

**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
April 27, 2026**

**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:

West Morris Reporter - Newspaper	Municipal Clerk
Daily Record - Newspaper	Roxbury Public Library
Star Ledger - Newspaper	Roxbury Website - www.roxbury.org/boe/meetings-minutes

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 April 27, 2026, regarding personnel matters, student matters and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PUBLIC HEARING ON THE 2026 - 2027 SCHOOL BUDGET

- Budget Presentation - Dr. Frank Santora & Mr. Joseph Mondanaro

VIII. PRESENTATIONS

- Spelling Bee Awards - Congratulations to 6th grader Mr. Tyler Koellhoffer, the 2025/2026 Lincoln Roosevelt School Spelling Bee Champion who earned Second Place honors at the 6th Annual Diamond City Regional Spelling Bee! Recognition led by Mr. Ryan Bartol, LRS Principal, and Ms. Sandra Simone, District SLS
- 2026 New Jersey State Seal of Biliteracy - program highlighted by Mr. Matt Trokan, Gr. 7-12 Supervisor of Social Studies & World Languages; awards presented to Roxbury High School Seniors Mr. Dang Nguyen & Ms. Taylor Schauble

IX. CORRESPONDENCE

X. STUDENT REPRESENTATIVE'S COMMENTS

XI. BOARD PRESIDENT'S COMMENTS

XII. SUPERINTENDENT'S REPORT

XIII. BUSINESS ADMINISTRATOR'S REPORT

XIV. MINUTES

1. Minutes of the Regular Board Meeting of March 23, 2026.
2. Minutes of the Executive Session of March 23, 2026.

XV. COMMITTEE REPORTS

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

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

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

XVII. 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 1-25)

STUDENT ACTIVITY ACCOUNTS

- *1. RESOLVED, that the Roxbury Township Board of Education approve the Student Activity Accounts monthly bill lists for the month of March 2026 as follows:

Roxbury High School	\$47,994.59	Franklin School	\$0
Athletics	\$130.00	Kennedy School	\$225.00
Eisenhower Middle School	\$8,459.80	Jefferson School	\$0
Lincoln Roosevelt School	\$12,485.00	Nixon School	\$0

BILLS LIST

- *2. RESOLVED, that the Roxbury Township Board of Education approve the April 2026 bills list totaling \$3,028,590.56.

TRANSFERS

- *3. RESOLVED, that the Roxbury Township Board of Education approve the March 2026 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 March 2026.

TREASURER'S REPORT

- *5. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for March 2026.

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 March 2026 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>
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1	Mongelli, Kristin	NJSELA Spring Roundtable	4	Princeton, NJ	5/1/26	\$0	\$38.73
2	Miller, Ryan	NJAHPERD Convention	4	Princeton, NJ	5/4/26	\$300.00	\$342.36
3	Moskowitz, Phil	Innovation Expo 2026	4	Hoboken, NJ	5/8/26	\$0	\$0
4	Burleigh, Deborah	2026 TV and Film Education Conference	4	Montclair, NJ	5/13/26	\$0	\$26.13
5	Schmitt, Chelsea	College Fair Consortium	4	Parsippany, NJ	5/20/26	\$0	\$16.23
6	Speronza, Izzy	All In Summer Conference	4	Union, NJ	5/28/26	\$175.00	\$204.24
7	Colucci, Anne	NJSBA 2026 Workshop Conference	4	Atlantic City, NJ	10/19/26-10/22/26	Group#	\$983.04
8	Ferrare, Lisa	NJSBA 2026 Workshop Conference	4	Atlantic City, NJ	10/19/26-10/22/26	Group#	\$975.52
9	Hopkins, Kim	NJSBA 2026 Workshop Conference	4	Atlantic City, NJ	10/19/26-10/22/26	Group#	\$981.16
10	MacGregor-Nazzaro, Sharon	NJSBA 2026 Workshop Conference	4	Atlantic City, NJ	10/19/26-10/22/26	Group#	\$983.04
11	Mondanaro, Joseph	NJSBA 2026 Workshop Conference	4	Atlantic City, NJ	10/19/26-10/22/26	Group#	\$983.04
12	Purcell, Kathy	NJSBA 2026 Workshop Conference	4	Atlantic City, NJ	10/19/26-10/22/26	Group#	\$980.22
13	Riffel, Peter	NJSBA 2026 Workshop Conference	4	Atlantic City, NJ	10/19/26-10/22/26	Group#	\$983.04
14	Santora, Frank	NJSBA 2026 Workshop Conference	4	Atlantic City, NJ	10/19/26-10/22/26	Group#	\$979.28
15	Seminario, Christine	NJSBA 2026 Workshop Conference	4	Atlantic City, NJ	10/19/26-10/22/26	Group#	\$978.34
16	Galdieri, Valerie	NJSBA Delegate Assembly	4	Online	5/16/26	\$0	\$0
17	Theodoropoulos, Aristeia	AP Reading Seminar	4	Online	6/2/26-6/8/26	\$0	\$0
18	Koch, Joseph	77th NATA Clinical Symposia & AT Expo	4	Online	Online	\$499.00	\$499.00
1-State/Federal policy requirements, 2-State curricular requirements, 3-State Initiatives, 4-Individual job requirements, T2-paid for by Title II funding, T3 paid for by Title III funding. Substitute coverage is indicated by "S" followed by the number of days for which a substitute is needed. #Group Registration fee \$2,300.00 up to 25 members.							

RESOLUTION FOR REDUCTION IN FORCE (RIE) FOR THE 2026-2027 SCHOOL YEAR

- *8. WHEREAS, the Roxbury Township Board of Education (the "Board") has a statutory obligation to maintain a thorough and efficient system of public education for the students of the district; and

WHEREAS, the Board is facing significant financial constraints and budgetary deficits for the 2026-2027 school year due to reductions in state aid, decrease in student enrollment, and increased operational costs; and

WHEREAS, under N.J.S.A. 18A:28-9, a Board of Education may reduce the number of teaching staff members, administrative staff, and/or support staff for reasons of economy, reduction in the number of pupils, change in the administrative or supervisory organization of the district, or other good cause; and

WHEREAS, the Superintendent of Schools has conducted a thorough review of the

district's staffing needs, operational efficiency, and projected 2026-2027 budget; and

WHEREAS, the Superintendent has recommended that the Board abolish certain positions to achieve necessary economic savings and balance the district budget;

NOW, THEREFORE, BE IT RESOLVED, by the Roxbury Township Board of Education, that for reasons of economy and budgetary constraints, the following positions are hereby abolished, effective June 30, 2026:

	<i>Position</i>	<i>No. of Positions Abolished</i>
1	Assistant School Business Administrator/Board Secretary	1
2	Curriculum Supervisor	2
3	Permanent Substitute Nurse	1
4	Permanent Substitute Teacher	1
5	Secretary	1
6	Teacher, Art	1
7	Teacher, Family & Consumer Sciences	1
8	Teacher, French	1
9	Teacher, Health & Physical Education	2
10	Teacher, Music	2
11	Teacher, Gr. K - 6	6
12	Teacher, Gr. 7 - 12 English	1
13	Teacher, Gr. 7 - 12 Mathematics	1
14	Teacher, Gr. 7 - 12 Science	1
15	Teacher, Gr. 7 - 12 Social Studies	1

BE IT FURTHER RESOLVED, that the employment contracts of the individuals currently holding or affected by the abolishment of these positions will be terminated effective June 30, 2026, in accordance with applicable state law, tenure and seniority rights, and the terms of the applicable collective bargaining agreements; and

BE IT FURTHER RESOLVED, that the Superintendent of Schools and the Board Secretary/Business Administrator are hereby authorized and directed to provide the required written notices of termination to the affected employees, outlining their status and any applicable rights to a preferred eligibility list as dictated by law; and

BE IT FURTHER RESOLVED, that the Superintendent is authorized to take any and all administrative actions necessary to implement this resolution.

ADOPTION OF THE FINAL BUDGET AS APPROVED BY THE EXECUTIVE COUNTY SUPERINTENDENT

*9.

Roxbury Township Board of Education
Adoption of the Final Budget for School Year 2026-2027

RESOLVED, that the Roxbury Township Board of Education approve the 2026-2027 school district budget as follows:

	<i>General Fund</i>	<i>Special Revenues</i>	<i>Debt Service</i>	<i>Total</i>
2026-2027 Total Expenditures	\$89,947,457	\$1,215,170		\$91,162,627
Less: Anticipated Revenues	\$19,605,779	\$1,215,170		\$20,820,949
Taxes to be Raised	\$70,341,678			\$70,341,678

BE IT FURTHER RESOLVED that the Roxbury Township Board of Education include in the proposed budget the adjustment for banked cap in the amount of \$62,589 in accordance with N.J.A.C. 6A-23A-10.1(b).

BE IT FURTHER RESOLVED that the Roxbury Board of Education includes in the proposed budget a Health Care Cost adjustment as calculated in the budget software and pursuant to N.J.S.A. 18A:7F-38 subsection (d) in the amount of \$3,884,776. The additional funds will be used to pay for the additional increases in health care premiums.

MAXIMUM TRAVEL RESOLUTION FOR SCHOOL YEAR 2026-2027

- *10. Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED, that the Roxbury Township Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$106,404 for the 2026-2027 school year. The maximum travel expenditure amount for the 2025-2026 school year is \$84,852 of which, \$43,971 has been spent and \$25,879 is encumbered to date.

OUT-OF-DISTRICT PLACEMENT/SERVICES - 2026/2027

11. RESOLVED, that the Roxbury Township Board of Education approve the 2026/2027 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>
233049753	Benway School	\$106,989.30	7/6/26-6/23/27
8061739885	ECLC of New Jersey, Chatham Campus	\$16,878.47	4/28/26-6/30/26
1953073483	New Beginnings	\$172,642.20	7/6/26-6/30/27

APPOINTMENT OF CONTINUING DISCLOSURE AGENT AND INDEPENDENT REGISTERED MUNICIPAL ADVISOR ("IRMA")

- *12. RESOLVED, that the Roxbury Township Board of Education appoints Phoenix Advisors, LLC as Continuing Disclosure Agent and Independent Registered Municipal Advisor ("IRMA") for the 2026/2027 fiscal year at a fee of \$2,600.00.

BE IT FURTHER RESOLVED, that this resolution supersedes and amends Finance Resolution XI.A.18 approved on January 8, 2026.

ACCEPTANCE AND SUBMISSION OF GRANT FUNDS - ESEA

- *13. RESOLVED, that the Roxbury Township Board of Education approve the acceptance and submission of the FY 2025 Elementary and Secondary Education Act (ESEA) Consolidated

Subgrant funds as shown below for the project period of July 1, 2025, to September 30, 2026.

	Title I-A	Title II-A	Title III	Title III	Title IV Part A
Current	134,431	53,237	21,139	4,947	10,000
Carry Over	10,363	16,218	1,334	0	4,506
Total	144,794	69,455	22,473	4,947	14,506

FURTHER RESOLVED, that this resolution supersedes and amends Finance Resolution XVI.A.13 approved on August 18, 2025, to include the carryover.

