I. MEETING CALLED TO ORDER

The meeting will be called to order in the Media Center at Lincoln Roosevelt School.

II. EXECUTIVE SESSION

The board members will adjourn to Executive Session in the Media Center at Lincoln Roosevelt School to discuss personnel, student matters and matters covered by attorney client privilege. Action may be taken when the Board returns to Public Session in the auditorium.

III. ROLL CALL

IV. PUBLIC SESSION

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

The New Jersey Open Public Meetings Law was enacted to insure 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 sent to:

- Roxbury Register – Newspaper
- Daily Record – Newspaper
- Roxbury Public Library
- Roxbury Website – http://www.roxbury.org/domain

The notice of tonight’s meeting and a copy of tonight’s agenda have been posted in the Board’s Business office.

V. ROLL CALL

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

1. Overview of Initiatives Planned to achieve 2016-2017 District Goals – presented by Mrs. Loretta Radulic, Superintendent

VIII. CORRESPONDENCE
IX. STUDENT REPRESENTATIVE’S COMMENTS

X. BOARD PRESIDENT’S COMMENTS

XI. SUPERINTENDENT’S REPORT

XII. BUSINESS ADMINISTRATOR’S REPORT

XIII. MINUTES

1. Minutes of Executive Session of August 15, 2016


3. Minutes of the Executive Session of September 6, 2016

2. Minutes of the Workshop Meeting of September 6, 2016

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

XV. ACTION ITEMS

A. Finances (Resolutions 1-10)

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

TRANSFER

*1. RESOLVED, that the Roxbury Township Board of Education approve the July 2016 list of transfers between accounts as presented. Approval by the County Office is not required except as noted on the list.*

*2. RESOLVED, that the Roxbury Township Board of Education approve the Revised June 2016 list of transfers between accounts as presented.*

BILL LIST

*3. RESOLVED, that the Roxbury Township Board of Education approve the September 2016 bills list totaling $3,027,911.69, as presented.*

SECRETARY’S REPORT

*4. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary’s Report for July 2016.*

TREASURER’S REPORT

*5. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer’s Report for July 2016.*
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 July 2016 that no major accounts and fund balances in the 2016/2017 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.

STUDENT ACTIVITY ACCOUNTS

*7. RESOLVED, that the Roxbury Township Board of Education approve the Student Activity Accounts monthly bills lists for the month of August 2016 as follows:

<table>
<thead>
<tr>
<th>School</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roxbury High School</td>
<td>$1,740.29</td>
</tr>
<tr>
<td>Athletics</td>
<td>$3,345.00</td>
</tr>
<tr>
<td>Eisenhower Middle School</td>
<td>$890.41</td>
</tr>
<tr>
<td>Lincoln Roosevelt School</td>
<td>$1,293.61</td>
</tr>
<tr>
<td>Franklin School</td>
<td>$0.00</td>
</tr>
<tr>
<td>Kennedy School</td>
<td>$0.00</td>
</tr>
<tr>
<td>Jefferson School</td>
<td>$0.00</td>
</tr>
<tr>
<td>Nixon School</td>
<td>$1,330.95</td>
</tr>
</tbody>
</table>

TRAVEL REQUESTS

*8. RESOLVED, that the Roxbury Township Board of Education approve unavoidable travel costs as related in this resolution 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 furthers the efficient operation of the school district. The reimbursements listed in this resolution are in compliance with the state travel reimbursement guidelines as established by the Department of the Treasury and Board of Education policy in accordance with N.J.A.C. 6A:23B-1.1 et. seq.

<table>
<thead>
<tr>
<th>Name</th>
<th>Conference/Seminar Title</th>
<th>Place</th>
<th>Date of Trip</th>
<th>Total Estimated Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Wilson, Patricia</td>
<td>NJSBA/NJASBO/NJASA Workshop 2016 Partners in Student Achievement</td>
<td>Atlantic City, NJ</td>
<td>10/25-27/16</td>
<td>$1,675.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Group Registration $194.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hotel $160.00 Meals</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(gsa maximums)</td>
</tr>
<tr>
<td>b) Hunter, Sarah</td>
<td>AOSA Professional Development Conference</td>
<td>Atlantic City, NJ</td>
<td>11/3-5/16</td>
<td>$279.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Registration</td>
</tr>
<tr>
<td>c) Theodoropoulos, Aristea</td>
<td>One Day University</td>
<td>New York, NY</td>
<td>01/22/16</td>
<td>$159.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Registration</td>
</tr>
<tr>
<td>d) Koch, Joseph M.</td>
<td>Selective Functional Movement Assessment Level 1</td>
<td>Online</td>
<td></td>
<td>$645.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Registration</td>
</tr>
<tr>
<td>e) Russo, Patricia</td>
<td>The Zones of Regulation</td>
<td>Stanford, CT</td>
<td>09/30/16</td>
<td>$269.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Registration</td>
</tr>
<tr>
<td>f) McPhee, Michael</td>
<td>Rutgers Model United Nations</td>
<td>S-2</td>
<td>12/1-4/16</td>
<td>$161.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Registration</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$324.00 Hotel $206.50 Meals</td>
</tr>
<tr>
<td>g) Fessock, Jessica</td>
<td>Identifying Struggling Readers &amp; Providing Research Based</td>
<td>Somerset, NJ</td>
<td>10/14/16</td>
<td>$190.00</td>
</tr>
<tr>
<td></td>
<td>Interventions Across All Settings</td>
<td></td>
<td></td>
<td>Registration</td>
</tr>
</tbody>
</table>

