

**MINUTES OF THE WORKSHOP MEETING OF THE ROXBURY TOWNSHIP BOARD OF EDUCATION  
HELD ON MONDAY, JANUARY 12, 2009  
Lincoln/Roosevelt School, 34 North Hillside Avenue, Succasunna, NJ 07876**

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

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

MEMBERS ABSENT: Mrs. Jennifer Marchesi, Mr. Gregory Somjen

ADMINISTRATION PRESENT: Dr. Michael Rossi, Dr. James Heinegg, Dr. Gregory McGann, 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. Miller and seconded by Mr. Badini that the Roxbury Township Board of Education does hereby determine that it is necessary to meet in Executive Session at this time, 6:00 p.m. to discuss personnel, student matters, negotiations, 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. D'Abbraccio and seconded by Mrs. Libby that this meeting return to Public Session at this time, 7:38 pm, in the Auditorium at Lincoln/Roosevelt School.

**PUBLIC SESSION**

The Public Session was called to order in the Auditorium at Lincoln/Roosevelt School at 7:40 p.m., President D'Agostino presiding.

Mr. Moschella announced that this Workshop 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   |
| Roxbury Municipal Clerk |   |   |
| Roxbury Public Library  |   |   |
| Roxbury Website         | - | <a href="http://www.roxbury.org/boe/meetings-minutes.htm">http://www.roxbury.org/boe/meetings-minutes.htm</a> |

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



January 12, 2009

- Committee Structure
- Supervision
- Curricular Articulation

### **BUSINESS ADMINISTRATOR'S REPORT**

Ms. Quinn stated that the business office is seeking board approval for travel requests, the IDEA Grant Award, and a donation from the Roxbury High School Booster Clubs.

### **REQUEST FOR INFORMATION**

None

### **PUBLIC COMMENTS – Action Items**

None

### **COMMITTEE REPORTS**

#### 1. Facilities

Mrs. Castriotta stated that they would be looking to schedule the next meeting for January 14, 2009.

#### 2. Community Relations

Ms. Scheneck stated the committee would be scheduling a meeting shortly.

#### 3. Education

None

#### 4. Finance

Mr. Badini stated the progress of the budget process.

#### 5. Shared Services

Mrs. Castriotta stated that the Board and the Township would be meeting to discuss the second draft for the turf field. The next meeting is January 15, 2009 at 6:00 p.m.

#### 6. Personnel

The next meeting is scheduled for January 20, 2009 at 7:00 p.m.

#### 7. Negotiations

Mrs. Miller stated the next meeting for Custodians is January 20, 2009 at 1:30 p.m. She mentioned the Board was close to finalizing with the REA and that the rumor that negotiations with the REA had stopped is untrue. Mrs. D'Agostino stated that negotiations with Food Service are moving along well and the next meeting with the Teamsters is February 5, 2009.

### **PUBLIC COMMENTS – Action Items**

Ms. Fran Day asked questions on the following resolutions: 366-09, 368-09, 369-09 and 370-09. The administration responded.

**ACTION ITEMS**

**Finance**

**Mr. Badini motioned, and Mrs. Miller seconded the motion that Finance Resolutions 359-09 through 362-09 be accepted as presented.**

Mr. Badini stated that a travel request for Mrs. D’Agostino is being added to the list.

Mrs. Castriotta asked for clarification on 361-09. Dr. McGann responded.