ACCEPTANCE AND SUBMISSION OF GRANT FUNDS

- *14. RESOLVED, that the Roxbury Township Board of Education approve the submission and acceptance of the Funding for Optimal Comprehensive Universal Screeners (FOCUS) Continuation Grant in the amount of \$7,024.00 through May 31, 2027.

ACCEPTANCE OF GRANT

- *15. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of a NJEA Sustainable New Jersey Grant of \$2,000 awarded to Roxbury High School to purchase additional drones for the Aviation Program.

APPLICATION SUBMISSION

- *16. RESOLVED, that the Roxbury Township Board of Education approve the application submission to obtain a grant through Ray Foundation, Inc. to assist with Private Pilot's License in the amount of \$30,373 and for scholarships/field trips in the amount of \$23,000 for the Roxbury High School Aviation Program.

APPROVAL OF PURCHASES

17. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Food Service Equipment for Roxbury High School from Map Restaurant Supplies, 358-60 South Street, Newark, NJ in the amount of \$88,903.26 using State Contract Coop #65MCESCCPS #ESCNJ 24/25-18 funded through the Food Service Enterprise Fund.
- *18. RESOLVED, that the Roxbury Township Board of Education approve the purchase for the construction of the new serving area outside the Roxbury High School Auditorium from New Jersey Door Works, 689 Ramsey Avenue, Hillside, NJ in the amount of \$30,164.00 funded through the Capital Reserve Account.
- *19. RESOLVED, that the Roxbury Township Board of Education approve the purchase of tables for Roxbury High School from Meteor Education LLC., 690 NE 23rd Avenue, Gainesville, Florida in the amount of \$4,487.90 funded through the Food Services Account.

- *20 RESOLVED, that the Roxbury Township Board of Education approve the purchase of district-wide generator upgrades in the amount of \$24,041.23 from Jewel Electric LLC., 133 Halleck Avenue, Jersey City, NJ, funded through SDA Emergent Needs Grant.
- *21 RESOLVED, that the Roxbury Township Board of Education approve the purchase of Roxbury High School speakers in the amount of \$7,700.00 from CDW•G LLC., 200 N. Milwaukee Avenue, Vernon Hills, IL, funded through the SDA Emergent Needs Grant.

SCHOOL BUS EMERGENCY EVACUATION DRILL

- *22. 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 # 2 - Board Agenda 4/27/2026				
<i>Date of Drill</i>	<i>Time of Day</i>	<i>School Name Supervisor of Drill</i>	<i>Location of Drill</i>	<i>Route Number</i>
4/13/2026	7:15 AM	Roxbury High School Mr. W. Crispino, Principal	1 Bryant Drive, Succasunna	RHS01-RHS27, MTH13-15 and MHC15
4/14/2026	7:50 AM	Eisenhower Middle School Mr. Robert Katz, Director of Transportation	47 Eyland Ave, Succasunna	EMS01-EMS21
4/13/2026	8:30 AM	Lincoln Roosevelt School Mr. Robert Katz, Director of Transportation	34 N Hillside Ave, Succasunna	LR01-LR19
4/16/2026	8:50 AM	Franklin School Mr. Robert Katz, Director of Transportation	8 Meeker St, Succasunna	FES01-FES09 and FES/KES10
4/15/2026	8:50 AM	Jefferson School Mrs. M Cosgrove, Principal	35 Cornhollow Rd, Succasunna	JES01-JES08, JES10-JES13, JES/KES09, and KES/JES04
4/14/2026	8:50 AM	Kennedy School Mrs. N. Acevedo, Principal	20 Pleasant Hill Rd, Succasunna	KES01- KES05
4/13/2026	8:50 AM	Nixon School Mr. Robert Katz, Director of Transportation	275 Mt. Arlington Blvd, Landing	NES01-NES08
4/16/2026	8:30 AM	Edith Decker School Mr. Robert Katz, Director of Transportation	446 Howard Blvd, Mt. Arlington	MTM01-MTM05
4/14/2026	8:30 AM	Mt. Arlington Public School Mr. Robert Katz, Director of Transportation	235 Howard Blvd, Mt. Arlington	MTD7-MTD9, MTDPK
4/15/2026	7:45 AM	St. Therese School Mr. Robert Katz, Director of Transportation	135 Main Street, Succasunna	STS01-STS04

APPROVAL OF DISPOSAL OF PROPERTY

- *23. 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.

	<i>Vehicle#</i>	<i>VIN#</i>
1	Van #71 2011 Collins Chevy 4500	1GB6G5BG0B1142931

APPROVAL OF DISPOSAL OF PROPERTY

- *24. RESOLVED, that the Roxbury Township Board of Education approve the disposal of the technology equipment listed in Exhibit F1. These items have been identified as obsolete, broken, and/or no longer functioning; if unsellable, items will be discarded.

DONATIONS

- *25. RESOLVED, that the Roxbury Township Board of Education approve the donation of a pizza luncheon at each of its schools from Grand Canyon University, 3300 W. Camelback Road, Phoenix, AZ. Foods are collectively valued at approximately \$540.00 and will be offered by GCU, along with informational materials regarding its educational programs and degrees, at each school during the first two weeks of May 2026.

B. Education (Resolutions 1-6)

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. 21 through 23.
- *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. 24 through 28.

FIELD TRIPS / COMPETITIONS

- *3. RESOLVED, that the Roxbury Township Board of Education approve staff and students of Roxbury Public Schools and Roxbury Community School for participation in field trips to the destination listed and as indicated below pursuant to District Policy/Regulation 2340 for the 2025/2026 school year effective April 28, 2026 through June 30, 2026.

		<i>Trip Destination approved for:</i>		
	<i>Trip Destination</i>	<i>Same-day trips</i>	<i>CBI trips for Autism and Multiple Disabilities programs</i>	<i>Rewards-based trips for ERI programs</i>
1	Tomahawk Lake (Sparta, NJ)	SAME	CBI	REWARD

APPROVAL OF RHS SPECIAL PROGRAMS

- *4. RESOLVED, that the Roxbury Township Board of Education accept the following Special Programs submitted by Roxbury High School students to be completed during the 2026/2027 school year.

	<i>Special Program</i>	<i>Research Focus</i>	<i>Length of Time</i>	<i>Credits</i>	<i>Student</i>
1	COLLEGE OPTION	Art History	1ST SEM	3	211020
2	INDEPENDENT STUDY	German I, Basic Full Year on Educere	FY	5	213080

3	SENIOR OPTION	Assistant Choreographer	FY	5	212803
4	SENIOR OPTION	Aviation	FY	5	207526
5	SENIOR OPTION	Aviation	FY	5	207581
6	SENIOR OPTION	Aviation	FY	5	209357
7	SENIOR OPTION	Aviation	FY	5	212145
8	SENIOR OPTION	Drone Internship	FY	5	207762
9	SENIOR OPTION	Government Affairs	FY	5	212238
10	SENIOR OPTION	Physical Therapy	FY	5	207553

HOST SITE ACADEMY PARTNERSHIP AGREEMENT

- *5. RESOLVED, that the Roxbury Township Board of Education approve the Host Site Academy Partnership Agreement as presented between the Roxbury Township Board of Education and the Morris County Vocational School District Board of Education for the Sports Medicine Academy for the period of July 1, 2026, through June 30, 2030.
- *6. RESOLVED, that the Roxbury Township Board of Education approve the Host Site Academy Partnership Agreement as presented between the Roxbury Township Board of Education and the Morris County Vocational School District Board of Education for the Aviation Academy for the period of July 1, 2026, through June 30, 2030.

C. Policies (Resolutions 1-2)

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

SECOND READING

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

SECOND READING						
	<i>Policy/ Reg</i>	<i>P/R No.</i>	<i>P/R Title [(M) = Mandated by law or monitoring standards]</i>	<i>Section</i>	<i>Reason</i>	<i>Exhibit No.</i>
1	R	7441	Electronic Surveillance In School Buildings and On School Grounds (M)	PROPERTY	Revised	7441R
2	P	8500	Food Services (M)	OPERATIONS	Revised	8500P
3	R	8540	Free and Reduced Meals	OPERATIONS	Abolished	8540R
4	P	9320	Cooperation with Law Enforcement Agencies (M)	COMMUNITY	Revised	9320P
5	R	9320	Cooperation with Law Enforcement Agencies (M)	COMMUNITY	Revised	9320R

FIRST READING

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

FIRST READING

	Policy/ Reg	P/R No.	P/R Title [(M) = Mandated by law or monitoring standards]	Section	Reason	Exhibit No.
1	P	5533	Student Smoking (M)	STUDENTS	Revised	5533P
2	R	5533	Student Smoking (M)	STUDENTS	Revised	5533R
3	P	7441	Electronic Surveillance In School Buildings and On School Grounds (M)	PROPERTY	Revised	7441R

D. Negotiations (Resolutions 1-2)

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

APPROVAL OF CONTRACT AGREEMENT BETWEEN THE ROXBURY TOWNSHIP BOARD OF EDUCATION AND THE ROXBURY EDUCATION ASSOCIATION, INC.

- *1. RESOLVED, that the Roxbury Township Board of Education ratifies the Contract Agreement between it and the Roxbury Education Association, Inc. covering the period from July 1, 2026, through June 30, 2031. The Contract Agreement has recently been ratified by the Roxbury Education Association, and

BE IT FURTHER RESOLVED, that the Board President is authorized and directed to execute the final Collective Bargaining Agreement in a form satisfactory to the Board Attorney.

APPROVAL OF CONTRACT AGREEMENT BETWEEN THE ROXBURY TOWNSHIP BOARD OF EDUCATION AND THE ROXBURY BUS DRIVERS GROUP

- *2. RESOLVED, that the Roxbury Township Board of Education ratifies the Contract Agreement between it and the Roxbury Bus Drivers Group covering the period from July 1, 2026, through June 30, 2031. The Contract Agreement has recently been ratified by the Roxbury Bus Drivers Group, and

BE IT FURTHER RESOLVED, that the Board President is authorized and directed to execute the final Collective Bargaining Agreement in a form satisfactory to the Board Attorney.

E. Personnel (Resolutions 1-11)

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	Brana, George	Transp	Bus Driver	Resignation	4/15/26	
2	DiLetto, Jennifer	NES	Paraprofessional	Resignation	4/27/26	
3	Hawco, Barbara	EMS	Paraprofessional	Retirement	6/30/26	
* 4	La Para, Angela	EMS, RHS	Italian Teacher	Retirement	6/30/26	
5	Messina, Ashley	EMS	Paraprofessional	Resignation	4/16/26	

- *2. RESOLVED, that Employee No. 7656 be terminated for good cause in accordance with the law and district policy with a final day of employment as April 21, 2026.

