

Minutes of the Reorganization Meeting of the Roxbury Township Board of Education held on Monday, April 28, 2008 at the Lincoln/Roosevelt School, 34 North Hillside Avenue, Succasunna, NJ 07876

The meeting was called to order in the Media Center at Lincoln/Roosevelt School, Vice President D'Agostino presiding.

MEMBERS PRESENT: Mrs. Maureen Castriotta, Mrs. Liz D'Abbraccio, Mrs. Terry D'Agostino, Mrs. Hildi Libby, Mrs. Jennifer Marchesi, Mrs. Patricia Miller, Mr. John Moschella, Ms. Carol Scheneck, Mr. Gregory Somjen

MEMBERS ABSENT: Mr. Robert Badini

ADMINISTRATION PRESENT: Mr. Dennis Mack, Mr. Edward Hade, Ms. Ruthann Quinn, Ms. Pam Hinman

OTHERS PRESENT: Ms. Nathanya Simon, Schwartz Simon Edelstein Celso & Kessler LLC

EXECUTIVE SESSION

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 or Private Session,

Now, therefore, it was motioned by Mrs. Castriotta and seconded by Mr. Moschella that the Roxbury Township Board of Education does hereby determine that it is necessary to meet in Executive Session at this time, 6:30 p.m. to discuss negotiations, personnel, student matters, and matters covered by attorney client privilege. The matters discussed will be made public if and when confidentiality is no longer required, and action pursuant to said discussion shall take place only in a public meeting.

It was motioned by Mrs. Libby and seconded by Mrs. D'Abbraccio that this meeting return to Public Session at this time, 7:42 p.m., in the Auditorium at the Lincoln/Roosevelt School.

PUBLIC SESSION

The Public Session was called to order in the auditorium at the Lincoln/Roosevelt School at 7:50 p.m., Ms. Quinn, Board Secretary, presiding:

Ms. Quinn announced that this Reorganization Meeting of the Roxbury Township Board of Education is being held to take action and hold discussion on business before the Board tonight, and that the New Jersey Open Public Meetings Law was enacted to ensure the right of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Roxbury Township Board of Education has caused written notice of tonight's meeting and copies of the agenda for tonight's meeting to be transmitted to:

- Roxbury Register - Newspaper
- Daily Record - Newspaper
- Municipal Clerk
- Roxbury Public Library
- Roxbury Website - http://www.roxbury.org/boe/meetings_minutes.htm

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

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PLEDGE OF ALLEGIANCE

Members of the Board, Administration, and Public participated in the salute to the flag.

SCHOOL ELECTION RESULTS

Ms. Quinn read the election results.

The results* were as follows for members of the Board of Education, to fill three, three year terms, and the General Fund:

	School District 1 1-1	School District 2 2,3&4	School District 3 1-5	School District 4 2-1	School District 5 2-2&3	School District 6 2-4&5	School District 7 3-1, 3&5	School District 8 3-2, 4&6	School District 9 4-1, 2&6	School District 10 4-3, 4&5	Totals
<u>Candidates</u>											
Adell	18	112	17	30	58	42	139	70	127	154	767
Marchesi	31	132	19	47	119	80	410	163	238	296	1535
Rogers	24	150	22	38	77	47	117	137	139	149	900
Warsaw	7	71	10	26	67	33	188	117	127	146	792
Day	22	100	12	35	42	42	77	57	128	110	625
Miller	27	125	17	49	90	73	184	99	229	234	1127
Somjen	15	112	15	39	106	57	330	159	189	272	1294
Colucci	26	125	17	44	74	77	167	100	222	221	1073
Total Votes Cast	81	399	55	136	257	187	679	350	469	661	3274
<u>Question No. 1</u>											
YES	43	213	28	59	111	98	423	184	321	408	1888
NO	38	178	26	76	135	84	233	159	238	241	1408

**Unofficial Results reported by the Morris County Clerk's Office*

OATH OF OFFICE

Ms. Quinn administered the Oath of Office to Jennifer Marchesi, Patricia Miller, and Gregory Somjen.

ROLL CALL

The roll was taken and a quorum deemed present.

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ELECTION OF A PRESIDENT

Ms. Quinn opened the floor for nominations of President of the Roxbury Board of Education.

Mrs. Miller nominates Mrs. D'Agostino. Mr. Moschella seconded the nomination.

Ms. Quinn asked if there are any other nominations. There were none.

Ms. Quinn asked for a motion and second to close the nominations for President of the Board of Education.

Mrs. Miller motioned, and Mrs. Castriotta seconded to close the nominations.

The nomination of Mrs. D'Agostino as President was approved by roll call vote:

Mrs. D'Abbraccio: Yes; **Mrs. D'Agostino:** Yes; **Mrs. Castriotta:** Yes; **Mrs. Libby:** Yes; **Mrs. Marchesi:** Yes; **Mrs. Miller:** Yes; **Mr. Moschella:** Yes; **Ms. Scheneck:** Yes; **Mr. Somjen:** Yes.

ELECTION OF A VICE PRESIDENT

Ms. Quinn opened the floor for nominations of Vice President of the Roxbury Board of Education.