Notes:
1-State/Federal Policy Requirements, 2-State Curricular Requirements, 3-State Initiatives, 4-Individual Job Requirements
Substitute coverage is indicated by “S” followed by the number of days for which a substitute is needed.
APPLICATION FOR INDIVIDUALS WITH DISABILITIES ACT (IDEA)

*9. RESOLVED, that the Roxbury Township Board of Education approve the application for Individuals with Disabilities Act (IDEA) Consolidated Grant in the amount of $881,440 Basic and $39,705 Preschool for the project period July 1, 2016 through June 30, 2017.

DISTRICT TECHNOLOGY PLAN

*10. RESOLVED, that the Roxbury Township Board of Education accept the District Technology Plan for the 2016/2017 school year:

1. Increase student engagement with the curriculum by personalizing instruction to meet students’ needs, abilities, and interests and by fostering the growth of the 4 C’s: Collaboration, Communication, Critical-Thinking, and Creativity.
2. Provide ongoing sustained professional development opportunities in a variety of formats focusing on technology tools and pedagogical practices.
3. Maintain and expand an equitable, ubiquitous, robust and secure infrastructure to support the digital teaching/learning process along with adequate and responsive technical support.
4. Develop and implement applications and outreach programs designed to connect parents, Roxbury residents and the community at large with the District and Schools resulting in improved communication between all parties.

B. Education (Resolutions 1-3)

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

FIELD TRIPS

*1. RESOLVED, that staff and students be approved for participation in the following educational events as per Board policy.

<table>
<thead>
<tr>
<th>School</th>
<th>Class</th>
<th>Faculty Sponsor</th>
<th>Date of Trip</th>
<th># of Students</th>
<th>Trip Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>RHS</td>
<td>Career in Health Care Services</td>
<td>Janina Lavigne</td>
<td>Fri. 10/07/16</td>
<td>8</td>
<td>The BODIES Exhibit at Liberty Science Center</td>
</tr>
<tr>
<td>RHS</td>
<td>VISTA</td>
<td>Lisa Corliss</td>
<td>W. 09/28/16</td>
<td>7</td>
<td>Short Hills Mall, Apple Store</td>
</tr>
<tr>
<td>RHS</td>
<td>College Prep Math</td>
<td>Jane Feret, Jennifer McCracken, Lise McLoughlin</td>
<td>Fri. 09/23/16</td>
<td>21</td>
<td>County College of Morris</td>
</tr>
<tr>
<td>RHS</td>
<td>Academic Decathlon</td>
<td>Michael McPhee</td>
<td>Th. 12/01/16 through Sun. 12/04/16</td>
<td>15</td>
<td>Overnight Trip to Rutgers Model UN, Hyatt Regency New Brunswick</td>
</tr>
</tbody>
</table>
September 19, 2016

2. RESOLVED, that staff and students be approved for participation in the following educational events as per Board policy.

<table>
<thead>
<tr>
<th>School</th>
<th>Class</th>
<th>Faculty Sponsor</th>
<th>Date of Trip</th>
<th># of Students</th>
<th>Trip Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS</td>
<td>8th Grade Peer Leaders</td>
<td>Peer Leadership</td>
<td>F. 09/23/16</td>
<td>24</td>
<td>Teen Center/Gym at Horseshoe Lake</td>
</tr>
</tbody>
</table>

OUT-OF-DISTRICT PLACEMENTS/SERVICES – 2016/2017

3. RESOLVED, that the Roxbury Township Board of Education approve the 2016/2017 Out-of-District Placements/Services listed below.

