

**MINUTES OF THE WORKSHOP MEETING OF THE ROXBURY TOWNSHIP BOARD OF EDUCATION  
HELD ON MONDAY, FEBRUARY 1, 2010  
Lincoln/Roosevelt School, 34 North Hillside Avenue, Succasunna, NJ 07876**

**MEETING CALLED TO ORDER**

The meeting was called to order at 7:00 p.m. in the Auditorium at Lincoln/Roosevelt School, President Moschella presiding.

**PUBLIC SESSION**

Mrs. Miller 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.

**ROLL CALL**

The roll was taken, and a quorum deemed present.

MEMBERS PRESENT: Mrs. Annette Brooks, Mrs. Maureen Castriotta, Mrs. Liz D'Abbraccio, Mrs. Terry D'Agostino, Mrs. Jennifer Marchesi, Mrs. Patricia Miller, Mr. Chris Rogers, Ms. Carol Scheneck (arrived at 7:12 p.m.), Mr. Greg Somjen (arrived at 7:01 p.m.), Mr. John Moschella

MEMBERS ABSENT:

ADMINISTRATION PRESENT: Dr. Michael Rossi, Dr. James Heinegg, Dr. Gregory McGann, Mr. Anthony Mistretta, Mr. Paul Stabile

OTHERS PRESENT: Ms. Nathanya Simon, SSEC&Z, 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. Marchesi that the Roxbury Township Board of Education does hereby determine that it is necessary to meet in Executive Session to discuss personnel, student matters, matters covered by attorney client privilege, and the Business Administrator position. 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.

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- Recess
- Reconvene - The meeting was reconvened in Executive Session at 7:01 p.m. in the Media Center at Lincoln/Roosevelt School.

It was motioned by Mrs. D'Abbraccio and seconded by Mrs. Marchesi to return to Public Session at this time, 7:31 p.m.

### **PUBLIC SESSION**

- Recess
- Reconvene - The meeting was reconvened in Public Session at 7:34 p.m. in the Auditorium at Lincoln/Roosevelt School.

### **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.

MEMBERS PRESENT: Mrs. Annette Brooks, Mrs. Maureen Castriotta, Mrs. Liz D'Abbraccio, Mrs. Terry D'Agostino, Mrs. Jennifer Marchesi, Mrs. Patricia Miller, Mr. Chris Rogers, Ms. Carol Scheneck, Mr. Greg Somjen, Mr. John Moschella

MEMBERS ABSENT:

ADMINISTRATION PRESENT: Dr. Michael Rossi, Dr. James Heinegg, Dr. Gregory McGann, Mr. Anthony Mistretta, Mr. Paul Stabile

OTHERS PRESENT: Mr. Andy Brown, SSEC&Z, LLC.

### **CORRESPONDENCE**

The Business Administrator stated that the NJSBA Conference will be held October 19-21, 2010, at the Somerset Garden Art Center.

### **PRESENTATIONS**

None

### **STUDENT COUNCIL REPRESENTATIVE'S COMMENTS**

None

### **BOARD PRESIDENT'S COMMENTS**

The Board President reminded everyone about the Special Meetings on February 4<sup>th</sup> and 10<sup>th</sup> to discuss the Tentative 2010/2011 Budget.

### **SUPERINTENDENT'S REPORT**

The Superintendent reported on the following:

- February 12<sup>th</sup> will be a Professional Development Day
- The search for a Humanities Supervisor has been closed. There were 54 applicants through the online system; 47 completed the application, approximately 10-12 candidates will be interviewed
- Block Scheduling for Literacy and Writing
- Draft of the Alumni Survey
- Update on shared services presented to the Board
- Restructuring of the agenda

Mrs. Castriotta questioned the change in the order of the agenda, and mentioned a discussion from previous workshop presentation by the NJSBA. She asked for a committee to look into the order of business in the agenda. Mr. Moschella asked the board members to send comments to the Superintendent.