Mrs. Scheneck nominates Mr. Moschella. Mrs. D'Abbraccio seconded the nomination.

Ms. Quinn asked if there are any other nominations. There were none.

Ms. Quinn asked for a motion and second to close the nominations for Vice President of the Board of Education.

Mrs. Libby motioned, and Mrs. D'Abbraccio seconded to close the nominations.

The nomination of Mr. Moschella as Vice President was approved by roll call vote:

Mrs. D'Abbraccio: Yes; **Mrs. D'Agostino:** Yes; **Mrs. Castriotta:** Yes; **Mrs. Libby:** Yes; **Mrs. Marchesi:** Yes; **Mrs. Miller:** Yes; **Mr. Moschella:** Yes; **Ms. Scheneck:** Yes; **Mr. Somjen:** Yes.

RESOLUTIONS FOR REORGANIZATION

Mrs. Miller moved, and Mrs. Libby seconded a motion that the Reorganization Resolutions 506-08 through 508-08 be approved as presented and listed below.

The motion was approved by roll call vote.

Mrs. Castriotta: *Yes to all*; **Mrs. D'Abbraccio:** *Yes to all*; **Mrs. Libby:** *Yes to all*; **Mrs. Marchesi:** *Yes to all*; **Mrs. Miller:** *Yes to all*; **Mr. Moschella:** *Yes to all*; **Ms. Scheneck:** *Yes to all*; **Mr. Somjen:** *Yes to all*; **Mrs. D'Agostino:** *Yes to all*.

RESOLUTION NO. 506-08

Adoption of Bylaws and Policies

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the existing bylaws and policies of the Roxbury Township Board of Education, established for its own operation and the operation of the school district, be adopted for the life of the 2008/2009 Board of Education or until revised by vote of the Board of Education.

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RESOLUTION NO. 507-08
Code of Ethics

WHEREAS, the members of the Roxbury Township Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear public statement of its philosophy of service to the pupils of the district,

NOW THEREFORE IT IS RESOLVED, in accordance with N.J.S.A. 18A:12-24.1 and Roxbury Township Board of Education Policy 0142.1 – Code of Ethics, every board member will abide by the following Code of Ethics. The board member will:

1. Uphold and enforce all laws, State Board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. Make decisions in terms of the educational welfare of children and seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. Confine his/her Board action to policy making, planning and appraisal, and help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. Carry out his/her responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
5. Recognize that authority rests with the Board of Education, and will make no personal promises nor take any private action which may compromise the Board.
6. Refuse to surrender his/her independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. Hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals or the schools. In all other matters, he/she will provide accurate information and, in concert with fellow Board members, interpret to the staff the aspirations of the community for its schools.
8. Vote to appoint the best qualified personnel available after consideration of the recommendation of the Chief Administrative Officer.
9. Support and protect school personnel in proper performance of their duties.
10. Refer all complaints to the Chief Administrative Officer and act on the complaints at public meetings only after failure of an administrative solution.

RESOLUTION NO. 508-08
Approval of Programs and Textbooks

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, approval is granted for the school programs and textbooks currently in use in the district, for the 2008/2009 school year.

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Mrs. Castriotta moved, and Mrs. Libby seconded a motion that the Reorganization Resolutions 509-08 through 511-08 be approved as presented and listed below.

The motion was approved by roll call vote.

Mrs. Castriotta: *Yes to all*, **Mrs. D’Abbraccio:** *Yes to all*; **Mrs. Libby:** *Yes to all*; **Mrs. Marchesi:** *Yes to all*; **Mrs. Miller:** *Yes to all*; **Mr. Moschella:** *Yes to all*; **Ms. Scheneck:** *Yes to all*; **Mr. Somjen:** *Yes to all*; **Mrs. D’Agostino:** *Yes to all*.

RESOLUTION NO. 509-08
Approval of Meeting Dates

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the meeting dates for the Roxbury Township Board of Education be established as listed below, for the first and third Monday of each month unless otherwise notified. All meetings shall commence at 7:30 p.m.

MEETING DATES – 2008/2009

<i>Reorganization / Regular Meeting</i>	<i>April 28, 2008</i>
Workshop Meeting	May 5, 2008
Regular Meeting	May 19, 2008
Workshop Meeting	June 2, 2008
Regular Meeting	June 23, 2008
Regular Meeting	July 14, 2008
Workshop Meeting	August 4, 2008
Regular Meeting	August 18, 2008
Workshop Meeting	September 8, 2008
Regular Meeting	September 15, 2008
Workshop Meeting	October 6, 2008
Regular Meeting	October 20, 2008
Workshop Meeting	November 3, 2008
Regular Meeting	November 17, 2008
Workshop Meeting	December 8, 2008
Regular Meeting	December 22, 2008
Workshop Meeting	January 12, 2009
Regular Meeting	January 26, 2009
Workshop Meeting	February 9, 2009
Regular Meeting	February 23, 2009
Workshop Meeting	March 9, 2009
Regular Meeting	March 23, 2009
Workshop Meeting	April 6, 2009
Reorganization / Regular Meeting	April 27, 2009

IT IS FURTHER RESOLVED that the public places for posting of meeting notices for the Roxbury Township Board of Education for the ensuing year shall be:

Roxbury Township Board of Education Office
Roxbury Township Municipal Office
Roxbury Township Public Library
Each School in the District

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RESOLUTION NO. 510-08

Official Newspapers

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the official newspapers for the Roxbury Township Board of Education be the *Roxbury Register*, *Daily Record* and the *Star Ledger* as the alternate newspaper.