LEAVES OF ABSENCE

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

	Employee	Leave Start Date	Paid Leave	Unpaid FMLA/ NJFLA ^	Return Date	Discussion
* 1	14265	3/13/26	Using avail sick days	FMLA/NJFLA, if needed	5/11/26	
* 2	15771	9/8/25	Using avail personal days first, then avail sick	FMLA/NJFLA	7/1/27	Amends & supersedes 6/9/25, XVI.C.4.1.
3	17229	6/1/26	Using 10 avail sick days	FMLA, if needed	upon release by physician	
4	18813	9/2/25	Using 5 personal then 10 sick days	FMLA/NJFLA	8/24/26	Amends & supersedes 8/18/25, XVI.D.2.1.
5	20553	8/24/26 or sooner if nec	Using avail personal first, then avail sick	FMLA/NJFLA	2/1/27	
6	22872	1/5/26	Using avail sick days	Up to 9 wks FMLA; Up to 9 wks NJFLA	6/1/26	Amends & supersedes 3/23/26, XVI.D.2.5.
7	23778	8/24/26 or sooner if nec	Using avail sick then personal days	FMLA/NJFLA	11/23/26	
* 8	13803	1/12/26	n/a	n/a	8/24/26	Amends & supersedes 2/2/26 XVI.D.3.1.

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

REASSIGNMENTS / TRANSFERS

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

	Name	Former Assignment & Loc.	New Assignment & Loc.	Pay Rate	Effective Date	Discussion
1	Terrero, Amy	Permanent Substitute Teacher (0.80 FTE) TCH.SUB.PERM.NES.01	Leave-replacement H/PE Teacher TCH.NIX.PEH.NA.01	\$300.00 per diem	2/27/26 thru 4/12/26	Amends & supersedes 2/26/26, XVI.E.5.1. Replacement in position.

2	Terrero, Amy	Leave-replacement H/PE Teacher TCH.NIX.PEH.NA.01	NES	Permanent Substitute Teacher (0.80 FTE) TCH.SUB.PERM.NES. 01	NES	\$165.00 per diem	4/13/26 thru 6/30/26	Amends & supersedes 2/26/26, XVI.E.5.2. Leave-repl assignment completed; return to previous position.
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APPOINTMENTS

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

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
1	Amendola, Laura	NES	Title 1 Paraprofessional	25/26 REA Step D	\$21.75 per hour	4/29/26 [#]	6/30/26	Replacement in position AID.REG.NIX.T1.03
* 2	Cartelli, Aaron	Transp	Mechanic	25/26 REA	\$58,500 prorated	4/28/26 [#]	6/30/26	Replacement in position BUS.TR.MECH.NA.04
3	Miller, Jennifer	NES	Special Education Teacher (TIDES)	25/26 MA Step 14-16	\$82,915 prorated	6/1/26 [#]	6/30/26	Tenure-track replacement in TCH.SPE.AUT.NA.04.
[#] Pending completion of documentation in accordance with the law or district policy.								

APPOINTMENTS - LEAVE REPLACEMENTS

6. RESOLVED, that the Roxbury Township Board of Education amend the dates for previously approved appointments to non-tenure track positions:

	Name	Loc	Position	Salary	Start Date	End Date	Prior BOE Aprvl	Discussion
1	Schimpf, Stace	FES, NES	Leave-repl Art Teacher	\$300.00 per diem	2/27/26	5/29/26	2/26/26	Replacement in position TCH.DS.ART.NA.01.
2	Vain, Alexandra	EMS	Leave-repl ELA Electives Teacher	\$300.00 per diem	9/25/25	6/19/26	9/15/25	Replacement in position TCH.EMS.BSI.NA.02.

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	Schermerhorn, Devon	FES	Leave-repl Gr. 2 Teacher	\$300.00 per diem	4/28/26	6/19/26	Replacement in position TCH.FRA.GR2.NA.01.

APPOINTMENTS - SUBSTITUTES

- *8. 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
1	Alford, Tammy	DIST	Secretary	4/28/26	6/30/26
2	Norris, Gianna	DIST	T, P, S, LA	4/28/26	6/30/26
3	Hajel, Nathaniel	DIST	T, P, S, LA	4/28/26	6/30/26
4	Hachey, Olivia	DIST	T, P, S, LA	4/28/26	6/30/26

5	Snyder, Lauren	DIST	Nurse	4/28/26	6/30/26
6	Sorbino, Jasmine	DIST	T, P, S, LA	4/28/26	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					

SALARY ADJUSTMENTS

9. 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	Neumann, Erin	4/28/26	6/18/26	LRS	RC	25/26 MA+30 Step 9-10	\$3,419

COMMUNITY SCHOOL

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

	Name	Loc	Title	Rate	Start Date	End Date	Discussion
1	Balogh, Beth	K-4	Non-Certified	\$22/Hour	04/28/26	06/30/26	
2	Hawco, Barbara	K-4	Non-Certified	\$22/Hour	04/28/26	06/30/26	
3	Stritenberger, Sydney	K-4	Non-Certified	\$22/Hour	04/28/26	06/30/26	
4	Zelman, Laurie	K-4	Non-Certified	\$22/Hour	04/28/26	06/30/26	

11. 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.

	Name	Loc	Title	Hourly Rate	Start Date	End Date	Discussion
1	Gottfried, Michael	RHS	Learning to Fly	\$166.50/Student	04/20/26	05/30/26	Min: 5 Max: 15

F. Executive Session

- *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 May 11, 2026 at 6:30 p.m. at Lincoln Roosevelt School; 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.

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

XIX. BOARD MEMBER COMMENTS

XX. EXECUTIVE SESSION - (IF NECESSARY)

XXI. PUBLIC SESSION – (IF NECESSARY)

XXII. ADJOURNMENT

<u>Description</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Year</u>	<u>Serial #</u>	<u>Asset Tag #</u>	<u>Quantity</u>	<u>Working Condition</u>
Technology Recycling							
Hard Drives	Multi	-	-	-	-	20	no
Monitors	Multi	-	-	-	-	8	no
Printer	Xerox	Phaser 6180		DPX344236		1	no
Printer	Xerox	Phaser 6180		DPX114035	4929	1	yes
SSD Hard Drives	Multi	Multi	n/a	n/a	n/a	130	no
Desktop	Dell	7010		9GNKH02	-	1	no
Desktop	Dell	7010		9GLNH02	-	1	no
Desktop	Dell	7010		7XXNFX1	-	1	no
Desktop	Dell	990		FDJW1R1	-	1	no
Desktop	Dell	990		FFWR1R1	-	1	no
Desktop	Dell	990		FFFN1R1	-	1	no
Desktop	Dell	7010		FTMBGX1	1795	1	no
Desktop	Dell	990		F7XL1R1	637	1	no
Desktop	Dell	390		DBZR4V1	379 / 56	1	no
Desktop	Dell	390		936LYR1	359 / 233	1	no
Desktop	Dell	390		931SYR1	955 / 3232	1	no
Desktop	Dell	390		DCHW4V1	957 / 3234	1	no
Desktop	Dell	390		C227GZ1	1439 / 4275	1	no
Desktop	Dell	7010		58NJGX1	779	1	no
Desktop	Dell	990		1TGZZQ1	37556000142933	1	no
Printer	HP	P2035n		CNB9X15339	3690/005214	1	no
Printer	HP	P3005dn		CNG2R09065	37556000039840	1	no
Desktop	Dell	T1700		BTTQS52	37556000051357	1	no
Desktop	Dell	990		5R3H1R1	37556000078418	1	no
Desktop	Dell	990		5TXD1R1	630	1	no
Desktop	Dell	990		5XXL1R1	525	1	no
Desktop	Dell	7010		7VJXCX1	980	1	no
Desktop	Dell	990		H9Q4GX1	977	1	no
Desktop	Dell	990		9PH5YR1	770	1	no
Desktop	Dell	7010		5L1X6Y1	-	1	no
Desktop	Dell	7010		4TNZ6Y1	130	1	no
Printer	HP	Color LaserJet 4700		JP8LB41074	n/a	1	no
Desktop	Dell	990		8LNSTR1	n/a	1	no
Desktop	Dell	990		GB6XZQ1	37556000078590	1	no
Desktop	dell	990		3L92YR1	37556000078061	1	no
Projector	Epson	965		U53K4Z00108	-	1	no
Printer	Dell	2350dn		669JGN1	408	1	no
Projector	Epson	970		X4279500051	2825	1	no
Desktop	Dell	990		444YC2S	37556000050979	1	Yes
Desktop	Dell	7010		2YP5GX1	2947	1	Yes
Desktop	Dell	7010		6B1HHX1	123	1	Yes
Small Rack/Shelving	-	-	-	-	-	1	yes
UPS Battery Backup	APC	Smart-UPS 1500	-	AS1043121749	10107/1897	1	no
UPS Battery Backup	APC	Smart-UPS 1500	-	AS1441112013	-	1	no

POLICY

SECTION: STUDENTS

#: P 5533

STUDENT SMOKING (M)

5533 STUDENT SMOKING (M)

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have lifelong harmful consequences.

For the purpose of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, “smoking” also includes the use of smokeless tobacco and snuff.

For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.

For the purpose of this Policy, “school buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and any other central facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands and night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also include other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.



POLICY

SECTION: STUDENTS

#: P 5533

STUDENT SMOKING (M)

The Board prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

Prohibited Items and Controlled Dangerous Substances

If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The Principal or designee shall ~~will~~ immediately notify the parent and the Superintendent or designee. The Principal or designee shall ~~will~~ arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3, ~~and Policy and Regulation 5530, and this Policy —Substance Abuse.~~

~~As electronic devices make the identification of controlled dangerous substances or controlled dangerous analogs, pursuant to N.J.S.A. 2C:35-2, challenging any student in possession of an electronic smoking device will be considered to be in possession of drug paraphernalia and will be required to submit to an immediate medical examination with all of the provisions of N.J.A.C 6A:16-4.3 and Policy and Regulation 5530—Substance Abuse.~~

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance, a controlled substance analog, or other drugs pursuant to N.J.S.A. 2C:35-2, the Principal or designee shall immediately notify the parent and the Superintendent or designee. The Principal or designee shall arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3, Regulation 5530, and this Policy. Principals and designees shall be trained to identify controlled dangerous substances in electronic smoking devices.

When the Principal or designee has reasonable suspicion to believe a confiscated electronic smoking device is being used as a nexus for marijuana or other controlled dangerous substances or cannabis, the Principal or designee shall immediately notify the Superintendent or designee and law enforcement in accordance with the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.



POLICY

SECTION: STUDENTS

#: P 5533

STUDENT SMOKING (M)

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with N.J.S.A. 26:3D-61 ~~law~~. The sign shall also indicate violators are subject to a fine.

A student who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage students from developing the habit of smoking.

The Board ~~of Education~~ will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 2A:170-51.4

N.J.S.A. 2C:35-2

N.J.S.A. 18A:40A-1

N.J.S.A. 26:3D-55 through 26:3D-63

N.J.A.C. 6A:16-4.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials – 2023 Revisions

Adopted: 14 October 2013

Revised: 23 July 2018

Revised: TBD

REGULATION

SECTION: STUDENTS

#: R 5533

STUDENT SMOKING

R 5533 STUDENT SMOKING

The Board of Education is committed to maintaining a smoke-free environment on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board ~~of Education~~. The school administration and all school staff members shall strictly enforce this smoking prohibition and will work together to ensure students do not smoke in violation of Board Policy 5533 and N.J.S.A. 26:3D-56 ~~the law~~.

