

**MINUTES OF THE WORKSHOP MEETING OF THE ROXBURY TOWNSHIP BOARD OF EDUCATION
HELD ON MONDAY, DECEMBER 8, 2008
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. Jennifer Marchesi, Mrs. Pat Miller, Mr. John Moschella, Ms. Carol Scheneck, Mr. Gregory Somjen, Mrs. Terry D'Agostino

MEMBERS ABSENT: Mrs. Hildi Libby

ADMINISTRATION PRESENT: Dr. Michael Rossi, 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. Miller and seconded by Mrs. D'Abbraccio 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. D'Abbraccio and seconded by Mrs. Miller that this meeting return to Public Session at this time, 7:32 p.m., in the Auditorium at Lincoln/Roosevelt School.

PUBLIC SESSION

The Public Session was called to order in the Auditorium at Lincoln/Roosevelt School at 7:37 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/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.

ROLL CALL

The roll was taken, and a quorum deemed present.

CORRESPONDENCE

None

MINUTES

Mrs. Castriotta motioned, and Mr. Badini seconded the motion that the Minutes of the Regular Meeting and Executive Session of November 17, 2008 be approved as presented.

Mrs. Castriotta motioned for changes to the Minutes of the Regular Session of November 17, 2008. The motion was seconded by Mrs. D'Abbraccio.

The following changes are made to the November 17, 2008 Regular Session Minutes:

1. Page 2, Minutes, second paragraph, fourth sentence shall state:

She mentioned her **question asked of** the County Superintendent, Dr. Serafino, **at the November 13, 2008 MCSBA General Meeting**, in regards to resubmittal of the contract of the School Business Administrator, **if any change is made to it.**

Both motions were approved by roll call vote.

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

PRESENTATIONS

1. 2007/2008 Audit – Mr. William R. Schroeder, Nisivoccia & Company LLP

Mr. William Schroeder, Nisivoccia & Company, presented the 2007/2008 Audit and Financial Report. Mr. Schroeder stated the district was financially sound. He stated that Roxbury, like all districts, will see a tightening of the budget with the new state guidelines as well as the cap issues. He stated that the district is as healthy as the State of New Jersey will allow it to be. He stated the district is extremely well run and the records of the district can be relied upon. Mr. Schroeder stated he made one audit recommendation in regards to filing the June 30, 2008 Board Secretary report by August 1, 2008. He stated it was a new requirement by the State and that few districts filed by August 1, 2008 in anticipation of board approval of the report in the August meeting. Mrs. D'Agostino questioned the December report. Mr. Schroeder stated it was filed timely. Mrs. Castriotta questioned the financial accountability of the student activity accounts. Mr. Schroeder responded that the board may put funds for groups that have been inactive as miscellaneous revenue. Mrs. Castriotta questioned monies from the prior classes at the high school. Mr. Schroeder responded.

Mr. Badini stated a great tribute should be made to Ms. Quinn and her office for years of positive financial accountability in each audit. Mrs. Miller commented, "Great Job to Ruthann Quinn". Ms. Quinn thanked Ms. Hinman and the entire business office staff for their hard work. Mrs. D'Agostino also commented on the great work of Ms. Quinn and the handling of the construction project now that it is completed.

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2. "Encourage, Master, Succeed" – Eisenhower Middle School

Mr. Nittel, Ms. Sugarman, and Ms. Bonnema presented "Encourage, Master, Succeed". The middle school has been doing a bit of "an extreme makeover" in regards to the social and emotional environment of the school through a Character Education Program.

Mr. Somjen commented on the positive points he has heard within the community. The board members commented positively of the program.

STUDENT COUNCIL REPRESENTATIVE'S COMMENTS

Ms. Hailey Dix, Roxbury High School Student Council Representative, presented to the Board the events the Student Council is participating in at the high school. The National Honor Society adopted two families to provide a Christmas dinner and gifts for all members of the families. Peer Leadership is participating in Toys for Tots. The Student Council is hosting a breakfast with Santa on December 13, 2008 at the high school dining hall.

BOARD PRESIDENT'S COMMENTS

- Mrs. D'Agostino mentioned her meeting at the Delegates Assembly with the MCASBO. School consolidation was discussed.
- Mrs. D'Agostino is calling a second executive session after the Public Session.