RESOLUTION NO. 511-08

Depository of School Funds

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves Commerce Bank, 1701 Rt 70 E., Cherry Hill, NJ 08034 as the official depository of school funds for the accounts listed below:

Name of Account	Signature(s) of Record
Capital Projects	Business Administrator and/or Treasurer
Capital Reserve	Business Administrator and/or Treasurer
Franklin Activity	School Principal and Business Administrator
General Account	Board President or Board Vice President and Business Administrator and Treasurer
High School Activity	School Principal and Business Administrator or Superintendent
Jefferson Activity	School Principal and Business Administrator
Athletic Account	High School Principal and Business Administrator or Superintendent
Eisenhower Activity	School Principal and Business Administrator or Superintendent
Kennedy Activity	School Principal and Business Administrator
Lincoln/Roosevelt Activity	School Principal or Assistant Principal and Business Administrator
Miss Ann Fund	Business Administrator and High School Principal
Nixon Activity	School Principal and Business Administrator
Payroll Account	Board President or Board Vice President or Business Administrator or Treasurer
Project Hope	Business Administrator and/or Treasurer
Tax and Agency	Board President or Board Vice President or Business Administrator or Treasurer
Unemployment	Board President or Board Vice President and Business Administrator and Treasurer

Ms. Scheneck moved, and Mrs. Miller seconded a motion that the Reorganization Resolutions 512-08 through 514-08 be approved as presented and listed below.

The motion was approved by roll call vote.

Mrs. Castriotta: *Yes to all*, **Mrs. D'Abbraccio:** *Yes to all*; **Mrs. Libby:** *Yes to all*; **Mrs. Marchesi:** *Yes to all*; **Mrs. Miller:** *Yes to all*; **Mr. Moschella:** *Yes to all*; **Ms. Scheneck:** *Yes to all*; **Mr. Somjen:** *Yes to all*; **Mrs. D'Agostino:** *Yes to all*.

RESOLUTION NO. 512-08

Approval of Petty Cash Fund and Custodian

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the Petty Cash Fund in the amount of \$1,900.00, and

IT IS FURTHER RESOLVED that *Ms. Ruthann Quinn* School Business Administrator/Board Secretary be appointed as Custodian of the Petty Cash Fund.

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RESOLUTION NO. 513-08
Approval of Athletic Fund and Custodian

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the Athletic Fund in the amount of \$10,000.00, and

IT IS FURTHER RESOLVED that *Ms. Ruthann Quinn*, School Business Administrator/Board Secretary be appointed as Custodian of the Athletic Fund.

RESOLUTION NO. 514-08
Approval of Tax Shelter Annuity Companies

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the following list of companies as providers of tax shelter annuities available to the employees of the Roxbury Board of Education through payroll deduction:

Galic Disbursing Company	Lincoln National
Mutual of Omaha	Valic
MetLife Insurance Company	The Legend Group
Transamerican Life Insurance Company	AXA -Equitable
Lincoln Investment Planning	

Mrs. Libby moved, and Mrs. D'Abbraccio seconded a motion that the Reorganization Resolutions 515-08 and 516-08 be approved as presented, and 517-08 as changed and listed below:

The motion was approved by roll call vote.

Mrs. Castriotta: *Yes to 515-08 and 516-08, No to 517-08, Mrs. D'Abbraccio:* *Yes to all; Mrs. Libby:* *Yes to all; Mrs. Marchesi:* *Yes to all; Mrs. Miller:* *Yes to all; Mr. Moschella:* *Yes to all; Ms. Scheneck:* *Yes to all; Mr. Somjen:* *Yes to 515-08 and 516-08, Abstain to 517-08; Mrs. D'Agostino:* *Yes to all.*

RESOLUTION NO. 515-05
Approval of the Use of State Contracts

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the use of state contracts such as Dell Computers, Xerox, and others as appropriate for the 2008/2009 school year.

RESOLUTION NO. 516-08
Appointment – Business Administrator/Board Secretary

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Ruthann Quinn* be appointed School Business Administrator/Board Secretary for the Roxbury Township Board of Education for the period of July 1, 2008 through June 30, 2009, the terms and conditions of her employment to be determined and approved at a future meeting of the Roxbury Board of Education.

RESOLUTION NO. 517-08
Appointment – Board Attorney

WHEREAS, this Board of Education requires the services of Legal Counsel on a regular basis, and

WHEREAS, the firm of *Schwartz Simon Edelstein Celso & Kessler LLP* is presently handling a number of legal matters for this Board,

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NOW THEREFORE IT IS RESOLVED, that the firm of Schwartz Simon Edelstein Celso & Kessler LLP, Ten James Street, Florham Park, New Jersey 07932 be appointed as Attorney for this Board of Education for the period July 1, 2008 to June 30, 2009 at a rate of \$160.00/hour.