<table>
<thead>
<tr>
<th>File Number</th>
<th>School or Provider</th>
<th>Total Cost</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>203617</td>
<td>Educational Services Commission of Morris County</td>
<td>$92,697.00</td>
<td>09/01/16-06/30/17</td>
</tr>
<tr>
<td>208754</td>
<td>Shepard School</td>
<td>$53,525.67</td>
<td>09/06/16-06/30/17</td>
</tr>
</tbody>
</table>

C. Personnel (Resolutions 1-24)

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

ERRATUM FOR PERSONNEL RESOLUTION #26 – DATED SEPTEMBER 6, 2016

1. RESOLVED, that the staff member listed below has their salary adjusted as follows effective September 1, 2016 for the 2016/2017 school year.

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doreen Fulton</td>
<td>BA (10 month) Step 1 $51,699 EMS</td>
<td>BA+30 (10 month) Step 1 $55,399 EMS</td>
</tr>
</tbody>
</table>

ERRATUM FOR PERSONNEL RESOLUTION #35 – DATED SEPTEMBER 6, 2016

2. RESOLVED, that Ms. Stacey Waldron be appointed to the position of part-time Leave Replacement Title I Aide at Nixon School effective September 7, 2016 through November 23, 2016 and thereafter on an as needed basis for the 2016/2017 school year. Ms. Waldron is replacing Ms. Lyndsay Derendal while she is on a leave of absence.

Salary: Step 1 the 2016/2017 Paraprofessional Guide - $15.12/hour 24 Hours/Week (not to exceed 30 Hours/Week)

A background check, as required by State law, has been completed.
LEAVES OF ABSENCE

*3. **RESOLVED,** that *Mrs. Meaghan Cadena,* Physical Education Teacher at the Roxbury High School, be granted a leave of absence effective November 1, 2016 using available sick days until released by her physician, and thereafter an unpaid leave of absence under the Family Leave Act through March 1, 2017.

4. **RESOLVED,** that *Ms. Patricia Rafferty,* F/T Special Education Aide at Nixon School, be granted a leave of absence retroactive to September 1, 2016 using available sick and personal days, and thereafter an unpaid leave of absence until released by her physician.

*5. **RESOLVED,** that *Mrs. JoEllen Hopper,* Social Studies Teacher at Roxbury High School, be granted an extension of her unpaid leave of absence under the Family Leave Act from December 1, 2016 through January 2, 2017.

TRANSFERS

*6. **RESOLVED,** that the staff member listed below be transferred as indicated retroactive to September 16, 2016 for the 2016/2017 school year.

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brett Douglas</td>
<td>RHS - P/T Special Education Aide 29.25 Hours/Week</td>
<td>RHS - F/T Special Education Aide 30 Hours/Week</td>
<td>Step 5 $17.61/Hour</td>
</tr>
</tbody>
</table>

REAPPOINTMENTS

*7. **RESOLVED,** that the Substitute Nurses listed below be reappointed for the 2016/2017 school year.

   Alexandra Maloy   Jon Eklund

*8. **RESOLVED,** that the Substitute Secretaries listed below be reappointed for the 2016/2017 school year.

   Jenifer Stanich   Lisa Stavitsky

*9. **RESOLVED,** that the Substitute Teachers listed below be reappointed for the 2016/2017 school year:

   Luis Dajer       Joel Dobis       Emily Heineman
   Kayla Henderson  Carolyn Huntley  Heather Johnson
   Sejal Khandelia Ronald Kiesche   Joyce Koch
   Kellie Kucinski Lisa Macrae      Karissa Przyhocki
   Joanne Rallo     Kathy Reynolds   Shelly Rowe
   Robert Sheldon  Emily Spicka     Jenifer Stanich
   Thomas Tice      Jacob Torsiello Marybeth Urban
   Dushani Wickramasinghe Michael Williams Heather Yokes
JOB DESCRIPTION

*10. RESOLVED, that the Roxbury Township Board of Education approve the revised job description for Title I Paraprofessional. (Exhibit 1)

*11. RESOLVED, that the Roxbury Township Board of Education approve the job description for Title I Evening Program Coordinator. (Exhibit 2)

APPOINTMENTS

12. RESOLVED, that Ms. Erin Wolters be appointed to the position of part-time Permanent Substitute Teacher at Kennedy School effective September 20, 2016 for the 2016/2017 school year. This is a new position.
   
   Salary: $125.00 per day (not to exceed 4 days per week)
   
   A background check, as required by law, has been completed.

13. RESOLVED, that Mr. Martin Volz be appointed to the position of part-time Permanent Substitute Teacher at Eisenhower Middle School effective September 20, 2016 for the 2016/2017 school year. This is a new position.
   
