

**MINUTES OF THE REGULAR MEETING OF THE ROXBURY TOWNSHIP BOARD OF EDUCATION  
HELD ON MONDAY, DECEMBER 22, 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. Liz D'Abbraccio, Mrs. Hildi Libby,  
Mrs. Jennifer Marchesi, Mrs. Patricia Miller, Mr. John Moschella,  
Mr. Gregory Somjen, Mrs. Terry D'Agostino

MEMBERS ABSENT: Mrs. Maureen Castriotta, Ms. Carol Scheneck,

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. 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, 6:35 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 Mr. Somjen that this meeting return to Public Session at this time, 7:37 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 Regular 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.

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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**

**Mrs. Miller motioned and Mrs. Marchesi seconded the motion that the Minutes of the Workshop Meeting and Executive Session of December 8, 2008 be accepted as presented.**

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

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

**PRESENTATIONS**

None

**STUDENT COUNCIL REPRESENTATIVE'S COMMENTS**

None

**BOARD PRESIDENT'S COMMENTS**

The Board wishes a fond farewell to Mr. Hade. Mrs. D'Agostino praised Mr. Hade for his years of dedication and hard work. She commended him for bringing the district to where it is today. Mrs. Miller and Mr. Moschella also commented on their appreciation for Mr. Hade and wished him well in his retirement. Dr. Rossi thanked Mr. Hade for a smooth transition and his assistance in Dr. Rossi's start in Roxbury.

The Board recessed at this time, 7:52 p.m.

The Board reconvened at this time, 8:05 p.m.

**SUPERINTENDENT'S REPORT**

Dr. Rossi stated he will be reporting to the Board at the January 12, 2008 meeting his observations since July 2008.

**BUSINESS ADMINISTRATOR'S REPORT**

Ms. Quinn stated that the business office is seeking board approval for monthly financials, travel requests, and the acceptance of a donation from the New Jersey Division of Fish and Wildlife.

**REQUEST FOR INFORMATION**

None

**PUBLIC COMMENTS – Action Items**

None

**ACTION ITEMS**

**Finance**

**Mr. Badini** motioned, and **Mrs. Miller** seconded the motion that Finance Resolutions 324-09 through 330-09 be accepted as presented.

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

**Mr. Badini:** *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*; **Mr. Somjen:** *Yes to 324-09, 326-09 through 330-09, and Abstain to 325-09*; **Mrs. D’Agostino:** *Yes to all, however, Abstain to Purchase Order 09-1856 only in Resolution 325-09.*

**RESOLUTION NO. 324-09**

**Approval of Transfers**

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

**RESOLUTION NO. 325-09**

**Approval of the Bills Lists**

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the Roxbury Township Board of Education approves the October 2008 Bills Lists totaling \$2,016,349.79 as presented.

**RESOLUTION NO. 326-09**

**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 November 2008 as presented.

**RESOLUTION NO. 327-09**

**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 November 2008 as presented.

**RESOLUTION NO. 328-09**

**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 2008/2009 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. 329-09**  
**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.

<b>First Name</b>	<b>Last Name</b>	<b>Conference/Seminar Title</b>	<b>Place</b>	<b>Date of Trip</b>	<b>Total Estimated Expenses*</b>
Jaclyn	Allibone	Topics & Strategies to Improve Student Performance on NJ Ask II	Rutgers University	January 16, 2009	\$185.00 Registration
James	Heinegg	HSPA/EOC District Test Coordinator Training	East Hanover, NJ	January 21, 2009	See Note
Andrea	Saladino	March 2009 High School Proficiency Assessment & May 2009 End of Course Biology Test	Maple Shade, NJ	January 23, 2009	See Note
Frank	Misurelli	National Wing-T Clinic	Pittsburgh, PA	January 23-24, 2009	\$80.00 Registration
Kevin	Poggi	National Wing-T Clinic	Pittsburg, PA	January 23-24, 2009	\$80.00 Registration \$150.00 Hotel
Stephen	Donnelly	National Wing-T Clinic	Pittsburgh, PA	January 23-24, 2009	\$80.00 Registration
Jeff	Gottleben	"Code Enlightenment"	Rockaway, NJ	January 24, 2009	\$100.00 Registration
Jane E.	Feret	Differentiated Instruction for 6-12	Jamesburg, NJ	February 26, 2009	\$120.00 Registration
Phyllis	Prestamo	Differentiated Instruction for K-5	Jamesburg, NJ	February 26, 2009	\$120.00 Registration
Alexis	Mayer	The CASE Approach	Passaic County Public Safety Academy	March 17, 2009	See Note
Andrea	Saladino	HSPA/EOC District Test Coordinator Training	Maple Shade, NJ	January 23, 2009	See Note

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

**RESOLUTION NO. 330-09**  
**Acceptance of Donation – New Jersey Division of Fish and Wildlife**

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 New Jersey Division of Fish and Wildlife for archery kits which consist of ten right-handed genesis bows, one left-handed genesis bow, five dozen arrows, five bulls-eye targets, an arrow resistant catch net, bow hangers, and a tool box to repair equipment. This donation has a value of \$2,800.