Mr. Rogers stated he would like to see the public comments without time limits and move the correspondence topic after presentations on the agenda. Mr. Rogers inquired about the vendor hospitality receptions at the NJSBA Conference. Mr. Rogers also asked about budget reductions.

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

The Business Administrator commented on the professional development/travel requests on this agenda and also commented on questions that were asked at the last meeting.

### **REQUEST FOR INFORMATION**

None

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

Mrs. Day questioned Resolutions 370-10 and 373-10.

### **ACTION ITEMS**

#### **Finance**

**Mrs. Scheneck motioned and Mrs. Miller seconded the motion that Finance Resolution 370-10 be accepted as presented.**

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

**Mrs. Brooks:** Yes, however Abstain to herself only; **Mrs. Castriotta:** Abstain; **Mrs. D'Abbraccio:** Yes; **Mrs. D'Agostino:** Yes, however Abstain to herself only; **Mrs. Marchesi:** Yes; **Mrs. Miller:** Yes, however Abstain to herself only; **Mr. Rogers:** No, however Yes to T. D'Agostino, P. Miller, M. Castriotta, and A. Brooks only, and Abstain to himself only; **Ms. Scheneck:** Yes, however, Recuse to J. Feret, G. McGann, and J. Heinegg only; **Mr. Somjen:** Yes; **Mr. Moschella:** Yes.

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**RESOLUTION NO. 370-10**  
**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.

<i>First Name</i>	<i>Last Name</i>	<i>Conference/Seminar Title</i>		<i>Place</i>	<i>Date of Trip</i>	<i>Total Estimated Expenses</i>
Chris	Rogers	Superintendent Evaluation Training	3	Mountain Lakes High School	February 8, 2010	\$0.00 Registration
Terry	D'Agostino	Superintendent Evaluation Training	3	Mountain Lakes High School	February 8, 2010	\$0.00 Registration
Pat	Miller	Superintendent Evaluation Training	3	Mountain Lakes High School	February 8, 2010	\$0.00 Registration
Maureen	Castriotta	Superintendent Evaluation Training	3	Mountain Lakes High School	February 8, 2010	\$0.00 Registration
Annette	Brooks	Superintendent Evaluation Training	3	Mountain Lakes High School	February 8, 2010	\$0.00 Registration
Christi	Renn	NJDOE Professional Development and Technical Assistance: Language Arts Literacy K-12 & Mathematics	3 S-1	County College of Morris	February 19, 2010	\$0.00 Registration See Note
Tom	Cunningham	Annual Pupil Transportation Meeting – NJDOE & Sussex Cooperative	1	Succasunna, NJ	February 23, 2010	\$0.00 Registration
Lois	Conwell	NJASBO Update FMLA/Workers Compensation and Payroll Practices and Procedures	1	Mt. Olive, NJ	February 23, 2010	\$0.00 Registration See Note
Paul	Stabile	NJASBO Update FMLA/Workers Compensation and Payroll Practices and Procedures	1	Mt. Olive, NJ	February 23, 2010	\$0.00 Registration See Note
Tom	Cunningham	Transportation Case Law	1	Morris County School of Technology	February 26, 2010	\$0.00 Registration See Note
Christopher	Deery	FEA New School Leaders Series/Workshop 5: Developing Relationships	4	Monroe, NJ	March 8, 2010	\$30.00 Registration
Pat	Hovey	Monmouth University Educator's Career Day	4	West Long Branch, NJ	March 10, 2010	\$0.00 Registration See Note
Greg	McGann	Monmouth University Educator's Career Day	4	West Long Branch, NJ	March 10, 2010	\$0.00 Registration See Note
Jane	Feret	Monmouth University Educator's Career Day 2010	4	West Long Branch, NJ	March 10, 2010	\$0.00 Registration See Note