A. Notice Provisions

1. A sign shall be posted in every school building indicating smoking is prohibited in any school building or on school grounds. The sign shall also indicate violators will be subject to a fine.
2. Each school's student handbook will indicate smoking is prohibited on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board ~~of Education~~.
3. A public address announcement will be made, when practicable, at school-sponsored events indicating smoking is prohibited in school buildings and on school grounds.

B. Reporting Procedures

1. Any teaching staff member who observes a student smoking in violation of Policy 5533 shall inform the student to cease smoking and report the violation to the Principal or designee.
2. Any support staff member who observes a student smoking in violation of Policy 5533 shall either inform a teaching staff member, who shall report the violation to the Principal or designee or the support staff member may report the violation directly to the Principal or designee.
3. The Principal or designee will investigate each report received from a staff member and make a determination whether the student has violated Board Policy 5533.
4. In the event there is reasonable suspicion to believe a confiscated electronic smoking device is being used as a nexus for marijuana or other controlled dangerous



REGULATION

SECTION: STUDENTS

#: R 5533

STUDENT SMOKING

substances or cannabis, the Principal or designee shall notify law enforcement in accordance with the district's Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials and follow the procedure outlined in Regulation 5530.

C. Violation Consequences

1. In the event the Principal or designee determines a student has violated Policy 5533, the student will be assigned appropriate discipline in accordance with the district's ~~school's~~ Student Discipline/Code of Conduct:

First Offense	One day Saturday detention
Second Offense	Two days Saturday detention
Third Offense	Out-of-school suspension

Additionally, all smoking offenders will be reported to the Roxbury Township Board of Health who will issue a summons for appearance in municipal court where a penalty will be assessed in accordance with applicable statutes and ordinances.

Students observed smoking at school sponsored events on school premises will be asked to stop by the observing staff member. Failure to do so will be considered insubordination and the student shall be disciplined accordingly.

Students smoking while participating in curricular and extracurricular activities away from school will be subject to the same disciplinary actions as if they were smoking in school and will additionally receive a warning after the first offense and be suspended from the extracurricular activity after the second offense.

2. The Principal or designee will notify the student's parent(s) ~~or legal guardian(s)~~ when discipline is being imposed for a violation of Policy 5533.

Adopted: 14 October 2013

Revised: TBD



POLICY

SECTION: PROPERTY

#: P 7441

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON
SCHOOL GROUNDS (M)

7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record and if so it will be subject to the Board of Education policy and regulation regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding.

Only individuals authorized by the Superintendent shall have access to video monitors while they are in operation. The Superintendent, building principal, and/or the School Business Administrator must authorize access to stored video electronic data. This information is to be viewed on a need to know basis only.

In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video during an emergency situation. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.

The Board of Education shall post signage in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used.

In addition to posting, the district shall notify school staff members, parent(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.



POLICY

SECTION: PROPERTY

#: P 7441

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON
SCHOOL GROUNDS (M)

N.J.S.A. 18A:41-9

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials
– 2023 Revisions

Adopted: 14 October 2013
Revised: 19 December 2016
Revised: 19 March 2018
Revised: TBD



SECTION: PROPERTY

R 7441

REGULATION

ELECTRONIC SURVEILLANCE IN SCHOOL
BUILDINGS AND ON SCHOOL GROUNDS
(M)

R 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used in school district buildings and on school grounds.

A. Recording and Notice

1. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.
2. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings or on school grounds.
3. Signage will be posted in a prominent public place in school buildings and on school grounds where electronic surveillance equipment may be used.

B. Student Records and Notice

School district personnel will comply with the provisions of applicable law regarding student record requirements including the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). Recordings considered for retention, as a part of a student's behavioral record, will be maintained in accordance with established student record procedures governing access, review, and release of student records.

C. Staff Records and Notice

1. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records.
2. The district will provide notice to students, parent(s), and school staff members that surveillance devices may be used in school buildings and on school grounds.



SECTION: PROPERTY

#: R 7441

REGULATION

ELECTRONIC SURVEILLANCE IN SCHOOL
BUILDINGS AND ON SCHOOL GROUNDS
(M)

D. Storage/Security

1. All recordings will be stored by the Superintendent or designee and secured to ensure confidentiality.
2. Recordings will be retained in accordance with the New Jersey Department of the Treasury – Records Management Services – Records Retention Schedules and will be erased or discarded, unless there is a legitimate reason for retaining such recording for review, upon receiving prior authorization from Records Management Services.

E. Use

1. The determination of the location of surveillance devices shall be made by the Superintendent or designee.
2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

F. Viewing or Listening

1. Initial viewing or listening to recordings will be done by the Superintendent of Schools or designee.
2. Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the Superintendent of Schools or designee.
3. Only the portion of the recording concerning a specific incident will be made available for viewing.
4. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.
5. All viewing will be in the presence of the Superintendent of Schools or designee.



SECTION: PROPERTY

#: R 7441

REGULATION

ELECTRONIC SURVEILLANCE IN SCHOOL
BUILDINGS AND ON SCHOOL GROUNDS
(M)

6. A written log will be maintained by the Superintendent of Schools or designee of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.
7. Video recordings remain the property of the school district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

G. Law Enforcement Memorandum of Understanding (MOU) (N.J.S.A. 18A:41-9)

1. In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a MOU with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video **during an emergency situation**. The MOU shall include, but need not be limited to, the following:
 - a. **A list of designated persons, including contact information, position, rank, and supervisor's contact information, of those who are authorized to activate the equipment to view the live streaming video. The list may be executed as a confidential attachment to the MOU** ~~The designation of individuals who shall be authorized to view live streaming video;~~
 - b. **Description of the emergency** ~~The~~ circumstances under which the designated individuals **could activate and** ~~would~~ view live streaming video; and
 - c. A detailed plan for preventing and detecting unauthorized access to live streaming video.
2. In the case of a school building that is located in a municipality in which there is no municipal police department, the Board shall enter into a MOU with an entity designated by the Superintendent of the State Police.
3. In the event the district and law enforcement authority are unable to reach an agreement regarding any provision required to be included pursuant to G.1.a.-c. above, the County Prosecutor shall make the final determination.



SECTION: PROPERTY

#: R 7441

REGULATION

ELECTRONIC SURVEILLANCE IN SCHOOL
BUILDINGS AND ON SCHOOL GROUNDS
(M)

4. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that is not equipped with such equipment.

H. Purchase, Maintenance, Replacement of Equipment/Supplies

1. The School Business Administrator/Board Secretary or designee will be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

Adopted: 14 October 2013

Revised: 19 March 2018

Revised: **TBD**



POLICY

SECTION: OPERATIONS

#: P 8500

FOOD SERVICES (M)

8500 FOOD SERVICES (M)

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

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

A. Definitions – N.J.S.A. 18A:33-3.2

“Categorically eligible” means that a student is homeless, is a migrant child, is a runaway child, is a foster child, or is a Head Start child, as defined in 7 CFR Part 245, or is receiving assistance under the Supplemental Nutrition Assistance Program (SNAP), the Temporary Assistance for Needy Families Program (TANF), the Food Distribution Program on Indian Reservations (FDPIR), or, to the extent that the USDOA authorizes the matching of Medicaid data to identify children who are eligible for free school meals, is a participant in the Medicaid program, and which student, by virtue of such status, is automatically eligible to be certified to receive free school meals under the National School Lunch Program or the Federal School Breakfast Program, without first submitting an application or being subject to the Federal income verification requirements established by 7 CFR Part 245.

“Eligible student” means a student who is categorically eligible or income-eligible for one or more subsidized school meals.

“Emergency meals distribution program” means a program, established under N.J.S.A. 18A:33-27.2, pursuant to which a school district is required to provide subsidized school



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meals to eligible students, through designated distribution sites, during any period in which a school in the district is subject to a public health-related closure due to the COVID-19 pandemic.

“Federal School Breakfast Program” means the Federal reimbursement program, established under the “Child Nutrition Act of 1966,” 42 USC s.1771 et seq., pursuant to which the USDOA is authorized to provide grants-in-aid and other assistance to the States, as may be necessary to help finance the establishment, maintenance, operation, and expansion of school breakfast programs and facilitate the provision of free and reduced price breakfasts to eligible students.

“Federally eligible for free or reduced price meals” or “Federally eligible” means that a student is categorically eligible for free lunch under the National School Lunch Program or for free breakfast under the Federal School Breakfast Program, or that the student satisfies Federal income eligibility requirements, adopted by the USDOA pursuant to 7 CFR Part 245, as is necessary to Federally qualify for and receive free or reduced price lunch under the National School Lunch Program or free or reduced price breakfast under the Federal School Breakfast Program.

“Federally ineligible for free or reduced price meals” or “Federally ineligible” means that a student is not categorically eligible for, and fails to satisfy Federal income eligibility requirements, adopted by the USDOA pursuant to 7 CFR Part 245, as is necessary for the student to Federally qualify for and receive free or reduced price lunch under the National School Lunch Program or free or reduced price breakfast under the Federal School Breakfast Program.

“Income-eligible” means that a student either satisfies Federal income eligibility requirements, adopted by the USDOA pursuant to 7 CFR Part 245, or satisfies State-level income eligibility requirements, set forth in N.J.S.A. 18A:33-4.a. or N.J.S.A. 18A:33-14a.a., as is necessary for the student to qualify for and receive subsidized lunch under the National School Lunch Program or subsidized breakfast under the Federal School Breakfast Program, on the basis of income.

“Low-income family” means a family with an annual household income amounting to not more than one hundred and eighty-five percent of the Federal poverty level.



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“Middle-income family” means a family with an annual household income amounting to not less than one hundred and eighty-six percent, and not more than two hundred and twenty-four percent, of the Federal poverty level.

“National School Lunch Program” means the Federal reimbursement program established under the “Richard B. Russell National School Lunch Act,” 42 USC 1751 et seq., pursuant to which the USDOA is authorized to provide grants-in-aid and other assistance to the States, as may be necessary to help finance the establishment, maintenance, operation, and expansion of school lunch programs and facilitate the provision of free and reduced price lunches to eligible students.

“Participating school” means a public or nonpublic school that provides daily lunch to enrolled students, through a school lunch program operated pursuant to the National School Lunch Program, or that provides daily breakfast to enrolled students, through a school breakfast program or breakfast after the bell program operated pursuant to the Federal School Breakfast Program, or both.

“Participating school district or nonpublic school” means a public school district or a nonpublic school that is required, or elects, to participate in the National School Lunch Program, the Federal School Breakfast Program, or both, as the case may be.

“School breakfast program” means a program that is established and operated by a public or nonpublic school, in accordance with the requirements of the Federal School Breakfast Program and, in the case of a public school, in accordance with a plan adopted pursuant to N.J.S.A. 18A:33-10 or N.J.S.A. 18A:33-10.1, and pursuant to which the school offers daily breakfasts to all enrolled students.

“School lunch program” means a program that is established and operated by a school district, or by a nonpublic school, in accordance with the requirements of the National School Lunch Program and the provisions of N.J.S.A. 18A:33-4, and pursuant to which the district or nonpublic school offers daily lunches to all students enrolled therein.

“Student” means a child eighteen years of age or younger who is enrolled at a school in the State.



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“Subsidized school breakfast” or “subsidized breakfast” means a school breakfast that is offered to an eligible student, free of charge, and the costs of which are reimbursed by the State or Federal government, as provided by N.J.S.A. 18A:33-14a.a. and b.