SUPERINTENDENT'S REPORT

- Dr. Rossi discussed the success of the first Roxbury Educational Seminar by Dr. Howard Gardner held on November 21, 2008. Mrs. D'Agostino thanked Dr. Rossi for bringing the seminar to the district.
- The Superintendent completed the first edition of the *Gael Force* newsletter. It can be found on the district website.
- Dr. Rossi is sorting through the many questions presented to him at the Differentiated Instruction Workshop. He has placed his responses on the website.
- Dr. Rossi mentioned the Teaching American History Grant. He is working on bringing this grant into the district.
- The Superintendent mentioned the success of the Class of 1958 reunion held at the Lincoln/Roosevelt School.

BUSINESS ADMINISTRATOR'S REPORT

Ms. Quinn stated that the business office is seeking board approval for travel requests, acceptance of the audit, adoption of the Corrective Action Plan for the 2007/2008 Audit, approval of the PACO and a contract.

Ms. Quinn thanked Ms. Hinman and the business office staff for their hard work during the year and at audit time. She stated the things the office staff do are not always viewed upon positively, but because of this the district is in compliance. Ms. Quinn stated that with the loss of excess surplus from the non-recurring revenue of the Berkshire Valley Project; the budget process will be stringent.

Mrs. D'Agostino commended Ruthann Quinn and the finance office staff, as well as the board committees. Mr. Somjen commended Ms. Quinn and stated it was a pleasure to hear that the auditor commended the finance staff. Mrs. Miller also agreed that the staff has done tremendous work.

REQUEST FOR INFORMATION

None

COMMITTEE REPORTS

1. Facilities

The Committee received a presentation from Mr. Swanson in regards to the possible construction project with the Lowes store chain of a Shakespearean Garden in honor of Ms. Jane Hopper. Mr. Frank Grisi, Roxbury Township Board of Health, presented to the Committee the on-going need for the high school as a community center in time of crisis. The Committee discussed the North America Power Partners and two policies. The December meeting has been cancelled and the next meeting will be held January 14, 2009 at 2:30 p.m..

2. Community Relations

Ms. Scheneck stated that the Committee discussed reaching out to various groups. She asked Mr. Somjen to attend the next meeting to discuss some of his recommendations. She discussed the Alumni Directory and also conducting a survey of recent graduates of the district to find out how well prepared they are for college and the workforce.

3. Education

Mrs. Marchesi stated two new courses were discussed and are to be offered at the high school. A new co-curricular program would be offered call, "The Investors". The Committee discussed the environmental trip at the Lincoln/Roosevelt School.

4. Finance

Mr. Badini stated budget presentations are going on. He stated that Mr. Curtis presented to the Committee on December 8, 2008, along with Mr. Deery. Ms. Quinn stated that to start the budget process, each of the schools were asked to start with the same dollar amount as last year's budget unless there was an increase in enrollment per the ASSA report. Ms. Quinn stated that capital projects are put into the budget. Health and safety must be covered first and then the remaining projects are reviewed.

5. Shared Services

Mrs. Castriotta mentioned the status of the Inter-Local Agreement with the Township of Roxbury. The next meeting is scheduled for December 10, 2008 at 2:30 p.m. The feasibility of the shared services of the Buildings and Grounds Department was discussed. Also, the naming rights of the Turf Field and the potential added revenue from the Turf Field.

6. Personnel

None

7. Negotiations

Mrs. D'Agostino discussed the Teamsters agreement and the next meeting is scheduled for December 18, 2008. Mrs. Miller stated the Committee is meeting with the Custodians on December 17, 2008. She stated that she was happy to announce the Memorandum of Agreement and the teachers salary guides have been agreed upon with the REA. The Committee is waiting for the REA to ratify the agreement after the members of the union have all received information of the new contract.

8. Other

Mrs. Castriotta mentioned a General Membership Meeting she attended with the MCSBA at the Netcong Elementary School. She also attended an Ethics for School Board Members seminar presented by Schwartz, Simon, Ceslo, Edelstein et al on December 4, 2008.

Mrs. D'Agostino thanked the committees for scheduling their meetings later in the day in order for Dr. Rossi to accomplish his tasks during the day.

