

Salary to be determined by the board.

Annual Evaluation:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Roxbury Township Board of Education

Date: November 17, 2025

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ROXBURY TOWNSHIP PUBLIC SCHOOLS

Morris County, New Jersey 07876

EXHIBIT JD-3

Central Office Administration

Title: Assistant School Business Administrator / Assistant Board Secretary

COA-05

Qualifications:

1. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
2. Knowledge of accepted business practices, laws and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning, or is willing and able to study and attend training to gain this knowledge
3. Minimum experience as determined by the board
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Demonstrated organizational, communication and interpersonal skills
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

Reports to: Business Administrator / Board Secretary

Supervises: Business Operations Staff

Job Goal: To assist the Business Administrator in managing the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

Performance Responsibilities:

1. Budget and Finance
 - 1.1. Assists the business administrator/board secretary in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.
 - 1.2. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
 - 1.3. Assists the BA in auditing claims, invoices and demands against the board.
 - 1.4. Assists the BA in collecting tuition fees and other monies due to the board not payable directly to the treasurer of school monies.
 - 1.5. Assists in procurement of supplies and equipment for the district in accordance with law and board policies.
 - 1.6. Assists in administering the district's insurance/risk management program.
 - 1.7. Assists in the oversight of the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Also assists with implementing hospitalization, major medical and other types of board-approved employee benefit plans.
 - 1.8. Assists the BA in keeping records of the investment of board funds in accordance with statute and board policy.
2. Facilities and Operations
 - 2.1. Assists the BA in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services. Helps to maintain required reports.

- 2.2. Assists the superintendent and the BA in the implementation of the district's multi-year (3-5 years) comprehensive maintenance plan.
- 2.3. Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
- 2.4. Assists in operation of the student transportation program.
- 2.5. Assists in scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
- 2.6. Assists in compiling a list with the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check.
3. Record Keeping/Reporting
 - 3.1. Assists in developing and updating policies for all aspects of the school business operation.
 - 3.2. Assists the BA / board secretary in maintaining the records and papers of the board, and makes public records available for public inspection.
 - 3.3. Maintains a log of general correspondence and drafts responses to inquiries.
 - 3.4. Attends meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.
 - 3.5. Assists in preparing and updating the annual list (on or before February 1) of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.
 - 3.6. Prior to the annual submission to the executive county superintendent, assists in checking that the completed disclosure forms to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.
4. Board Responsibilities
 - 4.1. When assigned, attends district school board meetings and speaks on assigned topics.
 - 4.2. Assists in preparing the official meeting minutes and aids in handling correspondence of the board.
 - 4.3. Assists in preparing the list of the names of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.
5. Miscellaneous
 - 5.1. Performs such other duties as may be assigned by the business administrator / board secretary.

Terms of Employment:

12-month position.
Contract terms and salary to be determined by the board.

Annual Evaluation:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Roxbury Township Board of Education

Date: November 17, 2025

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