

**MINUTES OF THE REGULAR MEETING OF THE ROXBURY TOWNSHIP BOARD OF EDUCATION
HELD ON MONDAY, OCTOBER 18, 2010
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, President Moschella 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	-	http://www.roxbury.org/boe/meetings-minutes.html

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. Liz D'Abbraccio, Mrs. Terry D'Agostino, Mrs. Jennifer Marchesi, Mrs. Patricia Miller, Mr. Chris Rogers, Ms. Carol Scheneck, Mr. John Moschella

MEMBERS ABSENT: Mrs. Maureen Castriotta, Mr. Greg Somjen

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

OTHERS PRESENT: Mr. Andy Brown, 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. 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, outsourcing, 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.

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- Recess
- Reconvene - The meeting was reconvened in Executive Session at 6:31 p.m. in the Media Center at Lincoln/Roosevelt School.

It was motioned by Mrs. Brooks and seconded by Mrs. D'Abbraccio to return to Public Session at this time, 7:01 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. Liz D'Abbraccio, Mrs. Terry D'Agostino, Mrs. Jennifer Marchesi, Mrs. Patricia Miller, Mr. Chris Rogers, Ms. Carol Scheneck, Mr. Greg Somjen (arrived at 8:02 p.m.), Mr. John Moschella

MEMBERS ABSENT: Mrs. Maureen Castriotta

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

OTHERS PRESENT: Mr. Andy Brown, SSEC LLC.

CORRESPONDENCE

A letter from Mrs. Parker regarding outsourcing.

PRESENTATIONS

None

STUDENT COUNCIL REPRESENTATIVE'S COMMENTS

The Student Council Representative commented on the following:

- HSPA testing is done.
- Halloween Parade is Friday, October 29th.
- Preschool has started.
- Thursday is Broadway Night.
- This is a busy month for testing, between PSATS, ACTS, and SATS.
- November 11th & 12th is the fall drama presentation, shows are at 7:30 p.m.

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BOARD PRESIDENT'S COMMENTS

The Board President commented on the following:

- Scholarships
- Spoke on various agenda items
 - Tuition for special education students – the number of out-of-district placements has been reduced by 38 students.
 - Workshop
 - Transportation outsourcing – hire a company to be a consultant
 - Increase in professional staff time

SUPERINTENDENT'S REPORT

The Superintendent commented on the following:

- Application for the district to be a Choice School
- Out of District Placements have dropped
- Peer Leadership / Community Outreach
- Taken part in a consortium on American History
- Visual Arts
- ARRA Funding – Supplemental Session for Grades 5-7

BUSINESS ADMINISTRATOR'S REPORT

- Just as stated

REQUEST FOR INFORMATION

- Fund Balance
- Refunding of Bonds

PUBLIC COMMENTS – Action Items

Mrs. Day commented on Resolution 207-11, Educational Jobs Funding Program.

ACTION ITEMS

Finance

Ms. Scheneck motioned, and **Mrs. D'Abbraccio** seconded the motion that Finance Resolutions 198-11 through 211-11 be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: Yes to all; **Mrs. D'Abbraccio:** Yes to all; **Mrs. D'Agostino:** Yes to all; **Mrs. Marchesi:** Yes to all; **Mr. Miller:** Yes to all; **Mr. Rogers:** Yes to 204-11, 210-11, 211-11 and No to 198-11, 199-11, 200-11, 201-11, 202-11, 203-11, 205-11, 206-00, 207-11, 208-11, 209-11; **Ms. Scheneck:** Yes to all; **Mr. Somjen:** Yes to all, however Abstain to the vendors #12109-Educational Services Commission of Morris County, #3004-Educational Services Commission of Morris County, #1904-Chester Twp. Board of Education, #3009-Educational Services Commission of Morris County, and #5685-Mountain Lakes Board of Education only in Resolution 199-11; **Mr. Moschella:** Yes to all.

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RESOLUTION NO. 198-11
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. 199-11
Approval of the Bills Lists

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the monthly bills lists totaling \$1,031,218.32 as presented.

RESOLUTION NO. 200-11
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 July 2010 as presented.

RESOLUTION NO. 201-11
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 July 2010 as presented.

RESOLUTION NO. 202-11
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 2010/2011 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. 203-11
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>
a) Marcia	Cordeiro	College Board AP Professional Development Workshop	4 S-1	Long Island City, NY	November 2, 2010	\$175.00 Registration See Note

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<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>
b) Susan	Corbo	College Board AP Professional Development Workshop	4 S-1	Long Island City, NY	November 2, 2010	\$175.00 Registration See Note
c) Georgia	Grant	Innovative Technology Projects to Enhance Content Learning & Increase Student Success (K-6)	4 S-1	Newark, NJ	November 29, 2010	\$199.00 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.

RESOLUTION NO. 204-11
Approval of Comprehensive Maintenance Plan (CMP)

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the plan for the various school facilities of the Roxbury Township School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan and Form M-1, Annual Maintenance Budget Amount Worksheet per N.J.A.C. 6A:26A.