IT IS FURTHER RESOLVED that the Roxbury Township Board of Education approves a retainer agreement with Schwartz, Simon, Edelstein, Celso & Kessler, L.L.C. in the amount of \$12,000 per year for legal services including short research, routine correspondence, telephone calls, in-service training, routine faxes, postage, and copying as well as attendance for up to 24 board meetings per year.

Mrs. Castriotta questioned Resolution 518-08 and the contract price.

Ms. Scheneck asked whether or not the district was using the same Insurance Brokers in Resolution 520-08.

Mrs. Marchesi moved, and Mrs. Miller seconded a motion that the Reorganization Resolutions 518-08 through 520-08 be approved as presented and listed below.

The motion was approved by roll call vote.

Mrs. Castriotta: Yes to 519-08, No to 518-08 and 520-08, **Mrs. D'Abbraccio:** Yes to all; **Mrs. Libby:** Yes to all; **Mrs. Marchesi:** Yes to all; **Mrs. Miller:** Yes to all; **Mr. Moschella:** Yes to all; **Ms. Scheneck:** Yes to all; **Mr. Somjen:** Yes to all; **Mrs. D'Agostino:** Yes to all.

RESOLUTION NO. 518-08

Appointment – Auditor

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints *Nisivoccia and Company* as auditors (public school accountant) for the period May 1, 2008 to April 30, 2009 at a fee of \$59,075.00.

RESOLUTION NO. 519-08

Appointment – Negotiator

WHEREAS, this Board of Education requires the services of Labor Counsel on a regular basis, and

WHEREAS, the firm of *Kenney, Gross, Kovats & Parton* has experience in the field of school negotiations, and

WHEREAS, the firm of *Kenney, Gross, Kovats & Parton* is presently handling a number of negotiation matters for this Board,

NOW THEREFORE IT IS RESOLVED, that the firm of *Kenney, Gross, Kovats & Parton* and Mr. Malachi J. Kenney, Esq. be hereby reappointed Negotiator for this Board of Education until April 30, 2009 at a fee of \$150.00/hour.

RESOLUTION NO. 520-08

Appointment – Insurance Agents of Record

WHEREAS, such services are professional in nature and cannot be secured with confidence through public bidding because they involve qualitative factors which cannot be described adequately in written specifications, and

WHEREAS, the law permits contracts for such services to be made without public bid, and

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WHEREAS, agreement has been reached with *Charles G. Treloar Agency, Inc.* for such services, and the Board finds this is in the best interest of the Board of Education, and

WHEREAS, agreement has been reached with Hilb Rogal & Hobbs (HRH) for services as our Health Benefits Brokers, and the Board finds this in the best interest of the Board of Education, now

THEREFORE, IT IS RESOLVED by the Roxbury Township Board of Education that Charles G. Treloar Agency, Inc. and Hilb Rogal & Hobbs (HRH) be approved as Agents of Record for the 2008/2009 school year according to Public School Contracts Laws (N.J.S.A. 18A:18A-5)

Mr. Somjen moved, and Mrs. Miller seconded a motion that the Reorganization Resolutions 521-08 through 523-08 be approved as presented and listed below.

The motion was approved by roll call vote.

Mrs. Castriotta: *Yes to all*, **Mrs. D’Abbraccio:** *Yes to all*; **Mrs. Libby:** *Yes to all*; **Mrs. Marchesi:** *Yes to all*; **Mrs. Miller:** *Yes to all*; **Mr. Moschella:** *Yes to all*; **Ms. Scheneck:** *Yes to all*; **Mr. Somjen:** *Yes to all*; **Mrs. D’Agostino:** *Yes to all*.

RESOLUTION NO. 521-08
Appointment – Architect

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the Roxbury Township Board of Education appoints *SSP Architectural Group* as school architect for the 2008/2009 school year.

RESOLUTION NO. 522-08
Appointments of the Business Administrator

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the Roxbury Township Board of Education appoints *Ms. Ruthann Quinn*, Business Administrator/Board Secretary, as the following for the 2008/2009 school year:

Investments Officer
Public Contracts Officer
Public Agency Compliance Officer

Purchasing Agent
Custodian of Records

RESOLUTION NO. 523-08
Appointments of the Director of Buildings and Grounds

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the Roxbury Township Board of Education appoints *Mr. Alfred Soetebeer*, Director of Buildings and Grounds, as the following for the 2008/2009 school year:

Asbestos Management Officer
Indoor Air Quality Designee
Integrated Pest Management Coordinator

Right to Know Officer
Chemical Hygiene Officer
AHERA Coordinator

Mrs. D’Abbraccio moved, and Mrs. Libby seconded a motion that the Reorganization Resolutions 524-08 through 526-08 be approved as presented and listed below.

The motion was approved by roll call vote.