   Salary: $125.00 per day (not to exceed 4 days per week)
   
   A background check, as required by law, has been completed.

14. RESOLVED, that Ms. Mary Consol be appointed to the position of part-time Permanent Substitute Teacher at Roxbury High School effective September 20, 2016 for the 2016/2017 school year. This is a new position.
   
   Salary: $125.00 per day (not to exceed 4 days per week)
   
   A background check, as required by law, has been completed.

15. RESOLVED, that Ms. Lori Klein be appointed to the position of Secretary to the Assistant Superintendent in Central Office for the 2016/2017 school year effective October 20, 2016 or sooner, pending release from her current district. Ms. Klein will be replacing Marianne Meehan who transferred to another position.
   
   Salary: $52,000 prorated for the term of this contract
   
   A background check, as required by law, has been completed.
16. RESOLVED, that Ms. Kaitlyn Chamberland be appointed to the position of part-time Special Education Aide at Franklin School effective September 20, 2016 for the 2016/2017 school year. Ms. Chamberland is replacing Mr. Doreen Fulton who has resigned.

Salary: Step 5 of the 2016/2017 Paraprofessional Guide - $17.61/hour
29 Hours/Week (not to exceed 30 Hours/Week)

A background check, as required by State law, has been completed.

17. RESOLVED, that Ms. Alyssa Catalano be appointed to the position of part-time Title I Aide at Franklin School effective September 20, 2016 for the 2016/2017 school year. This is a new position.

Salary: Step 5 the 2016/2017 Paraprofessional Guide - $17.61/hour
24 Hours/Week (not to exceed 30 Hours/Week)

A background check, as required by State law, has been completed.

18. RESOLVED, that Ms. Valerie Howard be appointed to the position of part-time Title I Aide at Franklin School effective September 21, 2016 for the 2016/2017 school year. This is a new position.

Salary: Step 6 the 2016/2017 Paraprofessional Guide - $18.26/hour
24 Hours/Week (not to exceed 30 Hours/Week)

A background check, as required by State law, has been completed.

GYMNASTICS VOLUNTEER

*19. RESOLVED, that the Roxbury Township Board of Education approve the appointment of the following Athletic Department Volunteer at Roxbury High School retroactive to September 12, 2016 for the 2016/2017 school year. A Certification for Paraprofessional Aide – Athletic Volunteer form has been signed and is on file.

Debra Ransegnola  Gymnastics Coach

INCREASE IN TIME/SALARY ADJUSTMENT – PROFESSIONAL STAFF

*20. RESOLVED, that the following staff be appointed to teach one (1) extended block of Business Education on an as-needed basis at Roxbury High School retroactive to September 1, 2016 for the 2016/2017 school year.

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>1/7th Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Shadwell</td>
<td>Business</td>
<td>MA, Step 5-7, $8,343</td>
</tr>
</tbody>
</table>
INCREASE IN TIME/SALARY ADJUSTMENT – PROFESSIONAL STAFF

21. RESOLVED, that the following staff be appointed to teach an extra ½ block of Special Education at the Roxbury High School as part of the requirements of the IEP and specialized programs retroactive to September 1, 2016 for the 2016/2017 school year.

<table>
<thead>
<tr>
<th>Name</th>
<th>2016-2017 Annual Salary From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Corliss</td>
<td>MA+30, Step 15, $72,431</td>
<td>MA+30, Step 15, $78,003</td>
</tr>
<tr>
<td>Paul Critelli</td>
<td>MA, Step 15, $67,631</td>
<td>MA, Step 15, $72,833</td>
</tr>
<tr>
<td>David Hughes</td>
<td>MA+30, Step 12, $66,214</td>
<td>MA+30, Step 12, $71,307</td>
</tr>
<tr>
<td>Carie Thompson</td>
<td>MA, Step 10-11, $60,404</td>
<td>MA, Step 10-11, $65,050</td>
</tr>
<tr>
<td>Jessie Hancock</td>
<td>BA, Step 3, $52,599</td>
<td>BA, Step 3, $56,645</td>
</tr>
</tbody>
</table>

INCREASE IN TIME/SALARY ADJUSTMENT – PROFESSIONAL STAFF

22. RESOLVED, that the following staff be appointed to teach two (2) extended blocks of Special Education at the Eisenhower Middle School as part of an IEP effective September 20, 2016 for the 2016/2017 school year.