**The motion was approved by roll call vote.**

**Mr. Badini:** *Yes to all;* **Mrs. Castriotta:** *Yes to all;* **Mrs. D’Abbraccio:** *Yes to all;* **Mrs. Libby:** *Yes to all;* **Mrs. Miller:** *Yes to all;* **Mr. Moschella:** *Yes to all;* **Ms. Scheneck:** *Yes to all, however Recuse to Greg Trotter, James Heinegg and Mike Rossi only in Resolution 359-09;* **Mrs. D’Agostino:** *Yes to all, however, Abstain to herself only in Resolution 359-09.*

**RESOLUTION NO. 359-09**

**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* |
|------------|------------|---|----------------------------|---------------------|---------------------------|
| Melissa    | Barry      | Redefining the Potential for Emotional & Social Functioning in Children with Autism & Special Needs | On-Line                    | January 8-19, 2009  | \$190.00<br>Registration  |
| Terry      | D’Agostino | MCSBA General Membership Meeting  | Montville Twp. High School | January 15, 2009    | No Cost                   |
| Greg       | Trotter    | Be The Best You Are - Baseball Clinic   | Cherry Hill, NJ            | January 15-17, 2009 | \$100.00<br>Registration  |
| James      | Heinegg    | NCLB Implementation Training  | Somerset, NJ               | January 22, 2009    | See Note                  |
| Mike       | Rossi      | NJ Superintendent’s Study Council   | Seton Hall University      | January 22, 2009    | See Note                  |
| Geri       | Esposito   | Making A World of Difference – ASAP NJ Conference   | Atlantic City, NJ          | February 5-6, 2009  | ROMAC                     |
| Lois       | Bachmura   | Business Education: New Ideas   | Totowa, NJ                 | February 6, 2009    | \$65.00<br>Registration   |
| Robin      | LaRosa     | Business Education: New Ideas   | Totowa, NJ                 | February 6, 2009    | \$65.00<br>Registration   |
| Fran       | London     | Writing on Demand: Increasing Your Students’ Success When Writing to Prompts on Writing Assessments | Fairfield, NJ              | February 26, 2009   | \$80.00<br>Registration   |

\*Note: Does not include mileage and sustenance as they are contractual.

January 12, 2009

**RESOLUTION NO. 360-09**

**Acceptance of Fiscal Year 2009 Notification of Grant Award – IDEA Consolidated Formula Grant**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education accepts approval from the State of New Jersey Department of Education for grant application IDEA. Approval of the aforementioned grant results in the award of grant monies as indicated below for fiscal year 2009, pending the availability of funds.

| <b>PROGRAM NAME</b> | <b>GRANT NUMBER</b> | <b>FY 2009 AWARD AMOUNT</b> |
|---------------------|---------------------|-----------------------------|
| IDEA Consolidated   | IDEA456009          |                             |
| Basic               |                     | 910812                      |
| Preschool           |                     | 39747                       |

**RESOLUTION NO. 361-09**

**Approval of Athletic Trainer Substitute**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves JAG Physical Therapy to provide substitute athletic trainer services for the 2008/2009 school year.

**RESOLUTION NO. 362-09**

**Acceptance of Donation – RHS Booster Clubs**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the acceptance of a donation from the Roxbury High School Booster Clubs for a Cold Compression Machine for the training room to benefit all Roxbury High School athletes. This donation has a value of \$3,325.

**Personnel**

**Mrs. Libby motioned, and Mr. Badini seconded the motion that Personnel Resolution 363-09 through 367-09 be accepted as presented.**

**The motion was approved by roll call vote.**

**Mr. Badini: Yes to all; Mrs. Castriotta: Yes to all; Mrs. D'Abbraccio: Yes to all; Mrs. Libby: Yes to all; Mrs. Miller: Yes to all; Mr. Moschella: Yes to all; Ms. Schneck: Yes to all; Mrs. D'Agostino: Yes to all.**

**RESOLUTION NO. 363-09**

**Resignation – Professional Staff – RHS**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for retirement purposes of *Mr. Robert Jacobus*, Industrial Arts Teacher at Roxbury High School, be accepted effective June 30, 2009.

