

**MINUTES OF THE WORKSHOP MEETING OF THE ROXBURY TOWNSHIP BOARD OF EDUCATION
HELD ON MONDAY, MARCH 9, 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. Terry D'Agostino, Mrs. Hildi Libby, Mrs. Jennifer Marchesi, Mrs. Patricia Miller, Mr. John Moschella, Ms. Carol Scheneck, Mr. Gregory Somjen,

MEMBERS ABSENT: None

ADMINISTRATION PRESENT: Dr. Michael Rossi, Dr. James Heinegg, Dr. Gregory McGann, 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. D'Abbraccio and seconded by Mrs. Miller 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 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. Castriotta and seconded by Mrs. Miller that this meeting return to Public Session at this time, 7:19 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 7:30 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	-	http://www.roxbury.org/boe/minutes/meetings.html

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, the Administration, and the Public participated in the salute to the flag.

ROLL CALL

The roll was taken, and a quorum deemed present

CORRESPONDENCE

None

MINUTES

None

PRESENTATIONS

Dr. Rossi presented to the public his accomplishments and goals thus far in the district, including but not limited to: communication, progressive education, social-emotional development, and student achievement.

STUDENT COUNCIL REPRESENTATIVE'S COMMENTS

Ms. Hailey Dix was not present.

BOARD PRESIDENT'S COMMENTS

The Board President stated to the public that the evaluations of the superintendent and the board were distributed. She asked that the evaluations be returned to the board office by March 23, 2009.

Mrs. D'Agostino was pleased to hear about the "Take Your Kids to Vote" event coming up at this year's school election. She also recommended bringing back Career Day at the middle school, possibly even at the K-4 levels.

SUPERINTENDENT'S REPORT

As noted above.

BUSINESS ADMINISTRATOR'S REPORT

Ms. Hinman stated that the business office is seeking board approval for travel requests, NCLB Grant Award, and the use of vehicles for Project Graduation.

REQUEST FOR INFORMATION

Mrs. Castriotta had previously questioned whether or not the employees who volunteer their services sign a waiver for payment of services. Dr. McGann stated that the procedure is being followed by the Athletics Department now and going forward.

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COMMITTEE REPORTS

1. Facilities

Mrs. Castriotta stated the next meeting is March 11, 2009. The committee discussed the Buildings and Grounds feedback form, clean up of the sea boxes at the middle school, field inspections, North American Power Partners status, baseball booster signage, and possible grants coming to the district.

2. Community Relations

Ms. Scheneck stated the next meeting is March 18, 2009.

3. Education

Mrs. Miller stated the committee has been reviewing policies in regards to: hazing and bullying, and lockdown procedures. She stated the changes came from Strauss-Esmay. The committee met with the administration at Eisenhower Middle School for an update on the changes made at the school. The school climate has changed positively according to a survey taken of the students and staff. The next meeting is March 10, 2009. Mrs. Miller also announced a golf outing fundraiser given by the RFEE. She commented on the fact that the RFEE has given over \$35,000 to the district that goes directly to the benefit of the students. Also, she asked the Board to attend the Celebration of the Arts at the Ledgewood Mall.

4. Finance

Mr. Badini mentioned the authorization to submit the budget to the county, along with the request for a waiver. School districts are still waiting for state aid numbers.

5. Shared Services

The next meeting is March 12, 2009.

6. Personnel

The committee has been reviewing the personnel policies with Dr. McGann.

7. Negotiations

The Board is still negotiating with the custodians. The next meeting is March 12, 2009.

PUBLIC COMMENTS – Action Items

None

ACTION ITEMS

Finance

Mr. Badini motioned, and Mrs. Miller seconded the motion that Finance Resolutions 461-09 and 462-09 be accepted as presented.

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Mr. Somjen questioned the No Child Left Behind Grant from the prior year. Ms. Hinman stated it was \$200,856.00.