RESOLUTION NO. 205-11
Approval of Request for Quotations for Transportation Bid or Solicitation and Contract Management Consulting Services

An advertisement for Request for Quotations was advertised in accordance with the provisions of the Public Contracts Law N.J.S.A. 18A:18A-21. Bids were received and opened and read publicly at the appointed date and time by the School Business Administrator on Thursday, October 14, 2010 at 10:00 a.m. at the Board of Education Office, 42 North Hillside Avenue, Succasunna, New Jersey.

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education awards the Request for Quotations for Transportation Bid or Solicitation and Contract Management Consulting Services to the sole bidder, TAS Transportation Advisory Services, 3181 Valley Dr., Walworth, NY 14568 in the amount of \$6,850.00 for Phase 1.

AND FURTHERMORE, all consultant services shall be done in strict accordance with the New Jersey Department of Community Affairs regulations governing the competitive contracting process pursuant to N.J.A.C. 5:34.4 et seq."

The Request for Quotation award is being made in accordance with the terms of the Public Contracts Law. The bid is available for review at the Board Office during regular business hours.

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RESOLUTION NO. 206-11

Approval – Submission of Application for Inter-District Choice

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the submission of an application to the New Jersey Department of Education for Inter-District Choice.

RESOLUTION NO. 207-11

Approval of Educational Jobs Funding Program

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves federal education funding under the Education Jobs Act in the amount of \$489,885.00.

RESOLUTION NO. 208-11

Approval of First Reading - Policy 8310 – Public Records

IT IS RESOLVED, that the Roxbury Township Board of Education approves the attached Policy 8310 Public Records for first reading. (Exhibit 3)

RESOLUTION NO. 209-11

Approval of First Reading – Regulation R 8310 – Public Records

IT IS RESOLVED, that the Roxbury Township Board of Education approves the attached Regulation R 8310 Public Records for first reading. (Exhibit 4)

RESOLUTION NO. 210-11

Acceptance of Grant – CVS Corporation

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education accepts a grant from CVS Corporation in the amount of \$1,500.00. These funds will be used to support the RHS Transition Program for the 2010/2011 school year.

RESOLUTION NO. 211-11

Approval of Donation

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves a donation from Mr. Leonard Perfetti in the amount of \$1,000 to be awarded to an outstanding high school teacher for the 2010/2011 school year.

Ms. Schneck motioned, and Mrs. Miller seconded the motion that Finance Resolutions 212-11 and 213-11 be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: *Yes to all;* **Mrs. D'Abbraccio:** *Abstain to all;* **Mrs. D'Agostino:** *Yes to all;* **Mrs. Marchesi:** *Yes to all;* **Mrs. Miller:** *Yes to all;* **Mr. Rogers:** *Yes to 212-11, and Abstain to 213-11;* **Ms. Schneck:** *Yes to all;* **Mr. Somjen:** *Yes to all;* **Mr. Moschella:** *Yes to all.*

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RESOLUTION NO. 212-11
Acceptance of Grant – BJ’s Wholesale Club

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the Roxbury Township Board of Education accepts a grant from BJ’s Wholesale Club in the amount of \$500.00. These funds will be used for the Nixon Elementary School.

RESOLUTION NO. 213-11
Approval of Donation

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the Roxbury Township Board of Education accepts an anonymous donation in the amount of \$1,500.00. The purpose of this donation is for the purchase of new books for the Nixon School Library.

Education

Mrs. Miller motioned, and Mrs. D’Abbraccio seconded the motion that Education Resolutions 214-11 through 217-11 be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: *Yes 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:** *Yes to 214-11, and No to 215-11, 216-11, 217-11;* **Ms. Scheneck:** *Yes to all;* **Mr. Somjen:** *Yes to all;* **Mr. Moschella:** *Yes to all.*

RESOLUTION NO. 214-11
Approval of Out-of-District Placements/Services – 2010/2011

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the Roxbury Township Board of Education approves the 2010/2011 Out-of-District Placements/Services listed below.

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
GRM004	The Gramon School	\$46,674.42	09/29/10 to 06/30/11

RESOLUTION NO. 215-11
Approval of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials Update

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the Roxbury Township Board of Education re-approves the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials. The 1999 Agreement remains unchanged with no additional terms/revisions per the annual meeting between Dr. Michael Rossi, Superintendent, and Mark J. Noll, Roxbury Township Chief of Police.

RESOLUTION NO. 216-11
Approval of First Reading - Policy 2360 – Use of Technology

IT IS RESOLVED, that the Roxbury Township Board of Education approves the attached Policy 2360 Use of Technology for first reading. (Exhibit 1)

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RESOLUTION NO. 217-11

Approval of First Reading - Policy 5516 – Use of Electronic Communication and Recording Devices (ECDR)

IT IS RESOLVED, that the Roxbury Township Board of Education approves the attached Policy 5516 Use of Electronic Communication and Recording Devices (ECDR) for first reading. (Exhibit 2)

Personnel

Mrs. D’Abbraccio motioned, and Mrs. Brooks seconded the motion that Personnel Resolutions 218-11 through 221-11 be accepted as presented and corrected:

The motion was approved by roll call vote.