January 12, 2009

**RESOLUTION NO. 364-09**  
**Appointment - Substitute Teachers**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following be approved as substitute teachers for the 2008/2009 school year, contingent upon meeting all requirements according to state rules and regulations; remuneration to be in accordance with Board of Education Policy:

- Cuff, Daniel                      Mr. Cuff is currently attending Montclair State University in NJ while working towards a degree in Health and Physical Education. He currently works in private industry and will be working under a substitute certificate.
- Gage, Brian                        Mr. Gage earned a BS in Finance and Economics from Saint Joseph's University in PA. He previously worked in private industry and will be working under a substitute certificate.
- McLain, Brian                    Mr. McLain earned a BA in Sociology from the College of William and Mary in VA. He currently works in private industry and is a substitute with the Mt. Olive Board of Education. He will be working under a substitute certificate.
- Meribe, Roslyn                   Ms. Meribe earned a BA in Accounting from Baruch College in NY. She currently works 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. 365-09**  
**Appointment - Substitute Secretary**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following be approved as a substitute secretary for the 2008/2009 school year, contingent upon meeting all requirements according to state rules and regulations; remuneration to be in accordance with Board of Education Policy:

- Cacopardo, Maria                Ms. Cacopardo earned her BA from Upsala University in NJ.

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

**RESOLUTION NO. 366-09**  
**Appointment – Coach - RHS**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following personnel be appointed as a Coach at Roxbury High School for the 2008/2009 school year. Salary to be determined pending completion of negotiations.

| Name   | Position        | 07/08 Step* | 06/07 Salary* |
|--|-----------------|-------------|---------------|
| <b>Softball</b>  |                 |             |               |
| DeBarros, Joel   | Assistant Coach | 3           | \$4,400       |
| *Step and salary to be determined pending completion of negotiations |                 |             |               |

**RESOLUTION NO. 367-09**  
**Appointment – Community School Staff**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the staff listed below be appointed for the Spring 2009 Community School programs. Salary is paid out of collected tuitions and employment is dependent upon sufficient enrollment.

| <b>Name</b>      | <b>Event</b>                   | <b>Date/Time</b>   | <b>Salary</b>                                    |
|------------------|--------------------------------|--|--|
| Robert Capra     | Spring Break Sports & Games    | 4/13/09 - 4/17/09<br>9:00 AM - 12:00 PM  | \$8.00/Hour/Participant<br>(One Week)            |
| Robert Capra     | Adult Dodge Ball               | 3/30, 4/06, 4/20, 4/27, 5/04,<br>5/11, 5/18, 6/01<br>7:00 PM-9:00 PM                     | \$25.00 per hour<br>(8 Sessions)                 |
| Danny Faraj      | Training by Danny              | Enrollment from<br>3/09 – 5/09 on Saturdays<br>8:00 AM - 9:00 AM                         | \$15.00 Per Participant                          |
| Danny Faraj      | Youth Training by Danny        | Enrollment from<br>3/09 – 5/09 on Saturdays<br>10:00 AM - 11:00 AM                       | \$15.00 Per Participant                          |
| Jackie Freimauer | S.A.T. Class                   | 5/05, 5/07, 5/12, 5/14, 5/19,<br>5/21, 5/26, 5/28, 6/02 and<br>6/04<br>6:30 PM – 8:30 PM | \$750.00 Flat Fee<br>(10 Sessions)               |
| Lisa Gibney      | Women's Volleyball             | 2/25, 3/04, 3/11, 3/18, 3/25,<br>4/01, 4/08, 4/22, 4/29, 5/06<br>7:00 PM – 8:00 PM       | \$480.00 Flat Fee<br>(10 Sessions)               |
| Bruce Harlan     | Tennis Anyone?                 | 3/02, 3/09, 3/16, 3/23<br>7:00 PM – 8:00 PM  | \$52.50 Per Participant<br>(4 Sessions)          |
| Laura Hyde       | Yarn Works                     | 3/05, 3/12, 3/19, 3/26, 4/02<br>4:30 PM – 6:00 PM  | \$40.00 Per Participant<br>(5 Sessions)          |
| Laura Hyde       | Crocheting for Adults          | 3/03, 3/05, 3/10, 3/12, 3/17,<br>3/19<br>7:00 PM – 9:00 PM                               | \$55.00 Per Participant<br>(6 Sessions)          |
| Laura Hyde       | Crocheting for Teens           | 5/05, 5/07, 5/12, 5/14<br>7:00 PM – 8:30 PM  | \$40.00 Per Participant<br>(4 Sessions)          |
| Laura Hyde       | Create Digital Slideshow Video | 4/21, 4/23, 4/28, 4/30<br>7:00 PM – 8:30 PM  | \$65.00 Per Participant<br>(4 Sessions)          |
| Steve Izzo       | Let's Draw                     | 3/07, 3/14, 3/21, 3/28, 4/04<br>11:00 AM – 12:00 PM                                      | \$65.00 Per Participant<br>(5 Sessions)          |
| Steve Izzo       | Cartooning                     | 3/07, 3/14, 3/21, 3/28, 4/04<br>10:00 AM – 11:00 PM                                      | \$65.00 Per Participant<br>(5 Sessions)          |
| Paul Kalleberg   | Defensive Driving Course       | 3/14, 5/16<br>9:30 AM – 4:00 PM  | \$60.00 Per Participant<br>(Choice of 1 Session) |
| Ed Koch          | Adult Golf Video Lessons       | 3/2, 3/9, 3/16, 3/23<br>6:00 PM – 7:00 PM or<br>7:00 PM – 8:00 PM                        | \$49.00 Per Participant<br>(4 Sessions)          |
| Ed Koch          | Golf Fitness Program           | 3/18, 3/25, 4/1, 4/8<br>6:00 PM – 7:00 PM or<br>7:00 PM – 8:00 PM                        | \$49.00 Per Participant<br>(4 Sessions)          |
| Ed Koch          | Fitness Over 40                | 3/3, 3/5, 3/10, 3/12<br>6:00 PM – 7:00 PM or<br>7:00 PM – 8:00 PM                        | \$49.00 Per Participant<br>(4 Sessions)          |