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. 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. 461-09
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*
James	Schmitt	PEOSH Indoor Air Quality Training	Newton, NJ	March 11, 2009	See Note
John	Kearns	PEOSH Indoor Air Quality Training	Newton, NJ	March 11, 2009	See Note
William	O’Brien	Demystifying Autism	Stroudsburg, PA	March 25, 2009	See Note

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

RESOLUTION NO. 462-09
Acceptance of Fiscal Year 2009 Notification of Grant Award

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 “No Child Left Behind – (NCLB)”. Approval of aforementioned grant results in the award of grant monies as indicated below for fiscal year 2009, pending the availability of funds.

Program Name	Grant Number	FY 2009 Award Amount
NCLB CONSOLIDATED	NCLB456009	
Needs Assessment		
Program Plan		
NCLB Title I, Part A		\$94,084
NCLB Title I, Part D		
NCLB Title I SIA		
NCLB Title I SIA Part G		
NCLB Title II Part A		\$91,406
NCLB Title II, Part D		\$781
NCLB Title III		\$13,852
NCLB Title III Immigrant		
NCLB Title IV		\$8,215
NCLB Title V		
NCLB Title VI		

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Facilities

Mrs. Castriotta motioned, and Mr. Badini seconded the motion that Facilities Resolution 463-09 be accepted as presented.

Mrs. Castriotta questioned what the cost to the district was for the transportation for Project Graduation. It was stated that they volunteer their time. Mrs. D'Agostino stated Project Graduation is a great event. Mrs. Castriotta stated that ROMAC is increasing its contribution to the event from \$2000 to \$3000.

The motion was approved by roll call vote.

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

RESOLUTION NO. 463-09

Approval of Use of Vehicles for Project Graduation

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the use of eight (8) possibly nine (9) buses from 10:30 p.m. on June 22, 2009 until 5:00 a.m. on June 23, 2009 at no charge to Project Graduation. The buses will be used to transport approximately 325 Roxbury High School graduates in the Class of 2009 to Project Graduation, a chaperoned party being held at The Funplex, 182 Route 10 West, East Hanover, NJ.

Personnel

Mrs. Libby motioned, and Mrs. Miller seconded the motion that Personnel Resolutions 464-09 through 466-09 be accepted as presented.

Mrs. Castriotta asked if the account descriptions could be included in the appointment resolutions.

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. 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. 464-09

Appointment – Buildings & Grounds Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following be appointed as substitute Custodians at Roxbury High School effective March 10, 2009 for the 2008/2009 school year:

John Bonelli

Glenn Dugans

Dennis Phillips

Salary: \$12.00/Hour on an as-needed basis

Background searches as required by State law have been successfully completed.

Charged to Account Number: 11-000-262-100-602-100

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RESOLUTION NO. 465-09
Appointment – Food Service Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Margaret Ziemer* be appointed as a substitute Cafeteria Worker effective March 10, 2009 for the 2008/2009 school year.

Salary: \$9.47/Hour on an as-needed basis

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

Charged to Fund 60.

RESOLUTION NO. 466-09
Appointment - Substitute Teachers

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following be approved as a substitute teacher 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:

- | | |
|-----------------------|---|
| Bischoff, Bryan | Mr. Bischoff earned his BA in History and Business Administration from Monmouth University in NJ. He currently works in private industry and will be working under a substitute certificate. |
| Buck, Shawn | Mr. Buck is currently working towards his BA degree in Physical Education at Kean University in NJ. He recently completed his student teaching at Lincoln/Roosevelt School and will be working under a substitute certificate. |
| Cacopardo, Maria | Ms. Cacopardo earned her BA in Business Administration from Upsala College in NJ. She is currently a substitute secretary for the Roxbury School District and will be working under a substitute certificate. |
| Dale, Doug | Mr. Dale earned his BA in Communications and Theatre from Winona State University in Winona, MN. He previously worked in private industry and was a substitute with the Roxbury School District. He will be working under an Elementary School Teacher certificate. |
| Fitzpatrick, Jeanette | Ms. Fitzpatrick earned her BA in Theater and Speech from Wagner College in NY. She previously worked in private industry and will be working under a substitute certificate. |
| Gibson, Wendy | Ms. Gibson earned her BA in Psychology and Elementary Education from Lycoming College in PA. She recently completed her student teaching in Williamsport, PA and works in private industry. She will be working under a substitute certificate. |
| Greene, Nancy | Nancy Greene earned her BS in Child Development from Texas Woman's University in TX. She previously completed her student teaching in Denton, TX and was an aide at Franklin School. She will be working under a substitute certificate. |
| Sempiti, Janine | Ms. Sempiti earned her AA in Physical Therapy from Union County College in NJ. She previously worked in private industry and will be working under a substitute certificate. |