Mrs. Brooks: *Yes 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:** *Yes to 218-11, 219-11, 221-11 and No to 220-11;* **Ms. Scheneck:** *Yes to all;* **Mr. Somjen:** *Yes to all;* **Mr. Moschella:** *Yes to all.*

RESOLUTION NO. 218-11

Leave of Absence – Food Service Staff - RHS

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, *Ms. Heather O’Brien*, Cafeteria Worker at Roxbury High School, be granted an unpaid Intermittent Leave under the Family Medical Leave Act effective October 6, 2010 through June 30, 2011.

RESOLUTION NO. 219-11

Resignation – Coach – RHS

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the resignation for personal reasons of *Ms. Jennifer Earley*, Head Swimming Coach at Roxbury High School, be accepted effective October 15, 2010.

RESOLUTION NO. 220-11

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 2010/2011 school year at the salary indicated.

Name	Position	Step	Salary
<i>Swimming (Boys’ and Girls’)</i>			
Damelio, Kellie	Head Coach	3	\$7,131
DiPietro, Sebastian	Assistant Coach	3	4,879

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RESOLUTION NO. 221-11

Appointment – Community School Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the staff listed below be appointed for the 2010/2011 Community School programs. Salary is paid out of collected tuitions and employment is dependent upon sufficient enrollment.

Name	Salary	Course	Dates
Toni Gelok	\$8.00 per hour/ per participant	Cheer & Dance Clinic 12 Sessions 3:15-4:35 PM	10/28 11/1, 8, 11, 15, 18, 22, 29 12/2, 6, 9, 16
Jennifer Bisignani	\$10.00/per participant	Halloween Fun Course 1 Session 4:30-6:30 PM	10/28
Ashley Sansing	\$10.00/per participant	Halloween Fun Course 1 Session 4:30-6:30 PM	10/28

Mrs. D'Agostino motioned, and Mrs. Brooks seconded the motion that Personnel Resolutions 222-11 through 225-11 be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: *Yes to all;* **Mrs. D'Abbraccio:** *Abstain to all;* **Mrs. D'Agostino:** *Yes to all;* **Mrs. Marchesi:** *Yes to all;* **Mrs. Miller:** *Yes to all;* **Mr. Rogers:** *Yes to 222-11, 223-11, 225-11, and No to 224-11;* **Ms. Scheneck:** *Yes to all;* **Mr. Somjen:** *Yes to all;* **Mr. Moschella:** *Yes to all.*

RESOLUTION NO. 222-11

Appointment – Food Service Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Irene Calabrese* be appointed to the position of Cafeteria Worker at Nixon School effective October 19, 2010 for the 2010/2011 school year. Ms. Calabrese is replacing Ms. Mary Hayde who was transferred to another position.

Salary: \$10.65/Hour – 5.0 Hours/Day (not to exceed 8 Hours/Day)

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

RESOLUTION NO. 223-11

Appointment – Support Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Mr. Robert Zimmerman* be appointed as a substitute Cafeteria Aide at Kennedy School effective October 19, 2010 for the 2010/2011 school year.

Salary: \$12.50/Hour on an as-needed basis

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

RESOLUTION NO. 224-11
Approval of Facilitators – ESL Family Night

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the staff listed below be approved as Facilitators for the preparation and implementation of ESL Family Night at a rate of \$40 per hour, not to exceed three hours each. This will be paid through NCLB Title III.

Name	School	Amount
Karen Demarest	Franklin	\$40 per hour
Larissa Krumbiegel	Jefferson	\$40 per hour
Anne Marsac	EMS	\$40 per hour
Brian Sferra	Nixon	\$40 per hour

RESOLUTION NO. 225-11
Increase in Time/Salary Adjustment – Professional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following staff be appointed to teach one (1) additional section of Special Education/In-Class Resource at the Eisenhower Middle School retroactive to September 23, 2010 for the 2010/2011 school year.

Name	1/7 Per Diem Rate
Jessica Loeb	Step 6, MA+30 = \$41.11

MINUTES

1. Minutes of the Workshop Meeting and Executive Session of October 4, 2010.
2. Minutes of the Board Retreat of October 7, 2010.

Mrs. D'Abbraccio motioned, and Mrs. Brooks seconded the motion that the Minutes of the Workshop Meeting and Executive Session of October 4, 2010 and the Minutes of the Board Retreat of October 7, 2010 be accepted as amended:

The motion was approved by roll call vote.

Mrs. Brooks: *Yes 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;* **Mr. Moschella:** *Yes to all.*

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

Ms. Franchi read letter stating that she is a homebound student.

Mrs. Day commented on teacher evaluations on the website, are they non-tenured; and the Board Retreat, will the goals be updated on the website.

Ms. DiPillo commented on a letter in the Roxbury Register and issues that were raised in the letter, and asked what is the cost that the Board has incurred for Mrs. Castriotta and Mr. Rogers.

Mr. Laureys commented on the October 4th meeting, and spoke about the school nurse.

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ADJOURNMENT

It was motioned by Mrs. D'Abbraccio and seconded by Mrs. Marchesi to adjourn the meeting at this time, 8:56 p.m.

Respectfully submitted,

Mr. Paul Stabile
Assistant Board Secretary