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**Personnel**

**Mrs. Libby** motioned, and **Mrs. Miller** seconded the motion that **Personnel Resolution 331-09** be tabled and **Personnel Resolutions 332-09 through 347-09** be accepted as presented.

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

**Mr. Badini:** *Yes to all;* **Mrs. D’Abbraccio:** *Yes to 332-09 through 340-09 and Abstain to 341-09 to 347-09;* **Mrs. Libby:** *Yes to all;* **Mrs. Marchesi:** *Yes to all;* **Mrs. Miller:** *Yes to all;* **Mr. Moschella:** *Yes to all;* **Mr. Somjen:** *Yes to all;* **Mrs. D’Agostino:** *Yes to all.*

**RESOLUTION NO. 331-09**

**Appointment – Professional Staff - RHS**

*Resolution 331-09 was tabled.*

*RESOLVED, that in accordance with the Superintendent’s recommendation, Ms. Debbie Carter be appointed to the position of Mathematics Teacher at Roxbury High School effective December 23, 2008 for the 2008/2009 school year. Ms. Carter is replacing Ms. Colleen Bamford who resigned.*

Degree:	<i>MA, Educational Computing Technologies, University of North Carolina, 1996 BS, Mathematics and French, Wake Forest University, 1977</i>
Certification:	<i>Teacher of Mathematics (Standard pending)</i>
Experience:	<i>2007-2008: Adjunct Information Technology Professor, Bergen Community College, Paramus, NJ 2001-2007: Computer Science Teacher, Lancaster County Day School, Lancaster, PA 1993-2001: Technology Resource Teacher, Forsyth County Day School, Lewisville, NC 1977-1981: Mathematics/French Teacher, Winston-Salem/Forsyth County Schools, Winston-Salem, NC</i>
Salary:	<i>Step 12 of the 2006/2007 MA Guide, \$55,894 prorated - (pending completion of negotiations)</i>

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

**RESOLUTION NO. 332-09**

**Appointment – Secretarial Staff - RHS**

*IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, Ms. Alison Keating be appointed as a Secretary at Roxbury High School effective January 1, 2009 for the 2008/2009 school year. Ms. Keating is replacing Ms. Sandra Smith who retired.*

Salary:	<i>Step 1 of the 2006/07 Grade III Secretarial Guide - \$30,719 (Salary pending completion of negotiations)</i>
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*This appointment is dependent upon successful completion of a background search as required by State law.*



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Pierson, Daniel            Mr. Pierson earned his AS in Business Administration from County College of Morris and his BA in Psychology from Montclair State University in NJ. He currently works in private industry and will be working under a substitute certificate.

Robinson, Gerald        Mr. Robinson earned his BS in Accounting from Sacred Heart University in CT. He recently worked at the Canfield Avenue School and will be working under an Elementary School Teacher certificate.

Tiefau, Brett            Mr. Tiefau earned his AA in Humanities from County College of Morris and his BA in Liberal Arts from Johnson State College in VT. He previously completed his student teaching in Hardwick, VT. He will be working under a substitute certificate.

Yukes, Heather         Ms. Yukes earned her BA in English from Bloomsburg University in PA. She previously worked as a substitute teacher with Jefferson Township and in private industry. She 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. 336-09**  
**Appointment - Substitute Nurse**

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

Greene, Aimee            Ms. Greene earned her BA in History from Covenant College in GA and her MA in School Health from New Jersey City University. She currently works in private industry and currently works for Mountain Lake Board of Education. She will be working under a substitute certificate.

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

**RESOLUTION NO. 337-09**  
**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:

Gutkin, Terri            Ms. Gutkin earned an AA in Nursery Management from SUNY at Cobleskill in NY. She previously worked in private industry and is currently working with the Chester Board of Education.

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

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**RESOLUTION NO. 338-09**

**Appointment – Extracurricular Advisor – RHS**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following personnel be appointed as an Extracurricular Advisor at Roxbury High School retroactive to December 9, 2008 for the 2008/2009 school year. Salary to be determined pending completion of negotiations.