PUBLIC COMMENTS – Actions Items

Mr. C. Rogers questioned Resolution 317-09 in regards to nepotism. The Board and Administration responded. Mrs. Castriotta asked for clarification on the definition of "Immediate Family Members". The board attorney responded.

ACTION ITEMS

Finance

Mr. Badini motioned, and Mrs. Miller seconded the motion that Finance Resolutions 294-09 through 299-09 be approved 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 294-09 through 298-09, and Abstain to 299-09;* **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. 294-09

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* |
|------------|-----------|---|-----------------|-------------------|---------------------------|
| Phyllis | Prestamo | Winter Professional Development Conference | Madison, NJ | December 9, 2008 | See Note |
| Elizabeth | Azar | Strategies for Teachers Aides | East Orange, NJ | December 9, 2008 | \$36.00 Registration |
| Patricia | Hovey | Strategies for Teachers Aides | East Orange, NJ | December 9, 2008 | \$36.00 Registration |
| Thomas | Woods | Managing Messaging Security Using MS Exchange Server 2007 | Parsippany, NJ | December 11, 2008 | See Note |
| Thomas | Hellner | Managing Messaging Security Using MS Exchange Server 2007 | Parsippany, NJ | December 11, 2008 | See Note |
| Thomas | Woods | Recovering Messaging Servers & Databases Using Microsoft | Parsippany, NJ | December 12, 2008 | See Note |

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| First Name | Last Name | Conference/Seminar Title | Place | Date of Trip | Total Estimated Expenses* |
|------------|-----------|---|-----------------|-------------------|---------------------------|
| | | Exchange Server 2007 | | | |
| Thomas | Hellner | Recovering Messaging Servers & Databases Using Microsoft Exchange Server 2007 | Parsippany, NJ | December 12, 2008 | See Note |
| Jeannette | Reiser | NJASPERD Educating, Motivating, Celebrating 90 Years | Long Branch, NJ | February 23, 2009 | \$100.00 Registration |
| Kristina | Beyel | NJASPERD Educating, Motivating, Celebrating 90 Years | Long Branch, NJ | February 23, 2009 | \$50.00 Registration |
| Diane | Naugle | NJASPERD Education, Motivating, Celebrating 90 Years | Long Branch, NJ | February 23, 2009 | \$50.00 Registration |

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

RESOLUTION NO. 295-09
Acceptance of the 2007/2008 Audit

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board accept the annual audit for the period July 1, 2007 through June 30, 2008 as prepared by Nisivoccia and Company, LLP.

RESOLUTION NO. 296-09
Adoption of the Corrective Action Plan for the 2007/2008 Audit

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board adopt the following corrective action plan to address the recommendations contained in the 2007/2008 audit.

RECOMMENDATIONS:

1. Administrative Practices and Procedures
None
2. Financial Planning, Accounting and Reporting

Finding:

In accordance with N.J.S.A. 6a:23-2.12(c)(4)(iii) and N.J.S.A. 18A:17-10, the District is required to submit a copy of the December month end report by January 31st and the Annual Report by August 1st to the County Superintendent. Our review of the district records revealed that these reports were not filed in a timely manner.

Recommendation:

It is recommended that the December month end report and Annual report (Board Secretary Report and Treasurer's Report) be filed with the County Superintendent in a timely manner in accordance with the new state statute.

Management's Response:

The December and June Board Secretary and Treasurer's report were done in a timely manner. Every second monthly Board Meeting throughout the year approves correct financial

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reports for the end of the prior month. The System 3000 accounting software is designed to print financial reports showing the District's status at any given date. The June year end financial reports were done timely and were approved on August 18, 2008. These reports accurately reflected all payables, receivables and adjustments at year's end. This recommendation is due to a clerical oversight in not sending the documents to the Executive County Superintendent in Morris County by August 1, 2008. The Business Administrator will submit the December 31, 2008 financial reports in a timely manner.

3. School Purchasing Program

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Status of Prior Year's Findings/Recommendations

There were no audit findings or recommendations in the prior year.

RESOLUTION NO. 297-09

Approval of Public Agency Compliance Officer

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints *Ms. Ruthann Quinn*, School Business Administrator/Board Secretary, as Public Agency Compliance Officer (P.A.C.O.) for the 2008/2009 school year.