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First Name	Last Name	Conference/Seminar Title		Place	Date of Trip	Total Estimated Expenses
Kerri	Heilman	Oppositional Defiant Disorder, Conduct Disorder and Conflict Resolution with Difficult Children	4 S-1	Parsippany, NJ	March 11, 2010	\$169.00 Registration
Kathryn	Miller	Responsive Classroom Workshop	4 S-1	Mahwah, NJ	March 12, 2010	Title IV
James	Heinegg	NJASK Grades 3-8 District Test Coordinator Training	1	Parsippany, NJ	March 15, 2010	\$0.00 Registration See Note
Patricia	Sikorski	Module A: Social Studies 9-12	1 S-1	County College of Morris	March 19, 2010	\$0.00 Registration See Note
Kate	Zenna	School Health Nurse Conference	4 S-1	Brookdale Community College	March 19, 2010	\$0.00 Registration See Note
Dorothy	Fagerlin	School Health Nurse Conference	4 S-1	Brookdale Community College	March 19, 2010	\$0.00 Registration See Note
Maritza	Quiles	FLENJ Annual Conference	4	Somerset, NJ	April 9-10, 2010	\$210.00 Registration
Maria	Cordeiro	FLENJ Annual Conference - Developing/Immersion	4	Somerset, NJ	April 9-10, 2010	\$210.00 Registration
Deborah	Burleigh	Stereotyping	4	Piscataway, NJ	April 27, 2010	\$0.00 Registration See Note
Anne	Marsac	NJTESOL/NJBE 2010 Spring Conference	4 S-1	Somerset, NJ	May 19, 2010	\$109.00 Registration
Kathleen	DiGerolamo	Module A: 21st Century Life & Careers 6-12	1 S-1	County College of Morris	June 4, 2010	\$0.00 Registration See Note

**Notes:**

See Note: Does not include mileage and sustenance as they are contractual.  
 1-State/federal policy requirements, 2-State curricular requirements, 3-State initiatives, 4-Individual job requirements  
 Substitute coverage is indicated by "S" followed by the number of days for which a substitute is needed.

**Personnel**

**Mrs. D'Agostino motioned, and Mrs. Marchesi seconded the motion that Personnel Resolutions 371-10, 372-10 and 373-10 be accepted as presented:**

Mrs. Castriotta asked questions regarding Resolution 373-10. Dr. Heinegg responded.

Mr. Rogers asked questions regarding Resolution 372-10. Dr. McGann responded.

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

**Mrs. Brooks:** Yes to all; **Mrs. Castriotta:** Yes to 371-10 and 372-10, Abstain to 373-10;  
**Mrs. D'Abbraccio:** Yes to all; **Mrs. D'Agostino:** Yes to all; **Mrs. Marchesi:** Yes to all; **Mrs. Miller:**  
 Yes to all; **Mr. Rogers:** Yes to 371-10 and 372-10, No to 373-10; **Ms. Schneck:** Yes to all;  
**Mr. Somjen:** Yes to all; **Mr. Moschella:** Yes to all.

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**RESOLUTION NO. 371-10**

**Appointment – Substitute Nurse**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following be approved as a substitute nurse for the 2009/2010 school year, contingent upon meeting all requirements according to state rules and regulations; remuneration to be in accordance with Board of Education Policy:

Chirido, Jennifer Ms. Chirido earned her BS in Psychology, Philosophy, and Spanish from the University of Scranton in PA and her MS in Medical Psychology from Saint Joseph's University in PA. She earned a second BS in Nursing from Seton Hall University in NJ. She is currently an RN at Saint Clare's Hospital and 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. 372-10**

**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 2009/2010 school year.

Name	Position	09/10 Step	09/10 Salary
<i>Outdoor Track – Boys'</i>			
Damelio, Kellie	Assistant Coach	2	\$3,352

**RESOLUTION NO. 373-10**

**Approval of Saturday HSPA Instructors – RHS**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the individuals listed below be approved as Saturday HSPA Instructors at Roxbury High School for the 2009/2010 school year.