“Subsidized school lunch” or “subsidized lunch” means a school lunch that is offered to an eligible student, free of charge, and the cost of which is reimbursed by the State or Federal government, as provided by N.J.S.A. 18A:33-14a.a. and b.

“Subsidized school meals” or “subsidized meals” includes both subsidized school breakfasts and subsidized school lunches.

“Subsidized school meals application” means an application that identifies a student’s annual household income and is completed by the student’s parent, pursuant to N.J.S.A. 18A:33-21b1, N.J.S.A. 18A:33-21.c., or applicable Federal law, and which may be used by a school district, or by a public school or nonpublic school, both for the purposes of determining whether a student is income-eligible for subsidized school meals and for the other limited purposes specified in N.J.S.A. 18A:33-21b1.c.

“Subsidized school meals certification process” or “subsidized meals certification” means the process pursuant to which a school or school district obtains and reviews a student’s subsidized school meals application, or engages in the review of other relevant documentation and materials pertaining to the student, as necessary to determine whether the student is categorically eligible or income-eligible for subsidized school meals under the National School Lunch Program, or under the Federal School Breakfast Program, or both.

“Summer Food Service Program” means the Federal reimbursement program, established under 42 USC 1761 and 7 CFR Part 225, pursuant to which the USDOA is authorized to provide grants-in-aid and other assistance to the States, as may be necessary to help schools, local government agencies, nonprofit organizations, colleges and universities, and summer camps to finance the administrative and operational costs of providing meals to children, in low-income areas, during the summer months and other planned periods of school closure.

“Summer meals program” means the Summer Food Service Program, the Seamless Summer Option authorized by 42 USC 1761, or any other similar State or Federal program that is designed to ensure that children have access to nutritious meals during the summer months and other planned periods of school closure.



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“Unsubsidized school breakfast” or “unsubsidized breakfast” means a school breakfast that is offered, upon the payment of a fee, to a student who is neither categorically eligible nor income-eligible for subsidized breakfast, regardless of whether such student remains income-eligible for subsidized school lunch under the provisions of N.J.S.A. 18A:33-4, and the cost of which breakfast is not reimbursable by the State or Federal government.

“Unsubsidized school lunch” or “unsubsidized lunch” means a school lunch that is offered, upon the payment of a fee, to a student who is not categorically eligible or income-eligible for subsidized lunch, and the cost of which is not reimbursable by the State or Federal government.

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

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

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

If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a breakfast after the bell program pursuant to N.J.S.A. 18A:33-11.3.

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



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1. Publicize, to parents and students, the availability of the respective school meals program, as well as the various ways in which a student may qualify to receive subsidized school ~~free or reduced price~~ meals under the program, as provided by N.J.S.A. 18A:33-4 and N.J.S.A. 18A:33-14a.;
2. Make every effort to ensure that ~~subsidized~~ students receiving subsidized school meals are not identified ~~recognized as program participants~~, by the student body, faculty, or staff, in a manner that is distinct ~~different~~ from the manner in which ~~unsubsidized~~ students receiving unsubsidized school meals are identified ~~recognized~~ as program participants. Such efforts shall include, but need not be limited to, the establishment of a neutral meal plan or voucher system that does not make a distinction between these two groups of ~~subsidized and unsubsidized~~ students; and
3. To the greatest extent practicable ~~Make every effort to:~~
 - a. Facilitate and expedite the prompt and accurate identification of categorically eligible students who may be certified to receive ~~participate in the program, on a~~ subsidized school meals ~~basis~~, without first submitting an application therefore, and, whenever an application is required to establish income eligibility for subsidized meals, encourage students and their families to submit a subsidized school meals application for that purpose;
 - b. Facilitate and expedite, ~~to the greatest extent practicable~~, the subsidized school meals application and income-eligibility determination processes that are used, by the school or school district, to certify a student for subsidized ~~free or reduced price~~ school meals on the basis of income, and assist parents in completing the subsidized school meals application; and
 - c. Encourage students who are neither categorically eligible nor income-eligible for ~~free or reduced price~~ subsidized school lunch or subsidized school breakfast ~~meals~~ to nonetheless participate, in the school lunch program or school breakfast program, or both, as appropriate, on a paid and unsubsidized basis, ~~in the program~~.

If the district participates in the Federal School Breakfast Program, the district is encouraged to increase the number of students participating in the program by establishing a breakfast after the



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bell program that incorporates school breakfast into the first-period classroom or the first few minutes of the school day pursuant to N.J.S.A. 18A:33-11.1.

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

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

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

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

In accordance with N.J.S.A. 18A:33-23, the district shall notify each student enrolled in the school district and the student's parent of the availability of, and criteria of eligibility for, the summer meals program and the locations in the district where the summer meals are available. The district shall provide this notification by distributing flyers provided by the New Jersey Department of Agriculture (NJDOA) pursuant to ~~subsection~~ N.J.S.A. 18A:33-23.c. The district may also provide electronic notice of the information through the usual means by which the district communicates with parents and students electronically.

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



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

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

1. At the beginning of each school year, or upon initial enrollment, in the case of a student who enrolls during the school year, the participating school district shall provide each student's parent with:
 - a. A hard copy of ~~information~~ on the National School Lunch Program and the Federal School Breakfast Program, including, but not limited to:
 - (1) ~~Information~~ on the ability ~~availability~~ of all categorically eligible and income-eligible students to receive free school lunch under the National School Lunch Program, as provided by N.J.S.A. 18A:33-4.a., and free school breakfast under the Federal School Breakfast Program, as provided by N.J.S.A. 18A:33-14a.a. ~~or reduced-price meals for eligible students;~~
 - (2) ~~Information~~ on the subsidized school meals application and certification determination processes that are used to determine whether a student is categorically eligible or income-eligible ~~certify eligible students~~ for subsidized school meals, ~~and;~~
 - (3) Information highlighting the need for parents to complete a subsidized school meals application for each student, and encouraging parents to complete the application, both to ensure that the student will have access to all subsidized school meals for which the student is eligible and to ensure that the school and the district have the necessary information to facilitate relevant eligibility determinations, receive



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appropriate reimbursement, and engage in all other activities authorized under N.J.S.A. 18A:33-21b1.c.; and

- (4) Information on the rights that are available to students and their families under N.J.S.A. 18A:33-21b1 and N.J.S.A. 18A:33-21; and
- b. A hard copy of a subsidized school meals application ~~form~~, as well as instructions for completing the application, and, as necessary, assistance in completing the application.
2. The school meals information and application provided to parents, pursuant to N.J.S.A. 18A:33-21b1.a. shall:
- a. Be communicated in a language that the parent understands;
- b. Specify the limited purposes for which collected personal data may be used, as provided by N.J.S.A. 18A:33-21b1.c.; and
- c. Include a notice that an application to apply for the school lunch and school breakfast programs may be submitted at any time during the school year and is required to be submitted annually ~~Be submitted to the parent either in writing or electronically. In the latter case, the school district shall use the usual means by which it communicates with parents electronically.~~
- The district may also provide the information and application electronically, through the usual means by which the district electronically communicates with parents.
3. A subsidized school meals application that is completed by a parent shall be confidential, and shall not be used or shared by the student's school or school district, except as may be necessary to:
- a. Determine whether a student identified in the application is income-eligible for free or reduced price school meals and, if so, whether the student satisfies Federal or State-level income eligibility requirements for subsidized school lunches, subsidized school breakfasts, or both;



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- b. Determine whether the school or school district is required, by N.J.S.A. 18A:33-11.3 or by N.J.S.A. 18A:33-24, to establish a breakfast after the bell program; or to participate as a sponsor or site in the Federal Summer Meals Service Program;
 - c. Ensure that the school receives appropriate reimbursement, from the State and Federal governments, for subsidized school meals served ~~provided~~ to eligible students, free of charge, through a school lunch program, a school breakfast program, a breakfast after the bell program, a summer meals program, or an emergency meals distribution program; and
 - d. Facilitate school aid determinations under the “School Funding Reform Act of 2008,” N.J.S.A. 18A:7F-43 et seq.
4. The school district shall require the parent to either submit an application to apply for the school lunch and school breakfast programs or submit a signed card provided by the school district indicating that the parent has received the application and information and is not interested in participating in the school lunch and school breakfast programs. The card shall include a notice stating that a parent may submit an application to apply for the school lunch and school breakfast programs at any time during the school year.
- If a school district does not receive an application or a signed card from the parent, the school district shall make at least one attempt to contact the student’s parent and request that the parent submit either an application or signed card.
5. The provisions of N.J.S.A. 18A:33-21b1 shall not apply in the case of a school which participates in the Community Eligibility Provision.

ED. Free or Reduced Price Meals’ Application Process – 7 CFR 245

School meals applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of receipt of the completed application pursuant to 7 CFR 245.6(c)(6). “Operating days” mean days that reimbursable meals are offered to eligible students under the National School Lunch Program or School Breakfast Program. Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of their eligibility and shall continue to receive such meals during the pendency



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of any inquiry regarding their eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, NJDOA ~~New Jersey Department of Agriculture~~. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, NJDOA ~~New Jersey Department of Agriculture~~.

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

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

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

In accordance with 7 CFR 245.6(c)(7), parents of students who are denied benefits must receive prompt, written notification of their denial. The notification may be provided by mail or e-mail to the individual who signed the school meals application. Posting the denial on the "notification" page of an online system does not meet this requirement. Likewise, informing the parent of denial via telephone does not meet this requirement. If the district uses an automated telephone information system to notify parents of denied benefits, the district must also provide the parents with written notification of the denial. The notification must provide the: reason for denial of benefits; right to appeal; instructions on how to appeal; and ability to reapply for free and reduced price benefits at any time during the school year.

In accordance with 7 CFR 245.6(e), the district shall record the eligibility determination and notification in an easily referenced format. The record shall include the: denial date; reason for



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denial; date the denial notice was sent; and signature or initials of the determining official (may be electronic, where applicable).

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

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

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

In accordance with 7 CFR 245.1(b), the district shall avoid any policy or practice leading to the overt identification of students receiving free or reduced price meal benefits. Overt identification is any action that may result in a child being recognized as potentially eligible for or certified for free or reduced price school meals. Unauthorized disclosure or overt identification of students receiving free and reduced price meal benefits is prohibited. The district shall ensure that a child's eligibility status is not disclosed at any point in the process of providing free and reduced price meals, including: notification of the availability of free and reduced price benefits; certification and notification of eligibility; provision of meals in the cafeteria; and the point of service. In addition, the district shall ensure students who receive free and reduced price benefits are not overtly identified when they are provided additional services under programs or activities available to low-income students based on their eligibility for free and reduced price meals.

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



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eligibility information obtained through the school meals application or through direct certification.

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

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

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

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

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

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

A parent who has received a second notice their student’s child’s unsubsidized school breakfast or unsubsidized school lunch meal bill is in arrears and who has not made payment in full within



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one week from the date of the second notice may be requested to meet with the Principal or designee to discuss and resolve the matter.