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Syed, Shamim Mr. Syed earned his BA in Petroleum Engineering from the University of Engineering and Technology in Lahore, Pakistan. He previously worked 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.

Mrs. Libby motioned, and Mrs. Miller seconded the motion that Personnel Resolutions 467-09 through 471-09 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. Marchesi:** *Yes to all*; **Mrs. Miller:** *Yes to all*; **Mr. Moschella:** *Yes to all*; **Ms. Schneck:** *Yes to all*; **Mr. Somjen:** *Yes to all*, **Mrs. D'Agostino:** *Yes to all*.

RESOLUTION NO. 467-09

Resignation – Professional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for personal reasons of *Ms. Elizabeth Lizzi*, English Teacher at the Eisenhower Middle School, be accepted retroactive to March 9, 2009.

Charged to Account Number: 11-130-100-101-300-100

RESOLUTION NO. 468-09

Resignation – Professional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for retirement purposes of *Ms. Barbara Fornari*, Fifth Grade Teacher at the Lincoln/Roosevelt School, be accepted effective June 30, 2009.

Charged to Account Number: 11-120-100-101-002-100

RESOLUTION NO. 469-09

Resignation – Secretarial Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for retirement purposes of *Ms. Joyce Cormey*, Principal's Secretary at the Eisenhower Middle School, be accepted effective June 30, 2009.

Charged to Account Number: 11-000-240-105-000-100

RESOLUTION NO. 470-09

Leave of Absence – Professional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Janina Lavigne*, Resource Center Teacher at the Nixon School, be granted a disability/child rearing leave of absence effective June 1, 2009 using eighteen (18) available sick days until released by her physician and, thereafter, an unpaid leave of absence until June 30, 2009. Ms. Lavigne plans to return to work on September 1, 2009.

Charged to Account Number: 11-213-100-101-000-100

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RESOLUTION NO. 471-09
Appointment – Professional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Karen Nelson* be appointed to the position of English Teacher at the Eisenhower Middle School effective March 10, 2009 for the 2008/2009 school year. Ms. Nelson is replacing Ms. Elizabeth Lizzi who resigned.

Degree: MS, St. John's University, 2003
BS, Hunter College, 1999
Certification: Elementary School Teacher
Experience: 2004-2007: Language Arts/Creative Writing/Writing Skills Concepts Teacher, Woodglen School, Califon, NJ
2003-2004: Language Arts Teacher, Long Valley Middle School South, Long Valley, NJ
2000-2003: 5th Grade Teacher, St. Clare School, Staten Island, NY
1999-2000: English Teacher, Monsignor Farrell High School, Staten Island, NY
Salary: Step 2 of the 2008/2009 MA Guide, \$47,072 (prorated)

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

Charged to Account Number: 11-130-100-101-300-100

Education

Mrs. Miller motioned, and Mrs. Libby seconded the motion that Education Resolutions 472-09 through 484-09 be accepted as presented:

The Board discussed some of the policies that are being voted on. Mrs. Castriotta questioned the deletion in the Harassment and Bullying policy. Dr. Heinegg responded. Mrs. Castriotta was concerned about the student's rights to due process. The Board Attorney responded. The Committee will look into it with the assistance of Strauss-Esmay. Mrs. Castriotta also questioned Regulation 5512. Dr. Rossi responded as well as Ms. Simon in regards to the inclusion of the Commissioner of Education on Page 9 of 9.