<b>Name</b>	<b>Position</b>	<b>07/08 Step</b>	<b>06/07 Salary*</b>
Shin, Matthew	Newspaper Advisor	2	\$1,968
*Salary to be determined pending completion of negotiations			

**RESOLUTION NO. 339-09**

**Appointment – Athletic Event Workers - RHS**

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

Beth Percevault  
Joanne Slinger

**RESOLUTION NO. 340-09**

**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 December 22, 2008.

<u>Name</u>	<u>Resolution #</u>
Alison Keating	332-09

**RESOLUTION NO. 341-09**

**Leave of Absence – Professional Staff**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Clorinda Mason*, Sixth Grade Teacher at the Lincoln/Roosevelt School, be granted a leave of absence for medical reasons effective January 5, 2009 using nine (9) available sick days and, thereafter, an unpaid leave of absence until released by her physician.

**RESOLUTION NO. 342-09**

**Appointment – Paraprofessional Staff**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Paula Carroll* be appointed as a PSD Aide at Nixon School effective December 23, 2008 for the 2008/2009 school year. This is a new position

Salary: Step 9 of the 2006/07 Paraprofessional Guide, \$19.39/Hour – 30 Hours/Week, not to exceed 35 Hours/Week (Salary pending completion of negotiations)

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

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**RESOLUTION NO. 343-09**

**Appointment – Paraprofessional Staff**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Mary Ann Ricca* be appointed as a Personal Aide at Nixon School effective January 5, 2009 for the 2008/2009 school year. This is a new position.

Salary: Step 9 of the 2006/07 Paraprofessional Guide, \$19.39/Hour – 30 Hours/Week, not to exceed 35 Hours/Week (Salary pending completion of negotiations)

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

**RESOLUTION NO. 344-09**

**Appointment – Support Staff**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Maria Collucci* be appointed as a substitute Cafeteria Aide at Jefferson School effective December 23, 2008 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.

**RESOLUTION NO. 345-09**

**Approval of Salaries for Athletic Event Workers**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the salaries for the Athletic Event Workers at the Eisenhower Middle School be approved for the 2008/2009 school year.

<b>Event</b>	<b>Salary per Event</b>
Site Manager	\$35
Score Keeper	\$35

**RESOLUTION NO. 346-09**

**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 at the Eisenhower Middle School for the 2008/2009 school year.

Rachael Bonnema  
Carlos Curet  
Sebastian DiPietro

Mark Granito  
Jack Kummerer  
Elizabeth Tucker

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**RESOLUTION NO. 347-09**  
**Emergent Hiring**

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 December 22, 2008.

<u>Name</u>	<u>Resolution #</u>
Mary Ann Ricca	343-09

**Education**

**Mrs. Miller motioned, and Mrs. Libby seconded the motion that Education Resolutions 348-09 through 359-09 be accepted as presented.**

Mrs. D'Agostino asked for clarification of 349-09. Mr. Hade responded.

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

**Mr. Badini:** *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;* **Mr. Somjen:** *Abstain to 348-09 and Yes to 349-09 through 359-09;* **Mrs. D'Agostino:** *Yes to all.*

**RESOLUTION NO. 348-09**  
**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>
APK 001	Academy Preschool & Kindergarten	\$3,150.00	12/01/08 to 06/30/09
DPS 011	Daytop Preparatory School	\$25,261.17	12/08/08 to 06/30/09
LDS 006	Lake Drive School	\$19,705.20	01/05/09 to 06/22/09

**RESOLUTION NO. 349-09**  
**Approval of Overnight Trips– 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 events as per Board policy.

<b>Event</b>	<b>Location</b>	<b>Dates</b>
National Cheerleading Championships	Orlando, FL	February 5-9, 2009
Wrestling Championships	Atlantic City, NJ	March 5-7, 2009

**RESOLUTION NO. 350-09**  
**Approval of Second Reading – Bylaws 0142.1 - Nepotism**

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

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**RESOLUTION NO. 351-09**

**Approval of Second 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 second reading. (Exhibit 2)

**RESOLUTION NO. 352-09**

**Approval of Second 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 second reading. (Exhibit 3)

**RESOLUTION NO. 353-09**

**Approval of Second 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 second reading. (Exhibit 4)

**RESOLUTION NO. 354-09**

**Approval of Second 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 second reading. (Exhibit 5)

**RESOLUTION NO. 355-09**

**Approval of Second 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 second reading. (Exhibit 6)

**RESOLUTION NO. 356-09**

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

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 0174 Legal Services for first reading. (Exhibit 7)

**RESOLUTION NO. 357-09**

**Approval of First 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 first reading. (Exhibit 8)

**RESOLUTION NO. 358-09**

**Approval of First 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 first reading. (Exhibit 9)

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**RESOLUTION NO. 359-09**

**Approval of First 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 first reading. (Exhibit 10)

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

None

**ADJOURNMENT**

It was motioned by Mrs. Libby and seconded by Mrs. D'Abbraccio to adjourn the meeting at this time, 8:10 p.m.

Respectfully submitted,

Pam Hinman  
Assistant Board Secretary