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

A **participating** school district shall report at least biannually to the ~~NJDOA~~ ~~New Jersey Department of Agriculture~~ the number **and percentage** of **enrolled** students who **have been** ~~are~~ denied school breakfast or school lunch **on the basis of an unsubsidized meal bill arrearage, pursuant to** ~~in accordance with~~ N.J.S.A. 18A:33-21.a.(2) and this Policy.

Nothing in N.J.S.A. 18A:33-21 or this Policy shall be construed to:

1. ~~Require~~ the **participating school** district to deny or restrict the ability of an ~~an~~ **unsubsidized** student to access **unsubsidized** school breakfast or **unsubsidized** school lunch, **respectively, whenever** ~~when~~ the student's **unsubsidized** school breakfast or **unsubsidized** school lunch bill is in arrears; ~~or~~
2. **Authorize the participating school district to deny or restrict the ability of a student who is income-eligible for subsidized school lunch, but who is not income-eligible for subsidized school breakfast, to continue to access subsidized school lunch whenever the student's unsubsidized school breakfast bill is in arrears.**

The **participating** ~~school or~~ school district shall not:

1. Publicly identify or stigmatize ~~a~~ ~~an~~ ~~unsubsidized~~ student who cannot pay for an **unsubsidized** school breakfast or an **unsubsidized** school lunch or whose **unsubsidized** school breakfast or ~~school~~ lunch bill is in arrears, ~~(For example, by requiring the student to sit at a separate table, or by requiring that the student to wear a wristband, hand stamp, or identifying mark, or to accept by serving the student an alternative meal);~~



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2. Require a ~~an unsubsidized~~ student, who cannot pay for an unsubsidized school breakfast or an unsubsidized school lunch or whose unsubsidized school breakfast or ~~school~~ lunch bill is in arrears to do chores or other work to pay for the unsubsidized school breakfast or unsubsidized school lunch;
3. Require a ~~an unsubsidized~~ student to discard an unsubsidized school breakfast or an unsubsidized school lunch after it has been served, either because ~~of~~ the student's is unable ~~inability~~ to pay for ~~the~~ a unsubsidized school breakfast or unsubsidized school lunch or because the student's unsubsidized school breakfast or unsubsidized lunch bill is in arrears ~~money is owed for previously provided meals~~;
4. Prohibit a ~~an unsubsidized~~ student, or a sibling ~~thereof of such a student~~, from attending or participating in non-fee-based extracurricular activities, field trips, or school events, from receiving grades, official transcripts, or report cards, or from graduating or attending graduation events, solely because of the student's unresolved breakfast or lunch ~~meal~~ debt; or
5. Require a student's ~~the parent of an unsubsidized student~~ to pay fees or costs in excess of the actual amounts owed for unsubsidized school breakfasts or unsubsidized school lunches, or both, which have been ~~meals~~ previously served to the student.

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

1. Determine whether the student is ~~categorically~~ eligible ~~or income-eligible~~ for subsidized school ~~free or reduced-price~~ meals, by conducting a review of all available records related to the student, and by making at least two attempts, not including the initial attempt made pursuant to N.J.S.A. 18A:33-~~21b1-21.e.(2)~~, to contact the student's parent and have the parent complete ~~fill out~~ a subsidized school meals application; and
2. Contact the student's parent ~~of the unsubsidized student~~ to:
 - a. Offer assistance with respect to the completion of the subsidized school meals application; and



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- b. ~~to Determine~~ whether ~~if~~ there are other issues in the household that have caused the student to have insufficient funds to purchase an unsubsidized school breakfast or unsubsidized school lunch, as the case may be; and ~~to~~
- c. ~~Offer~~ any other appropriate assistance.

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

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

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

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

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

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

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

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



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Whenever ~~In the event~~ the Board ~~receives~~ ~~is provided~~ a written directive, ~~from~~ ~~by~~ either the New Jersey Department of Health or the health officer of the jurisdiction, ~~instituting~~ ~~to institute~~ a public health-related school closure due to the COVID-19 epidemic, the district having jurisdiction over the closed school shall implement and operate an emergency school meals distribution ~~a~~ program, during the period of the school closure, ~~to~~. An emergency school meals distribution program implemented pursuant to N.J.S.A. 18A:33-27.2 shall provide for subsidized school meals to be made available, at meal distribution sites designated pursuant to N.J.S.A. 18A:33-27.2.b., to all students enrolled in the district who are either categorically eligible or income-eligible therefor ~~for free or reduced price school meals~~.

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

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

The district may use school buses owned and operated by the district to distribute subsidized school meals pursuant to N.J.S.A. 18A:33-27.2. If the district does not own and operate its own buses, the district may enter into a contract authorizing another party to engage in ~~for~~ the emergency distribution of subsidized school meals, on the district's behalf, pursuant to N.J.S.A. 18A:33-27.2, and any such ~~these~~ contracts shall ~~not~~ be exempt from ~~subject to~~ the public bidding requirements established pursuant to the "Public School Contracts Law," N.J.S.A. 18A:18A-1 et seq.



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The district shall collaborate, as feasible, with other districts and with local government units when implementing an ~~to implement the~~ emergency meals distribution program, pursuant to ~~as required by~~ N.J.S.A. 18A:33-27.2, in order to promote administrative and operational efficiencies and cost savings.

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

IH. Statement of Compliance

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

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

N.J.A.C. 2:36

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

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

7 CFR 210.1 et seq.

Adopted: 14 October 2013

Revised: 11 December 2023

Revised: TBD



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R 8540 FREE AND REDUCED MEALS

~~In order to accomplish the purposes of the National School Lunch Act, the Child Nutrition Act of 1966, the regulations and instructions governing the National School Lunch Program, School Breakfast Program and the Special Milk Program, issued there under, the New Jersey State Department of Education, hereinafter referred to as the "Department" and Roxbury Township School District hereinafter referred to as the "Sponsor" contract and agree that the Department and Sponsor shall understand that the following terms shall be construed to mean:~~

~~A. Breakfast~~

~~A meal served to children during the morning hours, which meets the nutritional requirements specified in Federal code.~~

~~B. Fiscal Year~~

~~A period of twelve calendar months beginning with October 1 of any calendar year and ending with September 30 of the following calendar year.~~

~~C. Free Meal~~

~~A meal for which neither the child nor any member of his/her family pays or is required to work.~~

~~D. Lunch~~

~~A meal which meets nutritional requirements specified in Federal code.~~

~~E. Milk~~

~~Milk which meets State and local standards for fluid types of flavored or unflavored whole milk, unflavored low fat milk, skim milk or cultured buttermilk.~~

~~F. Nonpricing~~

~~A system which does not establish a separate charge for meals or milk served to children. This shall include any such program in which children are normally provided meals or milk in a school~~



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~~or child care institution financed by a tuition, boarding, camping or other fee, or by private donations or endorsements.~~

~~G. Nonprofit Food or Milk Service~~

~~Food or milk service maintained by or on behalf of the school for the benefit of children, all of the income from which is used solely for the operation or improvement of such food or milk service.~~

~~H. Nonpublic School (Nonprofit)~~

~~An elementary or secondary school in the State, other than a public school, organized and operated not for profit, offering education for grades Kindergarten through twelve, or any combination thereof, wherein a child may legally fulfill compulsory school attendance requirements; or a public or nonprofit, private, licensed residential child care institution not limited to group homes, orphanages, and juvenile detention centers. All nonpublic schools and residential child care institutions must be tax exempt under section 502(c)(3) of the Internal Revenue Code of 1954.~~

~~I. Pricing~~

~~A system of collecting a separate charge for meals or milk served to children that is not included in any tuition or boarding fee.~~

~~J. Reduced Price Meals~~

~~A meal which meets all of the following criteria:~~

- ~~1. The price shall be less than the full price of the meal.~~
- ~~2. The maximum price shall be established by the United States Department of Agriculture.~~
- ~~3. Neither the child nor any member of his/her family shall be required to supply an equivalent in work.~~

~~K. Sponsor~~

~~The governing body which is responsible for the administration of one or more schools and which has the legal authority to operate a school food service program therein. The term "Sponsor" also~~



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~~includes a nonprofit agency to which such governing body has delegated authority for the operation of a food service program in a school.~~

~~L. Verification~~

~~Confirmation of income information provided on the application for free and reduced price meals. Households selected for verification must be given written notice.~~

~~THE DEPARTMENT SHALL:~~

~~To the extent of funds available, reimburse the Sponsor for the National School Lunch Program, School Breakfast Program, or Special Milk Program in the schools listed in Schedule A, hereto attached and made a part of, in any fiscal year during which this Agreement is in effect. The amount of reimbursement for each program on behalf of any school shall not exceed:~~

~~A. National School Lunch Program~~

~~The total amount equal to the number of lunches served to children multiplied by the rate of reimbursement assigned by the Department.~~

~~B. National School Breakfast Program~~

~~The total amount equal to the number of breakfasts served to children multiplied by the rate of reimbursement assigned by the Department.~~

~~C. Special Milk Program~~

~~The amount equal to the number of half pints of fluid milk served to children multiplied by the rate of reimbursement assigned by the Department.~~

~~THAT THE SPONSOR SHALL:~~

~~A. National School Lunch Program~~

~~1. Abide by all State and Federal regulations and instructions governing the operation of the National School Lunch Program.~~



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~~2. — Serve lunches which meet the nutritional requirements of the National School Lunch Program during periods designated by the school.~~

~~3. — Encourage maximum participation in the National School Lunch Program.~~

~~4. — Make maximum use of the reimbursement payments to reduce the price of meals to children as a means of encouraging participation.~~

~~5. — Plan for and prepare lunches on the basis of participation trends with the objective of providing one meal per child per day. In no event shall the Sponsor claim reimbursement for lunches served in excess of one reimbursable lunch per child per day.~~

~~6. — Make the National School Lunch Program available to all children enrolled.~~

~~7. — Promote activities to involve students and parent(s) or legal guardian(s) in the National School Lunch Program.~~

~~B. — School Breakfast Program~~

~~1. — Abide by all State and Federal regulations and instructions governing the operation of the School Breakfast Program.~~

~~2. — Serve breakfasts which meet the nutritional requirements for a school breakfast during morning periods designated by the school.~~

~~3. — Encourage maximum participation in the School Breakfast Program.~~

~~4. — Make maximum use of the reimbursement payments to reduce the price of meals to children as a means of encouraging participation.~~

~~5. — Plan for and prepare breakfasts on the basis of participation trends with the objective of providing one meal per child per day. In no event shall the Sponsor claim reimbursement for breakfasts served in excess of one reimbursable breakfast per child per day.~~

~~C. — Special Milk Program~~



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1. ~~Operate the program only in a school that does not participate in the National School Lunch or School Breakfast Program.~~

2. ~~Exception: Operate the program only for split-session Kindergarten children that do not have access to any school meals in a school participating in the National School Lunch or School Breakfast Program.~~

3. ~~Make maximum use of the reimbursement payments to reduce the price of milk to children as a means of encouraging participation and consumption of fluid milk by children.~~

4. ~~Purchase milk pursuant to New Jersey statutes.~~

5. ~~Decide whether to provide free milk to eligible children in the schools or sites under its sponsorship. Schools which provide free milk must make it available to all eligible children at times when milk is available to non-needy children under the program. Schools which do not provide free milk must be designated on the Schedule A under Special Milk Option.~~