Mrs. Castriotta: *Yes to all*, **Mrs. D’Abbraccio:** *Yes to all*; **Mrs. Libby:** *Yes to all*; **Mrs. Marchesi:** *Yes to all*; **Mrs. Miller:** *Yes to all*; **Mr. Moschella:** *Yes to all*; **Ms. Scheneck:** *Yes to all*; **Mr. Somjen:** *Yes to all*; **Mrs. D’Agostino:** *Yes to all*.

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RESOLUTION NO. 524-08
Appointment – Attendance Officer

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints *Dr. Linda Bowles* as Attendance Officer for the 2008/2009 school year.

RESOLUTION NO. 525-08
504 Compliance Officers

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints *Mr. Alfred Soetebeer* and *Mr. Edward Hade* as 504 Compliance Officers for the Roxbury School District for the 2008/2009 school year.

RESOLUTION NO. 526-08
Appointment – Affirmative Action Officers

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints *Ms. Deborah Burleigh* and *Mr. Edward Hade* as Affirmative Action Officers for the 2008/2009 school year, and for the purpose of the Multi-Year Equity Plan.

Mr. Moschella moved, and Mrs. Libby seconded a motion that the Reorganization Resolutions 527-08 and 528-08 be approved as presented and listed below.

The motion was approved by roll call vote.

Mrs. Castriotta: *Yes to all*, **Mrs. D'Abbraccio:** *Yes to all*; **Mrs. Libby:** *Yes to all*; **Mrs. Marchesi:** *Yes to all*; **Mrs. Miller:** *Yes to all*; **Mr. Moschella:** *Yes to all*; **Ms. Scheneck:** *Yes to all*; **Mr. Somjen:** *Yes to all*; **Mrs. D'Agostino:** *Yes to all*.

RESOLUTION NO. 527-08
Appointment – Safety and Health Designees

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints *Ms. Dale Copley* and *Ms. Ruthann Quinn* as Safety and Health Designees for the Roxbury School District for the 2008/2009 school year.

RESOLUTION NO. 528-08
Appointment – Drug Free Schools Officers

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints *Ms. Jennifer Kenny* and *Ms. Geri Esposito* as Drug Free Schools Officers for the 2008/2009 school year.

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Reorganization Resolutions 529-08 and 530-08 are tabled until the next meeting.

RESOLUTION NO. 529-08
Delegate Appointments

WHEREAS, the Roxbury Board of Education requires representation at the following professional organizations, and reorganization of the Roxbury Board of Education requires delegate assignments to said professional organizations be made,

THEREFORE BE IT RESOLVED, that the Roxbury Township Board of Education here and now assigns the following delegate appointments:

New Jersey School Boards Association	_____
NJSBA Alternate	_____
NJSBA Legislative Committee	_____
Morris County School Boards Association	_____
MCSBA Alternate	_____
Educational Services Commission of Morris County	_____

RESOLUTION NO. 530-08
Chairperson Appointments

WHEREAS, the Roxbury Township Board of Education utilizes Committee groups to investigate and make recommendations regarding district activities, and reorganization of the Roxbury Township Board of Education requires Committees and Committee Chairperson assignments be made,

THEREFORE BE IT RESOLVED, that the Roxbury Township Board of Education here and now assigns the following Committees and Committee Chairperson appointments:

Facilities	_____
Community Relations	_____
Education	_____
Finance	_____
Shared Services	_____
Personnel	_____
Negotiations	_____
Project Graduation Liaison	_____
Town Council Liaison	_____
RFEE Liaison	_____

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CORRESPONDENCE

None

MINUTES

Mrs. Libby moved, and Mrs. Miller seconded a motion that the minutes of the Workshop Meeting and Executive Session of April 7, 2008 be accepted with the following correction:

1. The Executive Minutes of April 7, 2008 should state in the "Other" section that Mrs. D'Agostino discussed her conversation with the Superintendent Search Firm, not the County Superintendent.

The motion was approved by roll call vote.

Mrs. Castriotta: Yes; **Mrs. D'Abbraccio:** Yes; **Mrs. Libby:** Yes; **Mrs. Marchesi:** *Abstain*;
Mrs. Miller: Yes; **Mr. Moschella:** Yes; **Ms. Scheneck:** Yes; **Mr. Somjen:** *Abstain*;
Mrs. D'Agostino: Yes.

PRESENTATIONS

None

STUDENT COUNCIL REPRESENTATIVE'S COMMENTS

None

BOARD PRESIDENT'S COMMENTS

Mrs. D'Agostino thanked the board members for her nomination. She stated she felt that this board works extremely well together, as she witnessed during the superintendent search. She welcomed Mrs. Miller back and welcomed the two new board members. She thanked the community for passing the budget, as well as the students for their participation.

The Board President stated the details of the Public Forum for May 1, 2008, to meet the superintendent candidate. The meeting will be at 7:00 p.m. She mentioned there will be one candidate. The second pulled out for unknown reasons. Mrs. D'Agostino mentioned that the agenda for the May 5, 2008 meeting will go out Friday night in order to wait for the Board's decision for superintendent.