January 12, 2009

| <b>Name</b>      | <b>Event</b>                        | <b>Date/Time</b>   | <b>Salary</b>                            |
|------------------|-------------------------------------|--|--|
| Marilyn McSpirtt | Sports Nutrition Education          | 5/6<br>7:00 PM – 9:00 PM   | \$20.00 Per Participant<br>(1 Session)   |
| Marilyn McSpirtt | Diabetes Education                  | 4/26<br>7:00 PM – 9:00 PM  | \$20.00 Per Participant<br>(1 Session)   |
| Marilyn McSpirtt | Nutrition & Women's Health          | 4/22<br>7:00 PM – 9:00 PM  | \$20.00 Per Participant<br>(1 Session)   |
| Kevin Poggi      | Behind the Wheel Driver's Education | 2/09 thru 6/09<br>6 Hours Driving Per Participant                                | Paid Directly to Instructor              |
| Kim Sanabria     | Soccer Robotics                     | 2/24, 2/26, 3/3, 3/5, 3/10,<br>3/12, 3/17, 3/19, 3/24, 3/26<br>4:00 PM – 5:15 PM | \$70.00 Per Participant<br>(10 Sessions) |

**Mrs. Libby motioned, and Mr. Badini seconded the motion that Personnel Resolution 368-09 through 371-09 be accepted as presented.**

**The motion was approved by roll call vote.**

**Mr. Badini:** *Yes to all;* **Mrs. Castriotta:** *Yes to all;* **Mrs. D'Abbraccio:** *Abstain to all;* **Mrs. Libby:** *Yes to all;* **Mrs. Miller:** *Yes to all;* **Mr. Moschella:** *Yes to all;* **Ms. Schneck:** *Yes to all;* **Mrs. D'Agostino:** *Yes to all.*

**RESOLUTION NO. 368-09**

**Resignation – Professional Staff**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for retirement purposes of *Ms. Marilyn Justice*, Sixth Grade Teacher at the Lincoln/Roosevelt School, be accepted effective March 31, 2009.