RESOLUTION NO. 298-09

Approval of Contract – Colleen Garczynski

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves a contract for the 2008/2009 school year with Ms. Colleen Garczynski to provide counseling services to district students in accordance with the student's IEP. The provider shall be paid at a rate of \$200.00 per day.

RESOLUTION NO. 299-09

Acceptance of Donation – Nixon Elementary School PTA

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IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education accepts a donation from the Nixon Elementary School PTA to be used in the area of technology. This donation is valued at \$3,365.00.

Personnel

Mrs. Castriotta motioned, and Mrs. Miller seconded the motion that Personnel Resolutions 300-09 through 314-09 be approved as presented.

Mrs. Castriotta questioned the advertising for the Resolution 309-09. Mr. Hade responded.

The motion was approved by roll call vote.

Mr. Badini: Yes to all; **Mrs. Castriotta:** Yes to all, however No to Mr. Gary Irwin only in Resolution 309-09; **Mrs. D'Abbraccio:** Yes to 300-09 through 310-09 and Abstain to 311-09 through 314-09; **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. 300-09
Resignation – Coach – RHS

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for personal reasons of *Ms. Elizabeth Gripp*, Assistant Softball Coach at Roxbury High School, be accepted retroactive to November 24, 2008.

RESOLUTION NO. 301-09
Extension of Child Rearing Leave of Absence – Professional Staff - RHS

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Christine Sheldon*, Science Teacher at Roxbury High School and currently on a child rearing leave of absence, be granted an extension of her leave effective January 5, 2009 through January 29, 2009. Ms. Sheldon plans to return to work on January 30, 2009.

RESOLUTION NO. 302-09
Leave of Absence – Professional Staff – RHS

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Jennifer Donegan*, Special Education Teacher at Roxbury High School, be granted a disability/child rearing leave of absence effective February 15, 2009 using available sick days until released by her physician and, thereafter, an unpaid leave of absence through June 30, 2009. Ms. Donegan intends to return to work on September 1, 2009.

RESOLUTION NO. 303-09
Appointment – Professional Staff - RHS

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Mr. Matthew Shin* be appointed to the position of English Teacher at Roxbury High School effective December 9, 2008 for the 2008/2009 school year. Mr. Shin is replacing Ms. Lauren Hill who resigned.

| | |
|----------------|--|
| Degree: | BA, Franklin & Marshall College, 2001 |
| Certification: | Teacher of English |
| Experience: | 2006-2008: English Teacher, Livingston High School, Livingston, NJ 2004-2006: English Teacher, River Dell Regional High School, Oradell, NJ |
| Salary: | Step 5 of the 2006/2007 BA Guide, \$40,600 prorated (pending |

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completion of negotiations)

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

RESOLUTION NO. 304-09

Appointment – Food Service Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Phillipa Day* be appointed as a Cafeteria Worker at Roxbury High School effective December 9, 2008 for the 2008/2009 school year. Ms. Day is replacing Ms. Margaret Maiorana who resigned.

Salary: \$10.64/Hour, 17.5 Hours/Week, 10-Months, not to exceed 40 Hours/Week (2007/2008 salary pending completion of negotiations)

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

RESOLUTION NO. 305-09

Appointment – Buildings and Grounds Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Mr. Brian Holmes* be appointed as a part-time Custodian at Roxbury High School effective December 9, 2008 for the 2008/2009 school year. Mr. Holmes is replacing Ms. Tina Stanton who resigned.

Salary: \$12.00/Hour- 20 Hours/Week

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

RESOLUTION NO. 306-09

Appointment – Buildings and Grounds Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Beatriz Gutierrez* be appointed as a substitute Custodian at Roxbury High School effective December 9, 2008 for the 2008/2009 school year.

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

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

RESOLUTION NO. 307-09

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:

Gadelha, René Ms. Gadelha earned a BA in English/Psychology from Radford University in VA and a MA in Curriculum Instruction from Kean University in NJ. She previously worked as an English teacher at Jefferson Township High School. She will be working under a Teacher of English certificate.

Hehir, Carolyn Ms. Hehir earned a BA in Music Education from Concordia University in IL. She recently completed her student teaching at Elmwood Park High School in IL. She will be working under a substitute certificate.