SUPERINTENDENT'S REPORT

Mr. Mack congratulated Mrs. Miller, Mr. Somjen and Mrs. Marchesi. He mentioned the successes of the Track Relay Team.

He also mentioned that the district received the QSAC Report back from the state. The district has been designated a "High Performing District".

BUSINESS ADMINISTRATOR'S REPORT

Ms. Quinn asked the board to approve the monthly financials, travel requests, going out to bid, and a contract with ESCMC for transportation.

Ms. Quinn informed the board that purchase order 08-3680 was added to the Bills List, as it was pulled at the March 24, 2008 meeting.

Ms. Quinn mentioned resolution 538-08 was for the paving of the parking lot between Eisenhower Middle School and Roxbury High School.

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PUBLIC COMMENTS – Agenda Items

Mrs. Fran Day questioned the following resolutions:

- 508-08: She questioned if there would be textbook upgrades in the coming year. Mr. Hade responded.
- 514-08: She asked who the agents of record were for the TSA's. Ms. Quinn responded that this is at no cost to the board, but a benefit to the employees.
- 518-08: She asked if it was a bid. Ms. Quinn responded that professional services are not sent out to bid. Mrs. Day asked if the district and the township could use the auditor as a shared service. Ms. Quinn explained that is not possible because they are separate services, two different audits.
- 520-08: She asked if the district received a letter from the Insurance Broker stating the amount earned from the district. Ms. Quinn stated the district would request the letter from the agents.
- 521-08: She asked the value of the contract with the architect. Ms. Quinn stated it is on an as needed basis.
- 523-08: She asked who the Right-to-Know Company was. Ms. Quinn responded Educational Data Services.
- 538-08: She asked when the paving will start. Ms. Quinn stated after the close of school for the summer.

Mr. Somjen had a question about the Morris County Cooperative in that they are one of his clients. The board attorney responded.

ACTION ITEMS

Finance

Mrs. Libby moved, and Mrs. Miller seconded a motion that the Finance Resolutions 531-08, 532-08 as amended, and 533-08 through 538-08 be approved as presented and listed below.

The motion was approved by roll call vote.

Mrs. Castriotta: *Yes to all*; **Mrs. D'Abbraccio:** *Yes to all*; **Mrs. Libby:** *Yes to all*; **Mrs. Marchesi:** *Yes to all*; **Mrs. Miller:** *Yes to all*; **Mr. Moschella:** *Yes to all*; **Ms. Scheneck:** *Yes to 531-08, 532-08, 533-08, 534-08, 535-08, 536-08 however Abstain to Mr. Hade and Mr. Swanson, 537-08 and Abstain to 538-08*; **Mr. Somjen:** *Yes to all*; **Mrs. D'Agostino:** *Yes to all*.

RESOLUTION NO. 531-08

Approval of Transfers

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the list of transfers between accounts as presented.

RESOLUTION NO. 532-08

Approval of the Bills Lists

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the Bills Lists totaling \$1,393,698.06 as presented, and Purchase Order No. 08-3680 in the amount of \$200.00.

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RESOLUTION NO. 533-08
Approval of the Board Secretary's Report

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the Board Secretary's Report for March 2008 as presented.

RESOLUTION NO. 534-08
Approval of the Treasurer's Report

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the Treasurer's Report for March 2008 as presented.

RESOLUTION NO. 535-08
Monthly Financial Certification of the Board Secretary and Board of Education

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education, pursuant to N.J.A.C. 6A:23-2.11(c)3, does certify that no line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a), and

IT IS FURTHER RESOLVED, that pursuant to N.J.A.C. 6A:23-2.11(c)4, after review of the Board Secretary's and Treasurer's monthly financial reports, that no major accounts and fund balances in the 2007/2008 budget have been over expended in violation of N.J.A.C. 6A:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

RESOLUTION NO. 536-08
Approval of Travel Requests

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves unavoidable travel and 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 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.

First Name	Last Name	Conference/Seminar Title	Place	Date of Trip	Total Estimated Expenses*
Debbie	Bauer	Planning Meeting - Mini College Days for 2008/2009 School Year	Jefferson High School, Oak Ridge, NJ	May 1, 2008	See Note
Jim	Dolan	NJSCA 14th Annual Wrestling Coaches Clinic	Rutgers University	May 2, 2008	\$50.00 Registration
Dave	Monaco	NJSCA 14th Annual Wrestling Coaches Clinic	Rutgers University	May 2, 2008	\$50.00 Registration
Lily	Chang	Dell Lunch & Learn - Educational Forum - What Does the Future of Dell's Mobility Products Look Like	Iselin, NJ	May 8, 2008	See Note
Edward	Hade	HS Issues and the American Diploma Project	Mountain Lakes, NJ	May 5, 2008	See Note
Carol S.	Cherry	Bloomsburg University Reading Conference	Bloomsburg, PA	May 15-16, 2008	\$45.00 Registration
Joyce	Jose	Bloomsburg University Reading Conference	Bloomsburg, PA	May 15-16, 2008	\$45.00 Registration

