

**MINUTES OF THE SPECIAL MEETING OF THE ROXBURY TOWNSHIP BOARD OF EDUCATION  
HELD ON MONDAY, MARCH 2, 2011  
Lincoln/Roosevelt School, 34 North Hillside Avenue, Succasunna, NJ 07876**

**MEETING CALLED TO ORDER**

The meeting was called to order at 6:30 p.m. in the Auditorium at Lincoln/Roosevelt School, Vice President Miller presiding.

**PUBLIC SESSION**

Mrs. Miller 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.html">http://www.roxbury.org/boe/meetings-minutes.html</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 (arrived 6:42 p.m.), Mrs. Patricia Miller, Mr. Chris Rogers, Ms. Carol Scheneck

MEMBERS ABSENT: Mr. Greg Somjen, Mr. John Moschella

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

OTHERS PRESENT: Ms. Stefani Schwartz, SSEC 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. Castriotta and seconded by Mrs. Brooks 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 Tentative Budget for 2011/2012 . 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 6:33 p.m. in the Media Center at Lincoln/Roosevelt School.

It was motioned by Mrs. D'Abbraccio and seconded by Mrs. Brooks to return to Public Session at this time, 7:20 p.m.

### **PUBLIC SESSION**

- Recess
- Reconvene - The meeting was reconvened in Public Session at 7:30 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

MEMBERS ABSENT: Mr. Greg Somjen, Mr. John Moschella

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

OTHERS PRESENT: Mr. Andy Brown, SSEC LLC

### **PRESENTATION**

Dr. Rossi spoke on the budget process. Mr. Mistretta highlighted the 2011/2012 Tentative Budget with a PowerPoint presentation.

Questions were asked by the Board.

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

Mr. Ralph Nappi, Landing, commented on the following:

- Budget in school publication
- How the budget was presented; much better
- Difference between Regular Instruction and Student Instruction/Related Services
- Difference in State Aid from prior year
- Difference in Tax Levy from prior year

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Ms. Fran Day, Landing, commented on the following:

- Capital Reserve remaining amount
- Legal bills
- Public Hearing – what communication will be done to discuss the budget?
- Asked what is meant by “tentative” budget

Question: Did we receive permission on postcard regarding the budget. We are still waiting to receive answer from the County Superintendent.

## **ACTION ITEMS**

### **Finance**

**Ms. Scheneck motioned, and Mrs. Brooks seconded the motion that Finance Resolutions 409-11 and 410-11 be accepted as presented.**

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

**Mrs. Brooks:** *Yes to all;* **Mrs. Castriotta:** *No to all;* **Mrs. D’Abbraccio:** *Yes to all;* **Mrs. D’Agostino:** *Yes to all;* **Mrs. Marchesi:** *Yes to all;* **Mrs. Miller:** *Yes to all;* **Mr. Rogers:** *No to all;* **Ms. Scheneck:** *Yes to all*

### **RESOLUTION NO. 409-11**

#### **Approval of Submission of 2011/2012 Tentative Budget**

A. IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the Roxbury Township Board of Education, in the County of Morris, New Jersey, approves the following resolution:

IT IS RESOLVED, to approve a 2011-2012 school district budget for submission to the voters as follows:

General Fund	\$65,616,049
Special Revenue Fund	\$1,034,651
Debt Service Fund	\$2,226,747

IT IS FURTHER RESOLVED, that there should be raised for the General Fund \$48,003,153 for the ensuing school year (2011-2012); and

IT IS FURTHER RESOLVED, that the Board of Education approves the following capital projects for the 2011-2012 school year:

Repair Section of Franklin School Roof	\$120,000
Refurbish Eisenhower Middle School Auditorium	\$50,000
Replace Boilers at Kennedy and Nixon Schools	\$42,000
Assessment Debt Service on SBA Funding	\$41,288

B. WHEREAS, school district policy and N.J.A.C. 6A:23A-7.3(a) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2011-2012 school year, and

WHEREAS, the maximum expenditure amount allotted for travel and expense reimbursement for the 2010-2011 school year was \$110,000,

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NOW, THEREFORE, IT IS RESOLVED, that the Roxbury Township School District Board of Education, in the County of Morris, New Jersey, hereby establishes the school district travel maximum for the 2011-2012 school year at the sum of \$87,358.00.

IT IS FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

- C. WHEREAS, N.J.A.C. 6A:23A:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

WHEREAS, the tentative budget includes the following appropriations:

Legal	\$147,000
Accounting	\$60,256
Architect	\$8,000
Election	\$33,000
Other Admin Svcs	\$54,995
Repair Svcs	\$106,800
Extraordinary Svcs	\$758,326
Nonpublic Svcs	\$119,909
Prof Dev	\$33,000
Transportation	\$1,157,300

; and

WHEREAS, the Administration needs to notice the Board if there arises a need to exceed said maximums. Upon which the Board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS the Board and Administration wishes to minimize the amount of paperwork involved in this area;

NOW, THEREFORE, IT IS RESOLVED, that the Roxbury Township School District Board of Education establishes maximums for professional development in the areas listed above at a level of 120% of the amounts listed for the 2011-2012 school year.

**RESOLUTION NO. 410-11**  
**Approval of Public Hearing on the 2011/2012 Budget**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves to conduct the Public Hearing for the 2011-2012 Tentative School Budget during the Regular Board of Education Meeting scheduled for March 28, 2011 in the Lincoln/Roosevelt School Auditorium, 34 North Hillside Avenue, Succasunna, New Jersey. The Executive Session will commence at 6:30 p.m., the Regular Meeting will commence at 7:30 p.m. Formal Action will be taken.

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

Mr. Ralph Nappi, Landing, asked regarding the process for the Tentative Budget, after approval by the County Superintendent, can the Board increase the budget?

Ms. Fran Day, Landing, commented on the unencumbered balance in report, and asked about tuition.

**ADJOURNMENT**

It was motioned by Mrs. D'Abbraccio and seconded by Mrs. D'Agostino to adjourn the meeting at this time, 8:27 p.m.

Respectfully submitted,

Mr. Paul Stabile  
Assistant Board Secretary