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- Morris, Michelle Lynn Ms. Morris earned a BA in Illustration from Parsons School of Design in NY and earned her teaching certificates from William Paterson University in NJ. She previously worked in private industry and will be working under a Teacher of Art (CEAS) and Teacher of Students with Disabilities (CEAS) certificate.
- Mulvihill, Janice Ms. Mulvihill earned a BA in Elementary Education from Plymouth State College in NH and a MA in Education from the College of St. Elizabeth in NJ. She previously worked for the Mt. Olive Board of Education. She will be working under an Elementary School Teacher certificate.
- Nelson, Karen Ms. Nelson earned a BA in Literature/Theology from Hunter College in NY and a MA in Education from St. John's University in NY. She previously worked at Woodglen School in Califon, NJ. She will be working under an Elementary School Teacher certificate.
- Page, Anita Ms. Page earned a BA in Graphic Design/Photograph from the University of Bridgeport in CT and her teaching certificate from Caldwell College in NJ. She recently completed a leave replacement assignment at Kennedy School and will be working under an Elementary School Teacher in Grades K-5 (CEAS) certificate.
- Reingold, Michele Ms. Reingold earned a BA in Elementary Education/English from Kean College in NJ. She previously worked at Franklin School in North Bergen, NJ. She will be working under an Elementary School Teacher certificate.
- Trenelli, Kristen Ms. Trenelli earned an AA in Liberal Arts from County College of Morris and a BA in Psychology/Elementary Education K-5 from William Paterson University in NJ. She previously worked in private industry and will be working under an Elementary School Teacher in Grades K-5 (CEAS) certificate.
- Zimmerman, Robert Mr. Zimmerman earned a BA in Psychology from SUNY College in NY. He is currently working as a Special Education Aide at Kennedy School. He 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. 308-09
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:

- Rickley, Margaret Ms. Rickley earned an AA in Marketing from Widener University in DE. She will be working as a substitute cafeteria aide at Kennedy School

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

RESOLUTION NO. 309-09
Appointment – Athletic Event Workers

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

Emilie Bacchetta Geri Harrington

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|------------------|-----------------|
| Deborah Burleigh | Gary Irwin |
| Chris Cota | Jackie London |
| Dawn Doland | Chris Roman |
| Doug Doland | Suzanne Scudder |

RESOLUTION NO. 310-09
Emergent Hiring - RHS

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves 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 December 8, 2008.

| <u>Name</u> | <u>Resolution #</u> |
|--------------|---------------------|
| Brian Holmes | 305-09 |

RESOLUTION NO. 311-09
Extension of Child Rearing Leave of Absence – Professional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Sheri Ralston*, Third Grade Teacher at the Nixon School and currently on an unpaid child rearing leave of absence, be granted an extension of her unpaid leave effective December 8, 2008 through February 27, 2009. Ms. Ralston plans to return to work on March 2, 2009.

RESOLUTION NO. 312-09
Leave of Absence – Professional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Elizabeth Lizzi*, English Teacher at the Eisenhower Middle School, be granted an unpaid leave of absence for medical reasons retroactive to December 2, 2008 until released by her physician.

RESOLUTION NO. 313-09
Appointment – Professional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Mr. Daniel Arnold* be appointed to the position of leave replacement Third Grade Teacher at the Nixon School retroactive to December 1, 2008 through February 27, 2009 and thereafter on an as-needed basis for the 2008/2009 school year. Mr. Arnold is replacing Ms. Sheri Ralston who is currently on a child rearing leave of absence.

| | |
|----------------|--|
| Degree: | BS, Susquehanna University, 2007 |
| Certification: | Elementary School Teacher |
| Salary: | Step 1 of the 2006/2007 BA Guide, \$39,050 prorated (pending completion of negotiations) |

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

RESOLUTION NO. 314-09
Appointment – Cafeteria Aide

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Margaret Rickley* be appointed as a substitute Cafeteria Aide at Kennedy School effective December 9, 2008 for the 2008/2009 school year.

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

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

Education

Mrs. Miller motioned, and Mrs. Castriotta seconded the motion that Education Resolutions 315-09 through 323-09 be approved as presented.

Mrs. Castriotta questioned why the district was spending money on a ceramics class. Mr. Hade responded it needed to be approved in order to get into the list of courses. He stated it was determined whether the students signed up for the class as to whether or not it would actually be given in the 2009/2010 school year.