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First Name	Last Name	Conference/Seminar Title	Place	Date of Trip	Total Estimated Expenses*
Jeffrey	Swanson	The Get Motivated Seminar	Meadowlands, NJ	May 19, 2008	See Note
Cosmo	Lorusso	The Get Motivated Seminar	Meadowlands, NJ	May 19, 2008	\$19.00 Registration
Frank	Misurelli	Dynamic Seminar to Increase Your Productivity	Meadowlands, NJ	May 19, 2008	\$19.00 Registration
Justin	Spargo	Tablet PC Academy	Hunterdon Central High School	July 15-17, 2008	\$490.00 Registration
Kevin	Poggi	Tablet PC Academy	Hunterdon Central High School	July 15-17, 2008	\$490.00 Registration

*Note: Does not include mileage and sustenance as it is contractual.

RESOLUTION NO. 537-08

Approval to Bid

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves to have SSP Architectural Firm, 148 West End Avenue, Somerville, NJ, seek bids on the Board of Education's behalf for the paving and reclamation project at the Eisenhower Middle School and Roxbury High School.

RESOLUTION NO. 538-08

Approval of Contract – Educational Services Commission of Morris County – 2008-2009 Transportation Agreement

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves a Joint Transportation Agreement for the 2008/2009 school year with the Educational Services Commission of Morris County.

Personnel

Ms. Scheneck moved, and Mrs. Miller seconded a motion that the Personnel Resolutions 539-08 through 550-08 be approved as presented and listed below:

The motion was approved by roll call vote.

Mrs. Castriotta: Yes to 539-08, 540-08, 541-08, 543-08, 544-08, 545-08, 546-08, 547-08, 548-08, 549-08, 550-08, and No to 542-08, **Mrs. D'Abbraccio:** Yes to all; **Mrs. Libby:** Yes to all; **Mrs. Marchesi:** Yes to all; **Mrs. Miller:** Yes to all; **Mr. Moschella:** Yes to all; **Ms. Scheneck:** Yes to all; **Mr. Somjen:** Yes to all; **Mrs. D'Agostino:** Yes to all.

RESOLUTION NO. 539-08

Authorization to Abolish Buildings and Grounds Position

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, authorization to abolish the Lead Custodian position at the Lincoln School be approved for the 2008/2009 school year.

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RESOLUTION NO. 540-08
Resignation – Buildings and Grounds Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for personal reasons of *Mr. Taulant Feti*, Supervisor in Buildings and Grounds, be accepted effective May 8, 2008.

RESOLUTION NO. 541-08
Resignation – Professional Staff – RHS

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for personal reasons of *Ms. Shauna Eber*, Mathematics Teacher at Roxbury High School, be accepted effective June 30, 2008.

RESOLUTION NO. 542-08
Resignation – Buildings and Grounds Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for retirement purposes of *Mr. Oscar Goni*, Maintenance Worker in Buildings and Grounds, be accepted effective June 30, 2008.

RESOLUTION NO. 543-08
Resignation – Transportation Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for retirement purposes of *Ms. Katherine Scott*, Bus Driver, be accepted effective June 30, 2008.

RESOLUTION NO. 544-08
Appointment – Professional Staff

RESOVLED, that in accordance with the Superintendent's recommendation, *Ms. Julie Lodato* be appointed to the position of School Psychologist district-wide effective April 29, 2008 for the 2007/2008 school year. Ms. Lodato will replace Ms. Erin Sheridan who resigned.

Degree:	MA, Montclair State University, 2007 BA, Ramapo College, 2005
Certification:	School Psychologist (Emergency - pending)
Salary:	Step 1 of the 2006/2007 MA+30 Guide, \$44,440 (prorated – pending completion of negotiations)

This appointment is dependent upon successful completion of a background search as required by State law.

RESOLUTION NO. 545-08
Appointment – Transportation Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Mr. Thomas Cherry* be appointed to the position of Bus Driver effective April 29, 2008 for the 2007/2008 school year. Mr. Cherry is replacing Ms. Lois Gelsomino who passed away.

Salary:	\$19.00/Hour, 25 Hours/week, not to exceed 35 Hours/Week (salary pending completion of negotiations)
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A background search as required by State law has been successfully completed.

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RESOLUTION NO. 546-08
Appointment – Paraprofessional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Robin Sherrer* be appointed as a substitute Transportation Aide effective April 29, 2008 for the 2007/2008 school year.

Salary: Step 1 of the 2006/07 Paraprofessional Guide, \$9.47/Hour on an as-needed basis (Salary pending completion of negotiations)

A background search as required by State law has been successfully completed.

RESOLUTION NO. 547-08
Appointment - Substitute Teachers

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following be approved as substitute teachers for the 2007/2008 school year, contingent upon meeting all requirements according to state rules and regulations; remuneration to be in accordance with Board of Education Policy:

Robbins, Cynthia Ms. Robbins earned her BA in Psychology/Elementary Education from Ramapo College of New Jersey. She is currently working as a Special Education Aide at Franklin School. She will be working under an Elementary School Teacher certificate.