~~D. Donated Commodities~~

~~Accept and use, within the allocation period and in as large a quantity as can be efficiently utilized in the school food service program, such foods as may be offered as a donation by the United States Department of Agriculture.~~

~~E. Price of Food and Beverage Items~~

1. ~~Price the school breakfast or lunch as a unit. Set the price of children's meals not to exceed the maximum prices established annually by the Department.~~

2. ~~Set the price of all ala carte items, including milk sold to adults, to cover all costs. Price meals served to adults to exceed the price of meals served to children by an amount equal to or greater than the price established by the Department.~~

~~F. Competitive Food Service~~

1. ~~Ensure that all income derived from the sale of food and beverage items within a school, including those items sold from vending machines, accrues to the School Nutrition~~



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~~Programs' account or to a school approved, nonprofit organization, except that during hours when the School Nutrition Programs are in operation, all such income must accrue to the School Nutrition Programs' account.~~

- ~~2. Prohibit the sale of foods of minimal nutritional value, (carbonated beverages, water ices, chewing gum, certain candies: hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy or candy coated popcorn) on the school property at any time before the end of the last lunch period in all schools which operate the National School Lunch Program, School Breakfast Program, or the Special Milk Program.~~

~~G. Ala Carte Food Service~~

~~Restrict extra food items offered during serving periods to those items recognized as making a significant contribution to the nutritional needs of children, or those items provided by the school as part of the lunch and/or breakfast. Restrict the number and type of such items offered in accordance with the "Nutritional Standards for School Nutrition Programs".~~

~~H. Nonprofit Requirement~~

- ~~1. Operate a nonprofit school food service program or milk program. Use all income solely for program purposes; provided, however, that such income shall not be to purchase land or to acquire or construct buildings.~~
- ~~2. Limit the net cash resources of the school food service program or the special milk program to no more than three month's average expenditures.~~

~~I. Policy For Free and Reduced Price Meals or Free Milk~~

- ~~1. Adopt and submit, annually, a copy of the Policy for Free and Reduced Price Meals or Free Milk to the Bureau of Child Nutrition Programs.~~
- ~~2. Follow the State guidelines in implementing said policy.~~
- ~~3. Develop and utilize procedures for collecting children's payments which prevent the overt identification of those children eligible for free or reduced price meals or free milk.~~

~~J. Verification~~



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- ~~1. Verify a minimum of 3% or 3,000, whichever is less, of approved free and reduced price applications on file selected randomly; OR the lesser of 1% or 1,000 of total approved applications selected from non-food stamp households with incomes near the eligibility levels, plus the lesser of .5% or 500 of approved applications which substituted a food stamp/AFDC case number for income information. All verification activity must be completed by December 15 of each school year.~~
- ~~2. Maintain on file, for review, a description of the verification efforts including:~~
 - ~~a. Summary of efforts including the techniques to be used.~~
 - ~~b. Total number of applications on file as of October 31.~~
 - ~~c. Percentage or number of applications verified.~~
- ~~3. Households selected for verification must be given written notice.~~

~~K. Reimbursement Claims~~

- ~~A meal served to children during the morning hours which meets the nutritional requirements specified in 7CFR 220.8.~~
- ~~1. Claim reimbursement only for meals or milk actually served to children that meet the nutritional standards outlined herein.~~
 - ~~2. Submit claims for reimbursement within ten days following the calendar month of operation for which the claim is made. Federal regulations prohibit the payment of claims received after sixty days following the month of operation.~~
 - ~~3. In no event shall the Sponsor claim reimbursement for free or reduced price meals served in excess of one reimbursable lunch and/or breakfast per child per day.~~
 - ~~4. The authorized representative that signs each reimbursement voucher shall be responsible for reviewing and analyzing meal counts to ensure the accuracy of the claim.~~



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~~5. The Sponsor acknowledges that failure to submit accurate claims will result in the recovery of an overclaim and may result in the withholding of payments, suspension or termination of the program as specified in 7 CFR Section 210.24.~~

~~6. The Sponsor acknowledges that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft, or fraudulent activity the penalties specified in 7 CFR Section 210.25 shall apply.~~

~~L. Records~~

~~1. Maintain full and accurate records pertaining to the school food service or milk program within the school or school district, and retain such records for a period of three years after the end of the fiscal year to which they pertain except if audit findings have not been resolved, the records shall be retained beyond the three year period as long as required for the resolution of the issues raised by the audit.~~

~~2. Maintain the required statistical information for each school operation on a school-by-school basis.~~

~~3. Make all accounts and records pertaining to the school food service program available, upon request, to the Department and the United States Department of Agriculture for review and/or audit at a reasonable time and place.~~

~~4. Keep full and accurate records, by calendar month, of the meal or milk program as a basis for the claim for reimbursement and for audit review purposes including:~~

~~a. School Lunch Program~~

~~(1) Statistics~~

~~Daily number of lunches served to children eligible for free, reduced price or paid meal.~~

~~(2) Program Income (Revenue)~~

~~From children's payments, from State and Federal school lunch reimbursement, from food sales to adults, from all other sources, including~~



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~~loans to program, subsidies from the Sponsor, any interest accrued from food service interest bearing accounts, and any rebates.~~

~~(3) — Programs Costs (Supported by invoices, receipts or other evidence of expenditure).~~

~~For food, labor and all other expenditures including repayment of loans to the program and fees paid to management companies.~~

~~(4) — Dated menus of actual meals served.~~

~~b. — School Breakfast Program~~

~~(1) — Statistics~~

~~Daily number of breakfasts served to children eligible for free, reduced price or paid meal.~~

~~(2) — Program Income (Revenue)~~

~~From children's payments, from Federal reimbursement and from all other sources, including subsidies from the Sponsor, any interest accrued from food service interest bearing accounts, and any rebates.~~

~~(3) — Programs Costs (Supported by invoices, receipts or other evidence of expenditure).~~

~~For food, labor and all other costs related to the breakfast program, including fees paid to management companies.~~

~~(4) — Dated menus of actual meals served.~~

~~(5) — Documentation of program costs specifically for Severe Need Rates of Reimbursement (if applicable).~~

~~e. — Special Milk~~



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~~(1) — Statistics~~

~~(a) — Daily number of half pints served to children;~~

~~(b) — Daily number of half pints served free to needy children, if school provides free milk.~~

~~(2) — Program Income (Revenue)~~

~~From children's and adult's payments and Federal reimbursement.~~

~~(3) — Programs Costs (Supported by invoices, receipts or other evidence of expenditure).~~

~~For milk and all other expenditures.~~

~~M. — Accountability Requirements~~

~~1. — Point of Service Counts~~

~~All claims for reimbursable meals or milk must be based on daily counts, taken at the “point of service,” which identify the number of meals or milk served by reimbursement category. “Point of service” is defined as that point in the food service operation where a determination can accurately be made (at the time and place the meal or milk is served) that a reimbursable free, reduced price, or paid meal or milk has been served to an eligible child.~~

~~2. — Local Level Requirement to Review Schools and Claims~~

~~a. — Every school year, each Sponsor with more than one school shall perform at least one on-site review of each school under its jurisdiction before February 1 of each school year. If this review discloses problems with a school's meal counting or claiming procedure, the SFA shall: (1) ensure that the school develops and implements a corrective action plan; and (2) within forty five calendar days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problem. Each on-site review shall ensure that the school's claim is based on the counting system authorized in the Policy for Free and Reduced Price~~



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~~Meals and the Agreements with the Department and that this system, as implemented, yields the actual number of reimbursable free, reduced price, and paid lunches served for each day of operation.~~

~~b. Prior to submission of a monthly claim for reimbursement, each sponsor shall compare each school's daily claim against data which will assist in the identification and correction of the claims in excess of the number of reimbursable free, reduced price, and paid lunches actually served that day to children eligible for such lunches. Such data shall, at a minimum, include the number of children currently approved for free and reduced price lunches in that school, and, for every month except September, the average daily number of free, reduced price, and paid lunches served for the preceding month.~~

~~c. Sponsors shall also compare claims against any other data available, such as the school's average daily attendance (ADA), enrollment, and an attendance factor. Sponsors shall maintain, on file, all of the above data used in the claims review process by school.~~

~~d. Sponsors shall make this information available to the State agency upon request.~~

~~N. Audit Requirements~~

~~The Sponsor agrees to comply with the Single Audit Act of 1984 as specified in OMB Circular A-128, "Audits in State and Local Governments," or OMB Circular A-110, "Uniform Administrative Requirements for Grants and Other Agreements and Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations," and New Jersey Grants Management Information System Manual.~~

~~O. Facilities~~

~~1. Maintain, in the storage, preparation and service of food, proper sanitation and health practices that meet the standards of the current sanitation code established by the New Jersey State Department of Health and all applicable State and local health laws and regulations. Maintain facilities to safeguard against theft.~~

~~2. A current inspection of each food service site by the Board of Health is required. The certificate should be posted in a conspicuous place.~~



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~~P. Anti-Discrimination~~

- ~~1. Make no discrimination because of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability against any individual participating in the nutritional program.~~
- ~~2. Assure the United States Department of Agriculture and the Department that it now complies with and shall in the future comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20. U.S.C. 1981 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28CFR 50.3 and 42; and Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall, on the grounds of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the sponsor receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement. By accepting this assurance, the Sponsor agrees to compile data, maintain records and submit reports, as required, to permit effective enforcement of the nondiscrimination laws and permit authorized USDA personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, Food and Nutrition Services, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Sponsor and its successors, transferees and assignees, as long as they receive assistance or retain possession of any assistance from the Department. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Sponsor.~~
- ~~3. Collect and maintain on file for three years the racial/ethnic breakdown of applicants for free and reduced price benefits on a school-by-school basis.~~
- ~~4. In the operation of U.S.D.A. Child Feeding Programs, no child will be discriminated against because of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. If you~~



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~~believe you have been discriminated against in any U.S.D.A. related activity, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.~~

~~Q. Nutritional Requirements~~

- ~~1. Serve meals which meet the nutritional requirements specified in the current regulations for the National School Lunch Program (7CFR 210), and/or School Breakfast Program (7CFR 220).~~
- ~~2. Provide specific training for cashiers to ensure proper identification and accurate recording of reimbursable lunches and/or breakfasts. Issue the nutritional requirements for lunch and/or breakfast, in writing, to each cashier.~~

~~R. Menus~~

- ~~1. Offer choices for lunches and breakfasts, in accordance with standards established by the Department.~~
- ~~2. Display, for students information, the daily menu specifying the food items composing the lunch and/or breakfast.~~
- ~~3. Keep on file dated menus for meals actually served with other records for review and/or audit purposes for a period of three years from the close of the fiscal year to which they pertain. If audit findings have not been resolved, the records shall be retained beyond the three year period as long as required for the resolution of the issues raised by the audit.~~

~~S. Management Company or Vendor~~

- ~~1. Remain responsible for compliance with all aspects of this Agreement if the Sponsor employs a food service management company or vendor:~~
 - ~~a. The contract between the Sponsor and the management company must comply with the requirements specified in 7CFR 210.9, 7CFR 210.16 and all applicable New Jersey Statutes. The contract should also include pertinent parts of this Agreement. A copy of the contract between the Sponsor and the management company must be submitted with this Agreement.~~



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~~b. The contract between the Sponsor and the vendor must comply with the requirements specified in 7CFR 210.16 and all applicable New Jersey Statutes. The contract should also include pertinent parts of this Agreement.~~

~~2. Ensure that any Federally donated commodities received by the Sponsor and made available to a food service management company, vendor or processor accrue only the benefit of the school food service program, and are utilized therein.~~

~~3. Require the food service management company to make books and records of such company pertaining to the school food service program, available for a period of three years from the close of the fiscal year to which they pertain, for inspection and/or audit by representatives of the Department and the United States Department of Agriculture, or the General Accounting Office of the United States, at a reasonable time and place.~~

~~4. All books and records pertaining to the school food service program shall remain the property of the school district.~~

~~5. Establish an advisory board composed of parent(s) or legal guardian(s), teachers and students to assist in menu planning in schools which contract with a food service management company.~~

~~T. Nonpublic Sponsors~~

~~Shall also agree to the general terms and conditions of the attached Contract: II, III, V, VI, VII, XI B and C, XIII C, XIV to the extent required by Federal regulations, XVII A, B, C to the extent it is not inconsistent with terms of primary contract and D, XVIII, XIX and XX.~~

~~Issued: 14 October 2013~~



POLICY

SECTION: COMMUNITY

#: P 9320

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

The Board of Education recognizes that keeping students and staff safe and helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement.