**RESOLUTION NO. 369-09**

**Leave of Absence – Professional Staff**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Marilyn Justice*, Sixth Grade Teacher at the Lincoln/Roosevelt School, be granted a leave of absence for medical reasons effective January 15, 2009 using available sick days and, thereafter, an unpaid leave of absence until released by her physician.

**RESOLUTION NO. 370-09**

**Leave of Absence – Professional Staff**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Diana Santo*, Spanish Teacher at the Lincoln/Roosevelt School, be granted a disability/child rearing leave of absence effective March 2, 2009 using twenty-two (22) available sick days until released by her physician and, thereafter, an unpaid leave of absence until April 17, 2009. Ms. Santo plans to return to work on April 20, 2009.

**RESOLUTION NO. 371-09**

**Appointment - Athletic Event Worker**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the staff listed below be approved for employment as an Athletic Event Worker at the Eisenhower Middle School for the 2008/2009 school year.

Lauren Miller

January 12, 2009

**Education**

**Mrs. Miller motioned, and Mrs. D’Abbraccio seconded the motion that Education Resolutions 372-09 through 376-09 be accepted as presented.**

Mrs. Castriotta questioned the legal services policy in 373-09. Ms. Quinn responded.

**The motion was approved by roll call vote.**

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

**RESOLUTION NO. 372-09**

**Approval of Out-of-District Placements/Services – 2008/2009**

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the Roxbury Township Board of Education approves the 2008/2009 Out-of-District Placements/Services listed below.

| <i>File Number</i> | <i>School or Provider</i> | <i>Total Cost</i> | <i>Dates</i>         |
|--------------------|---------------------------|-------------------|----------------------|
| KTW 002            | Kentwood Academy          | \$24,421.28       | 12/10/08 to 06/30/09 |
| PGC 014            | P. G. Chambers School     | \$14,885.10       | 01/06/09 to 06/30/09 |

**RESOLUTION NO. 373-09**

**Approval of Second Reading – Policy 0174 – Legal Services**

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 0174 Legal Services for second reading. (Exhibit 1)

**RESOLUTION NO. 374-09**

**Approval of Second Reading – Policy 6111 – Special Education Medicaid Initiative (SEMI) Program**

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 6111 Special Education Medicaid Initiative (SEMI) Program for second reading. (Exhibit 2)

**RESOLUTION NO. 375-09**

**Approval of Second Reading – Regulation R 6111 – Special Education Medicaid Initiative (SEMI) Program**

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation R 6111 Special Education Medicaid Initiative (SEMI) Program for second reading. (Exhibit 3)

**RESOLUTION NO. 376-09**

**Approval of Second Reading – Policy 6320 – Purchases Subject to Bid**

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 6320 Purchases Subject to Bid for second reading. (Exhibit 4)

January 12, 2009

**Mrs. Miller motioned, and Mr. Badini seconded the motion that Education Resolutions 377-09 and 378-09 be accepted as presented.**

**The motion was approved by roll call vote.**

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

**RESOLUTION NO. 377-09**  
**Approval of Extracurricular Club**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following club at the Lincoln/Roosevelt School be approved as an extracurricular club after completion of the required two-year trial period.

K-Kids

**RESOLUTION NO. 378-09**  
**Authorization to Establish Extracurricular Club**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, authorization to establish the following extracurricular club on a two-year basis at the Lincoln/Roosevelt School be approved effective January 13, 2009 through January 14, 2011.

Lincoln/Roosevelt Variety Show

**PUBLIC COMMENTS – Non-Agenda Items** (There is a three minute time limit, per Board Policy)

None

**ADJOURNMENT**

It was motioned by Mr. Badini and seconded by Mrs. D'Abbraccio to adjourn the meeting at this time, 8:32 p.m.

Respectfully submitted,

Pam Hinman  
Assistant Board Secretary