Rohlfs, Laura Ms. Rohlfs earned her BS in Business Administration/Psychology from Cedar Crest College in Pennsylvania. She is currently working in private industry and will be working under a substitute certificate.

These appointments, where necessary, are dependent upon successful completion of a background search as required by State law.

RESOLUTION NO. 548-08
Appointment - Substitute Secretary

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following be approved as a substitute secretary for the 2007/2008 school year, contingent upon meeting all requirements according to state rules and regulations; remuneration to be in accordance with Board of Education Policy:

Myers, Angela Ms. Myers previously worked in private industry.

A background search as required by State law has been successfully completed.

RESOLUTION NO. 549-08
Approval - Curriculum Writing - RHS

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the staff listed below be approved for 2007-2008 curriculum writing:

Course Revision (10 Hours @ \$40.00*)

Dr. Linda Upton RHS AP Chemistry

*2006/2007 salary to be determined pending completion of negotiations

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RESOLUTION NO. 550-08
Emergent Hiring - RHS

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approve submission to the County Superintendent, application(s) of the below listed employee(s) for emergency hiring and the applicant'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.

The personnel listed below were approved for employment at the Board meeting of April 28, 2008.

<u>Name</u>	<u>Resolution #</u>
Julie Lodato	544-08

Ms. Scheneck moved, and Mrs. Libby seconded a motion that the Personnel Resolutions 551-08 through 554-08 be approved as presented and listed below:

The motion was approved by roll call vote.

Mrs. Castriotta: *Yes to all;* **Mrs. D'Abbraccio:** *Abstain to all;* **Mrs. Libby:** *Yes to all;* **Mrs. Marchesi:** *Yes to all;* **Mrs. Miller:** *Yes to all;* **Mr. Moschella:** *Yes to all;* **Ms. Scheneck:** *Yes to all;* **Mr. Somjen:** *Yes to all;* **Mrs. D'Agostino:** *Yes to all.*

RESOLUTION NO. 551-08
Resignation – Professional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for personal reasons of *Ms. Kristine Loeffler*, Mathematics Teacher at the Eisenhower Middle School, be accepted effective June 30, 2008.

RESOLUTION NO. 552-08
Leave of Absence – Professional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Susan Galko*, Resource Room Teacher at the Eisenhower Middle School, be granted an unpaid leave of absence for personal reasons retroactive to April 28, 2008 for the 2007/2008 school year.

RESOLUTION NO. 553-08
Appointment – Support Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Nicole Crowley* be appointed as a substitute Cafeteria Aide at Kennedy School effective April 29, 2008 for the 2008/2009 school year.

Salary: Step 1 of the 2006/07 Paraprofessional Guide, \$9.47/Hour on an as-needed basis

A background search as required by State law has been successfully completed.

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RESOLUTION NO. 554-08
Appointment – Extracurricular Advisor

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following personnel be appointed as an Extracurricular Advisor at the Lincoln/Roosevelt School effective April 29, 2008 for the 2007/2008 school year. Salary to be determined pending completion of negotiations.

Name	Position	07/08 Step	06/07 Salary*
Williams, Kathleen	Forensics Advisor	Step 1	\$1,168 (prorated)
*Salary to be determined pending completion of negotiations			

PUBLIC COMMENTS – Non-Agenda Items

Mr. Rogers asked when the board would release the name of the candidate. Mrs. D'Agostino stated that once discussed with the candidate it would be released.

Mr. Rogers questioned Ms. Scheneck's Financial Disclosure Form in regards to prepaid expenses and whether or not she corrected the form. He questioned Mr. Moschella and Mrs. Libby as well. Ms. Scheneck stated that she spoke with her attorney and the form was correct but that she added to the form there would be a possibility of a prepaid expense. Mr. Moschella and Mrs. Libby affirmed their forms were accurate.

Mr. Rogers questioned Mr. Badini's use of private email as opposed to the district email. The board attorney stated it is not law to use a district email for district communication, it is an option. Mr. Moschella, Mrs. D'Agostino, and the board attorney responded. It was stated that the board would look into the policy of all members using district email for the purposes of OPRA requests. Mrs. Castriotta stated her thoughts on the public having access to the board emails. She feels board members should be required to use the board email to make accessible to the public. Mrs. Libby recommended contacting Strauss-Esmay for any such policy.

Mr. Rogers questioned an email from Debbie Burleigh in regards to PTA participation in the election. Mr. Mack and Mrs. D'Agostino responded.

Mrs. Day questioned the PTA participation in the election. Mrs. D'Agostino stated it is the PTA's decision on how they would like to participate in the board elections.

Mrs. Day asked if the Eisenhower Step Up Ceremony is going to happen, and when. Mr. Mack stated the event would take place and the administration is working on the details. Mrs. D'Agostino mentioned the board is going to discuss the ceremonies with the REA this week.

Mr. Somjen questioned the calendar dates for the board meetings. Mr. Mack clarified.

ADJOURNMENT

It was motioned by Mrs. Libby and seconded by Mrs. D'Abbraccio to adjourn the meeting at this time, 8:58 p.m.

Respectfully submitted,

Pam Hinman
Assistant Board Secretary