The Board adopts this Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school staff and law enforcement authorities in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances or other drugs, including anabolic steroids, as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, drug paraphernalia as defined in N.J.S.A. 2C:36-1, alcoholic beverages; firearms, as defined in N.J.S.A. 2C:39-1.f.; and other deadly weapons as defined in N.J.S.A. 2C:39-1.r.

The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school district staff and law enforcement authorities in all matters relating to the planning and conduct of law enforcement activities and operations occurring on school grounds, including arrest procedures, undercover school operations, and mandatory reporting the offenses listed in the Memorandum of Agreement between Education and Law Enforcement Officials (MOA).

The Superintendent or designee shall institute a program of such communication and cooperation with law enforcement in accordance with N.J.A.C. 6A:16-6.1.

This Policy and Regulation 9320 shall be submitted for review and approval to the Executive County Superintendent in accordance with N.J.A.C. 6A:16-6.2(a)2.

The Superintendent or designee shall annually review the MOA as adopted by the Board to ensure this Policy and Regulation 9320 are in accordance with the requirements outlined therein.

N.J.A.C. 6A:16-6.1.; 6A:16-6.2; 6A:16-6.4.

Adopted: 14 October 2013

Revised: 13 June 2022

Revised: TBD



REGULATION

SECTION: COMMUNITY
#: R 9320
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R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

- A. Policy 9320 and this Regulation shall be in accordance with the provisions of N.J.A.C. 6A:16-6.2, the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (MOA), and shall be:
1. Developed, implemented, and revised, as necessary, in consultation with the county prosecutor and other law enforcement officials as may be designated by the county prosecutor;
 2. Reviewed and approved by the Executive County Superintendent;
 3. Made available annually to all school district staff, students, and parents;
 4. Consistent with reporting, notification, and examination procedures of students suspected of being under the influence of alcohol and other drugs pursuant to N.J.A.C. 6A:16-4.3; and
 5. Consistent with N.J.A.C. 6A:16-7, as appropriate.
- B. The school district's policies and procedures for cooperation with law enforcement agencies shall include the following components:
1. The Superintendent has designated school district staff as liaisons to law enforcement agencies in accordance with the MOA. The MOA includes a description of the liaisons' roles and responsibilities;
 2. The Superintendent or designee may designate one or more law enforcement units for the district as described in the MOA;
 - ~~2~~ 3. Specific procedures for and responsibilities of school district staff in summoning appropriate law enforcement authorities onto school grounds, for the purpose of conducting law enforcement investigations, searches, seizures, or arrests shall be in accordance with the MOA;



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- 3 4.** Specific procedures and responsibilities of school district staff for notifying parents in instances of law enforcement interviews involving their children shall be consistent with the MOA and the following:
- a. School officials shall not notify the student's parent(s) in instances of suspected child abuse or neglect;
 - b. School officials shall notify the student's parent(s) when the student is the target of the law enforcement investigation; and
 - c. In all other instances, school authorities shall permit law enforcement authorities to determine whether or when a student's parent should be contacted;
- 4 5.** Specific procedures for and responsibilities of school district staff in cooperating with arrests made by law enforcement authorities on school grounds shall be in accordance with the MOA;
- 5 6.** Specific procedures for and responsibilities of school district staff in initiating or conducting searches and seizures of students, their property, and their personal effects shall be in accordance with the MOA and the following:
- a. All searches and seizures conducted by school district staff shall comply with the standards prescribed by the United States Supreme Court in *New Jersey v. T.L.O.*, 469 U.S. 325 (1985).
 - b. Questions concerning searches conducted by school officials shall be directed to the appropriate county prosecutor.
 - c. School officials may request that law enforcement authorities assume responsibility for conducting a search or seizure.
 - d. No school district staff member shall impede a law enforcement officer engaged in a lawful search, seizure, or arrest whether pursuant to a warrant or otherwise.
 - e. School district staff shall permit law enforcement authorities, upon their arrival, to assume responsibility for conducting a search or seizure.



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- f. All inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement drug-detection canines may be undertaken with only the express permission of the county prosecutor or the Director of the Division of Criminal Justice or the Director's designee in the New Jersey Department of Law and Public Safety.
- g. Questions concerning the legality of a contemplated or ongoing search, seizure, or arrest conducted by a law enforcement officer on school grounds shall be directed to the county prosecutor or in the case of a search, seizure, or arrest undertaken by the Division of Criminal Justice's designee in the New Jersey Department of Law and Public Safety, to the assigned Assistant Attorney General;
- 6 7.** The procedures for and responsibilities of school district staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance; including anabolic steroids, drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
- 7 8.** Procedures for planning, approving, and conducting undercover school operations shall be in accordance with the MOA and the following:
 - a. The Superintendent and Principal shall cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent shall approve undercover operations without prior notification to the Board of Education.
 - b. All information concerning requests to undertake an undercover school operation, information supplied by law enforcement authorities to justify the need for and explain a proposed undercover school operation, and all other information concerning an ongoing undercover school operation, including the identity of any undercover officer placed in a school, shall be kept strictly confidential by the Superintendent and Principal.
 - c. The Superintendent and Principal shall not divulge information concerning an undercover school operation to any person without the prior express approval of the county prosecutor or designee.



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- d. The Superintendent, Principal, or any other school district staff or Board member who may have been informed regarding the existence of the undercover school operation shall immediately communicate to the county prosecutor or designee if they subsequently learn of information that suggests the undercover officer's true identity has been revealed, the undercover officer's identity or status as a bona fide member of the school community has been questioned, or the integrity of the undercover school operation has been in any other way compromised;
- ~~8~~ 9. The procedures for and responsibilities of school district staff concerning the safe and proper handling of a seized controlled dangerous substance, including anabolic steroids, drug paraphernalia, or a firearm or other deadly weapon, and the prompt delivery of the items to appropriate law enforcement authorities shall be in accordance with N.J.A.C. 6A:16-6.2, Policy and Regulation 5530, and the MOA;
- ~~9~~ 10. The procedures for and responsibilities of school district staff in notifying authorities of a suspected violation of laws prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
- ~~10~~ 11. Provisions for requesting uniformed police attendance at extracurricular school events shall be in accordance with the MOA;
- ~~11~~ 12. Provisions for notifying parents as soon as possible whenever a student is arrested for violating a law prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530;
- ~~12~~ 13. Provisions for in-service training of school district staff concerning policies and procedures established in N.J.A.C. 6A:16-6 ~~this subchapter~~, and the exchange of information regarding the practices of the school district and law enforcement agencies shall be in accordance with the MOA;
- ~~13~~ 14. A MOA with appropriate law enforcement authorities in accordance with N.J.A.C. 6A:16-6, Policy 9320, and this Regulation;



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- ~~14~~ 15. An annual process for the Superintendent and appropriate law enforcement officials to discuss the implementation and need for revising the MOA, and to review the effectiveness of policies and procedures implemented pursuant to N.J.A.C. 6A:16-6.2 and the MOA;
- ~~15~~ 16. Provisions for contacting the Chief Executive Officer of the involved law enforcement agency, county prosecutor, and/or Division of Criminal Justice, as necessary, to resolve disputes concerning law enforcement activities occurring on school grounds shall be in accordance with the MOA; ~~and~~
- ~~16~~ 17. Provisions for directing inquiries or complaints received by school district staff regarding interviews, investigations, arrests, or other operations conducted by sworn law enforcement officers to the appropriate law enforcement agency shall be in accordance with the MOA; ~~and~~
18. The Superintendent or designee shall designate a point of contact for each school building who shall be responsible for receiving all “Handle With Care” notices for students enrolled in that school building and for disseminating the notices to the appropriate school staff, in accordance with the New Jersey Attorney General Directive 2020-09 and the MOA.

C. Mandatory Reporting

1. There are seven offenses that must be reported to law enforcement if they qualify as mandatory reports, as set forth and explained in further detail in the MOA. These mandatory reports include:
 - a. Whenever any school district staff has reason to believe a student is in unlawful possession of a controlled dangerous substance, ~~or~~ related paraphernalia, cannabis, or is involved or implicated in distribution activities regarding controlled dangerous substances or cannabis, pursuant to N.J.A.C. 6A:16-6.3;
 - b. Whenever any school district staff in the course of their employment develops reason to believe that a firearm or other dangerous weapon has unlawfully been possessed on or off school grounds, a weapon was used in an assault against a student or other school personnel, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense



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was committed on school grounds or during school operating hours, pursuant to N.J.A.C. 6A:16-5.5, 6A:16-5.6(d)4, and 6A:16-6.3(b);

- c. Whenever any school district staff in the course of their employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e);
 - d. Whenever any school district staff in the course of their employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to N.J.A.C. 6A:16-6.3(d);
 - e. Whenever any school district staff in the course of their employment develops reason to believe that an assault upon a teacher, administrator, other school Board employee, or district Board of Education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16-5.7(d)5;
 - f. Whenever any school district staff in the course of their employment develops reason to believe a “bias-related act” has been committed or is about to be committed on or off school grounds, pursuant to N.J.A.C. 6A:16-6.3(e); and
 - g. Whenever any school employee in the course of their employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to N.J.A.C. 6A:16-11.1(a)3i. through iii.
- D. Nothing in the policies and procedures required under N.J.A.C. 6A:16-6 and Policy 9320 and this Regulation shall be construed to prohibit school district staff from disclosing information, pursuant to N.J.A.C. 6A:32-7.2 and 7.5(f), if necessary, to protect the immediate health or safety of a student or other persons.
- E. The Superintendent or designee shall annually review Policy 9320 and this Regulation as adopted by the Board to ensure each are in accordance with the requirements outlined in the MOA.



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