In Resolution 317-09, the definition of "Immediate Family Member" should be included in the policy.

Mrs. Castriotta questioned resolution 322-09, in regards to contacting the newspaper. The resolution will state, "Board President or designee".

Mrs. Castriotta motioned, and Mrs. D'Abbraccio seconded a motion to change the wording of Resolution 322-09 as indicated above.

Mr. Somjen questioned if the district had looked into more on-line courses. Mr. Hade, Mr. Rossi, and Mrs. D'Agostino responded.

Both motions were approved by roll call vote.

Mr. Badini: *Yes to all;* **Mrs. Castriotta:** *Yes to all;* **Mrs. D'Abbraccio:** *Yes to 315-09 through 322-09 and Abstain to 323-09;* **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. 315-09

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 Eisenhower Middle School be approved effective November 1, 2008 through November 2, 2010.

Investor\$

RESOLUTION NO. 316-09

Approval of New Courses – RHS

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following courses at Roxbury High School be adopted as follows for the 2009/2010 school year.

Environmental Science
Ceramics III and IV

RESOLUTION NO. 317-09

Approval of First Reading – Bylaws 0142.1 - Nepotism

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Bylaws 0142.1 Nepotism for first reading. (Exhibit 1)

RESOLUTION NO. 318-09

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Approval of First Reading – Policy 7410 – Maintenance and Repair

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 7410 Maintenance and Repair for first reading. (Exhibit 2)

RESOLUTION NO. 319-09

Approval of First Reading – Regulation R 7410.01 – Facilities Maintenance, Repair Scheduling and Accounting

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation R 7410.01 Facilities Maintenance, Repair Scheduling and Accounting for first reading. (Exhibit 3)

RESOLUTION NO. 320-09

Approval of First Reading – Policy 7650 – School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 7650 School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting for first reading. (Exhibit 4)

RESOLUTION NO. 321-09

Approval of First Reading – Regulation R 7650 – School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation R 7650 School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting for first reading. (Exhibit 5)

RESOLUTION NO. 322-09

Approval of First Reading – Policy 9120 – Public Information Program

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 9120 Public Information Program for first reading. (Exhibit 6)

RESOLUTION NO. 323-09

Approval of Five-Year Preschool Program Plan

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the submission of the Five-Year Preschool Program Plan to the New Jersey State Department of Education for approval.

PUBLIC COMMENTS – Non-Agenda Items

Ms. Janice Eberding, President of the REA, stated the Union was pleased to have come to a tentative agreement with the Board of Education. However, she stated that two of the salary guides have not been signed off. She stated that the REA would be voting on the agreement on Monday, December 15, 2008, and the Board must change its next meeting to December 15, 2008. She stated the Board had to vote on the agreement following the Union's vote on the same date. Mrs. D'Agostino stated she was unaware of any mandate that required both parties to vote on the same date. The Board Attorney responded that there was no law which required this. Ms. Eberding then stated that both parties had agreed to change the date. Mrs. D'Agostino asked if this were part of the memorandum of agreement. She responded, "No" but it has been past practice. She also stated that December 22, 2008 was a holiday and Union members may not be present to vote.

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

December 8, 2008

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 Mrs. D'Abbraccio that the Roxbury Township Board of Education does hereby determine that it is necessary to meet in Executive Session at this time, 9:25 p.m. to discuss personnel matters, negotiations, and other items before the board. 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 Mr. Sonjem that this meeting return to Public Session at this time, 9:33 p.m., in the Auditorium at Lincoln/Roosevelt School.

PUBLIC SESSION

The Public Session was reconvened in the Auditorium at Lincoln/Roosevelt School at 9:33 p.m., President D'Agostino presiding.

Mrs. D'Agostino announced that some Board members will not be able to attend the meeting and would like to vote on the contract. The meeting will not be rescheduled to December 15, 2008.

She stated there would be a Special meeting on December 22, 2008 at 5:00 p.m.

ADJOURNMENT

It was motioned by Mr. Badini and seconded by Mrs. Marchesi to adjourn the meeting at this time, 9:47 p.m.

Respectfully submitted,

Pam Hinman
Assistant Board Secretary