<table>
<thead>
<tr>
<th>Name</th>
<th>2016-2017 Annual Salary From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cindy Knill</td>
<td>BA+15, Step 21, $90,705</td>
<td>BA+15, Step 21, $97,430</td>
</tr>
<tr>
<td>Caryn Trautz</td>
<td>BA+30, Step 5-7, $57,199</td>
<td>BA+30, Step 5-7, $61,440</td>
</tr>
</tbody>
</table>

APPROVAL CURRICULUM WRITING

23. RESOLVED, that the individuals listed below be approved to write curriculum for Roxbury High School for the 2016/2017 school year as indicated below at a salary of $46 per hour not to exceed seventeen (17) hours per course retroactive to August 31, 2016.

<table>
<thead>
<tr>
<th>Course – Write New Course</th>
<th>Christopher Shadwell</th>
<th>Elizabeth Berger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicating for Success, Grades 10 - 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising, Grades 10 – 12</td>
<td>Christopher Shadwell</td>
<td></td>
</tr>
<tr>
<td>Consumer Behavior, Grades 10 - 12</td>
<td>Derek Bischoff</td>
<td></td>
</tr>
</tbody>
</table>
September 19, 2016

**COMMUNITY SCHOOL**

**24. RESOLVED,** that the staff listed below be appointed for the 2016/2017 Roxbury Community School Course Offerings. All expenses will be paid out of collected tuitions and employment is dependent upon sufficient enrollment. Teachers/Instructors receive a percentage of tuition based on enrollment and agreement with the Community School.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Tuition</th>
<th>Course/Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accents on Dance</td>
<td>$80/Student</td>
<td>FIT Mamas / Accents on Dance Studio</td>
<td>October – November 2016</td>
</tr>
<tr>
<td>Accents on Dance</td>
<td>$80/Student</td>
<td>Mama Steps / Accents on Dance Studio</td>
<td>October – November 2016</td>
</tr>
<tr>
<td>Accents on Dance</td>
<td>$80/Student</td>
<td>Mommy and Me Yoga / Accents on Dance Studio</td>
<td>October – November 2016</td>
</tr>
<tr>
<td>Accents on Dance</td>
<td>$80/Student</td>
<td>Party Like a Preschooler / Accents on Dance Studio</td>
<td>October – November 2016</td>
</tr>
<tr>
<td>Accents on Dance</td>
<td>$540/Year</td>
<td>Broadway Intensive / Accents on Dance Studio</td>
<td>October 2016 – June 2017</td>
</tr>
</tbody>
</table>

**D. Executive Session (Resolutions 1)**

**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 Workshop Meeting on October 4, 2016 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, 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 meeting will commence at 7:30 p.m.

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

XVII. **EXECUTIVE SESSION – (IF NECESSARY)**

XVIII. **PUBLIC SESSION – (IF NECESSARY)**

XIX. **ADJOURNMENT**

*Mt. Arlington Representative votes*
ROXBURY PUBLIC SCHOOLS
Curriculum & Instruction Support- Noncertified

TITLE: Title I Paraprofessional

STATE QUALIFICATIONS:
Must meet one of the following as stated by the New Jersey Department of Education:
Completion of two years of study at an institution of higher learning, or an associate's degree or higher, or meet a rigorous standard of quality that demonstrates, through formal assessment, knowledge of and the ability to assist in reading, writing and mathematics instruction or reading, writing, and mathematics readiness.

ADDITIONAL QUALIFICATIONS:
1. Demonstrated ability to work successfully with children and adults and to perform assigned duties.
2. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Building Principal

JOB GOAL:
To assist in the delivery of classroom instruction with small groups or with individual students.

PERFORMANCE RESPONSIBILITIES:
1. Works with small groups of identified students in classroom setting
2. Assists in the preparation of instructional materials
3. Assists individual identified students, as required, to enhance classroom instruction in:
   a. Reading skill development
   b. Mathematics skill development
   c. Language Arts skill development

TERMS OF EMPLOYMENT: Salary - To be paid with Title I Funds
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations

Approved by:
Date:
Revised:

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ROXBURY PUBLIC SCHOOLS

Curriculum & Instruction Support - Noncertified

TITLE: Title I Evening Program Coordinator

QUALIFICATIONS:
1. Certified Teacher
2. Demonstrated Leadership Skills
3. Familiarity with Title I Programming
4. Excellent Communication & Organizational Skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Assistant Superintendent

JOB GOAL: To provide opportunities of social, emotional, and academic support to participating families

PERFORMANCE RESPONSIBILITIES:
1. Plan and coordinate four evening parent academies (one per marking period)
2. Secure guest speakers for parent academies
3. Attend evening parent academies
4. Evaluate parent academies

TERMS OF EMPLOYMENT: Salary - To be paid with Title I Funds

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

Approved by:
Date:
Revised:

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