Lise McLoughlin	\$75/hour, 16 hours
Jennifer McCracken	\$75/hour, 16 hours
Lee Hayden	\$35/hour, 12 hours
Judy Isler	\$35/hour, 12 hours

**Mrs. D'Agostino motioned, and Mrs. Marchesi seconded the motion that Personnel Resolution 374-10 be accepted as presented:**

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

**Mrs. Brooks:** Yes; **Mrs. Castriotta:** Yes; **Mrs. D'Abbraccio:** *Abstain*; **Mrs. D'Agostino:** Yes; **Mrs. Marchesi:** Yes; **Mrs. Miller:** Yes; **Mr. Rogers:** Yes; **Ms. Schneck:** Yes; **Mr. Somjen:** Yes; **Mr. Moschella:** Yes.

**RESOLUTION NO. 374-10**

**Extension of Child Rearing Leave of Absence – Professional Staff**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Jamie Osbun*, BSIP Instructor at the Lincoln/Roosevelt School and currently on a child rearing leave of absence, be granted an extension of her unpaid leave effective February 8, 2010 through February 26, 2010. Ms. Osbun intends to return to work on March 1, 2010.

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## **MINUTES**

1. Minutes of the Regular Meeting and Executive Session of January 25, 2009

**Mrs. D'Agostino motioned and Mrs. Castriotta seconded the motion to accept the minutes of January 25, 2009 Regular Meeting as presented and Executive Session as changed:**

Resolution 368-10: Mrs. Castriotta asked that a motion was made then rescinded, should this have been noted. The Board Attorney stated 'No'.

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

**Mrs. Brooks:** Yes; **Mrs. Castriotta:** *Abstain*; **Mrs. D'Abbraccio:** Yes; **Mrs. D'Agostino:** Yes; **Mrs. Marchesi:** Yes; **Mrs. Miller:** Yes; **Mr. Rogers:** No; **Ms. Schneck:** Yes; **Mr. Somjen:** Yes; **Mr. Moschella:** Yes.

## **COMMITTEE REPORTS**

1. Facilities

Mr. Somjen spoke about the Municipal Council Meeting, stating there was a resolution change order for the Turf Field about the underground drainage. JIF and HIF, (insurance) there is a possibility of the Board of Education doing it. Insurance Company to look into.

Franklin School field renovations have been put on hold at this time.

Comments were made from board members about better communication between the Board and Municipal Council.

There has been no committee meeting since the last meeting.

2. Community Relations

Mrs. Marchesi stated that the Committee did not meet, but hoping to meet in March. She read a statement regarding professional development.

3. Education

Mrs. Miller stated the next meeting is scheduled for February 24<sup>th</sup>, at 5:30 p.m. The Committee will be looking at policies regarding eliminating the QAAR, and amending it to QSAC.

4. Finance

Mrs. Schneck stated the committee met on January 12<sup>th</sup> and 19<sup>th</sup> regarding the Tentative 2010/2011 Budget. There will be presentations of the Tentative Budget on at the Special Meetings being held on February 4<sup>th</sup> and 10<sup>th</sup>

Mr. Mistretta stated the agenda's for these special meetings were in the Board's packets and on the website.

5. Shared Services

Mrs. Castriotta asked about the progress on the Turf Field and mentioned the drainage on the field.

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6. Personnel

Mrs. D'Agostino stated the Committee met and discussed the Business Administrator and Humanities Supervisor positions, policies. She mentioned the legislative state meeting where the NJSBA Conference was discussed.

7. Negotiations

Nothing to report.

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

Mrs. Day asked about block scheduling. The Superintendent responded, stating it would be 75 minute blocks.

Mrs. Day asked about the snow day countdown. Mrs. Brooks responded it is on the calendar.

Mrs. Day asked about budget meetings from previous years. The Board President responded.

Mrs. Day mentioned the Genesis program.

**ADJOURNMENT**

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

Respectfully submitted,

Mr. Paul Stabile  
Assistant Board Secretary