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. Marchesi:** *Yes to all*; **Mrs. Miller:** *Yes to all*; **Mr. Moschella:** *Yes to all*; **Ms. Schneck:** *Yes to all*; **Mr. Somjen:** *Yes to all*, **Mrs. D'Agostino:** *Yes to all*.

RESOLUTION NO. 472-09
Approval of Overnight Trip – RHS

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, staff and students at Roxbury High School be approved for participation in the following educational event as per Board policy.

Event	Location	Dates	Cost
Key Club	King of Prussia, PA	April 17-19, 2009	\$0

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RESOLUTION NO. 473-09

Approval of Second Reading – Policy 0177 – Professional Services

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 0177 Professional Services for second reading. (Exhibit 1)

RESOLUTION NO. 474-09

Approval of Second Reading – Policy 1570 – Internal Controls

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 1570 Internal Controls for second reading. (Exhibit 2)

RESOLUTION NO. 475-09

Approval of Second Reading – Regulation R 1570 – Internal Controls

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation R 1570 Internal Controls for second reading. (Exhibit 3)

RESOLUTION NO. 476-09

Approval of Second Reading – Policy 6360 – Political Contributions

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 6360 Political Contributions for second reading. (Exhibit 4)

RESOLUTION NO. 477-09

Approval of Second Reading – Policy 6362 – Contributions to Board Members and Contract Awards

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 6362 Contributions to Board Members and Contract Awards for second reading. (Exhibit 5)

RESOLUTION NO. 478-09

Approval of Second Reading – Policy 6423 – Expenditures for Non-Employee Activities, Meals and Refreshments

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 6423 Expenditures for Non-Employee Activities, Meals and Refreshments for second reading. (Exhibit 6)

RESOLUTION NO. 479-09

Approval of Second Reading – Policy 6510 – Payroll Authorization

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 6510 Payroll Authorization for first reading. (Exhibit 7)

RESOLUTION NO. 480-09

Approval of Second Reading – Policy 6831 – Withholding or Recovering State Aid

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 6831 Professional Services for second reading. (Exhibit 8)

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RESOLUTION NO. 481-09

Approval of First Reading – Regulation R 5512 – Reporting Procedure – Hazing and/or Harassment, Intimidation, or Bullying

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation R 5512 Reporting Procedure – Hazing and/or Harassment, Intimidation or Bullying for first reading. (Exhibit 9)

RESOLUTION NO. 482-09

Approval of First Reading – Policy 5512.01 – Harassment, Intimidation, and Bullying

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 5512.01 Harassment, Intimidation, and Bullying for first reading. (Exhibit 10)

RESOLUTION NO. 483-09

Approval of First Reading – Regulation R 8420.7 – Lockdown Procedures

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation R 8420.7 Lockdown Procedures for first reading. (Exhibit 11)

RESOLUTION NO. 484-09

Approval of the 2009/2010 School Calendar

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the school calendar be adopted for the 2009/2010 school year as attached. (Exhibit 12)

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

Mr. Rogers commented on the following:

- He stated he was happy to hear Dr. Rossi was looking into employing the help of grant writers to bring revenue to the district.
- He recommended the Board President and Superintendent speak to other boards and administrators on ways of cost cutting. Dr. Rossi stated he has always done this. Mrs. Castriotta stated we could expand shared services with other districts.
- He recommended the first and second readings of the policies be put on the website. Mrs. D'Agostino and Dr. Rossi responded.
- He recommended a search bar on the district website.

ADJOURNMENT

It was motioned by Mrs. D'Abbraccio and seconded by Mr. Badini to adjourn the meeting at this time, 8:37 p.m.

Respectfully submitted,

Pam Hinman
Assistant Board Secretary