

**MINUTES OF THE WORKSHOP MEETING OF THE ROXBURY TOWNSHIP BOARD OF EDUCATION
HELD ON MONDAY, NOVEMBER 1, 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

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/minutes/meetings.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. Maureen Castriotta (arrived at 6:38 p.m.), Mrs. Liz D'Abbraccio, Mrs. Jennifer Marchesi, Ms. Carol Scheneck, Mr. Greg Somjen, Mr. John Moschella

MEMBERS ABSENT: Mrs. Terry D'Agostino, Mrs. Patricia Miller, Mr. Chris Rogers

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

OTHERS PRESENT: None

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. 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, grievance, 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.

□ Recess

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- 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. D'Abbraccio and seconded by Mrs. Brooks to return to Public Session at this time, 6:54 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. Jennifer Marchesi, Ms. Carol Scheneck, Mr. Greg Somjen, Mr. John Moschella

MEMBERS ABSENT: Mrs. Terry D'Agostino, Mrs. Patricia Miller, Mr. Chris Rogers

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

OTHERS PRESENT: Mr. Andy Brown, SSEC&Z, LLC. (arrived 8:27 p.m.)

CORRESPONDENCE

None

PRESENTATIONS

1. 2009/2010 Teacher of the Year Recognition

Dr. Rossi asked that the school principals introduce their staff member who is receiving an award. The following teachers were recognized for their achievement:

Ms. Carol Pellet from Franklin School
Mr. Scott Huguenin from Jefferson School
Ms. Katerine Barlak from Kennedy School
Mr. Kurtis Start from Nixon School
Mr. Bill Buro from Lincoln/Roosevelt School
Ms. Elaine Macones from Eisenhower Middle School
Ms. Kerry Lisa from Roxbury High School

Mr. Moschella congratulated all those who received awards.

The Board recessed at 8:00 p.m.

The Board reconvened at 8:05 p.m.

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STUDENT COUNCIL REPRESENTATIVE'S COMMENTS

Ms. Kelsey Bailey commented on the following:

- November 21st is Broadway Night
- Boys' State Soccer Game was today
- Girls' State Soccer Game is tomorrow
- The fall play is the 11th and 12th; show times are 7:30 p.m.
- The 12th is the end of the 1st Marking Period
- National Honor Society inductions are on the 18th.
- Last Thursday night (October 28th) the Friends of Rachel Club hosted a movie night showing, "How to Save A Life". Approximately 50 to 60 people attended.
- Last Friday (October 29th) we had a Halloween Parade

BOARD PRESIDENT'S COMMENTS

The Board President commented that tonight's meeting is straight forward and noted that the Board Secretary's Report and the Treasurer's Report are up to date.

SUPERINTENDENT'S REPORT

The Superintendent commented on the following:

- The Superintendent's Goals which are being approved in the agenda.
- Parents' Series will be conducting the 4th meeting
- Survey from students who attended higher education
- Consultant to discuss transportation outsourcing – a draft has been formalized
- Agenda items on personnel that are supported by ARRA funds

BUSINESS ADMINISTRATOR'S REPORT

The Business Administrator stated that the Board Secretary and Treasurer's Reports are up to date.

REQUEST FOR INFORMATION

- Refunding of Bonds monies due back to the District will be placed in the General funds.
- The cost of legal services regarding Mr. Rogers and Mrs. Castriotta
- The Audit presentation will be given on December 6th.

PUBLIC COMMENTS – Action Items

Mrs. Day commented on the following:

- Resolution 237-11 – Goals of the Superintendent
- Resolution 252-11 - Resignation of Lead Teacher
- Resolution 254-11 – After-School Instruction

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ACTION ITEMS

Finance

Ms. Scheneck motioned, and **Mrs. D'Abbraccio** seconded the motion that **Finance Resolutions 226-11 through 235-11** be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: *Yes to all;* **Mrs. Castriotta:** *Yes to 231-11(b), 232-11, 233-11, 234-11, 235-11, No to 226-11, 231-11(a), 231-11(c), and Abstain to 227-11, 228-11, 229-11, 230-11;* **Mrs. D'Abbraccio:** *Yes to all;* **Mrs. Marchesi:** *Yes to all;* **Ms. Scheneck:** *Yes to all;* **Mr. Somjen:** *Yes to all;* **Mr. Moschella:** *Yes to all.*

RESOLUTION NO. 226-11

Approval of Transfers

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

RESOLUTION NO. 227-11

Approval of the Board Secretary's Report – August, 2010

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the Board Secretary's Report for August, 2010 as presented.

RESOLUTION NO. 228-11

Approval of the Treasurer's Report – August, 2010

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the Treasurer's Report for August, 2010 as presented.

RESOLUTION NO. 229-11

Approval of the Board Secretary's Report – September, 2010

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the Board Secretary's Report for September, 2010 as presented.

RESOLUTION NO. 230-11

Approval of the Treasurer's Report – September, 2010

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the Treasurer's Report for September, 2010 as presented.

RESOLUTION NO. 231-11

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.

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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>
a) Dana	Taggart	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
b) Marilyn	McSpirrit	One Day Diabetes Course	4	Parsippany, NJ	January 20, 2011	\$179.00 Registration See Note
c) Justin	Renna	Soccer Champions Coaches Clinic	4 S-2	Uncasville, CT	February 24-26, 2010	\$165.00 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. 232-11

Authorization for American Family Life Assurance Company (AFLAC) to Present Voluntary Benefits to Board of Education Employees

WHEREAS, voluntary benefits is a developing area of benefit provisions offering employees the ability to choose the coverage most beneficial to their specific need as at a group rate discount, at no direct cost to the Board of Education; and

WHEREAS, American Family Life Assurance Company (AFLAC), a leader provider of voluntary benefits nationwide, as the firm best suited to present these voluntary benefit offerings to the Board of Education employees; and

WHEREAS, in accordance with the NJ Public Contract Law, these services and programs are deemed extraordinary, and therefore exempt from bidding requirements.

WHEREAS, American Family Life Assurance Company (AFLAC) has fully explained the benefits of introducing a Section 125 Plan to satisfy compliance, and allow pre tax deductions through payroll. It is understood that, Section 125 Cafeteria Plan is no direct cost to the Board of Education as this is a free service provided by AFLAC.

NOW, THEREFORE IT IS RESOLVED, by the Board of Education Members of the Roxbury Township Public Schools that American Family Life Assurance Company (AFLAC) is hereby authorized to present their array of voluntary benefits to the Board of Education Employees; and

IT IS FURTHER RESOLVED, Michael Zorn, Agent, shall coordinate the offerings and possible implementation of insurance products with the Administrator and/or Principals and appropriate representatives of AFLAC, and

IT IS FURTHER RESOLVED, a certified copy of this resolution shall be forwarded to the Board of Education Business Administrator.

RESOLUTION NO. 233-11

Acceptance of Donation

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education accepts a donation from the Nixon School PTA in the amount of \$2,400.00 for the purpose of purchasing a smart board package.

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RESOLUTION NO. 234-11

Approval of Second Reading - Policy 8310 – Public Records

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

RESOLUTION NO. 235-11

Approval of Second Reading – Regulation R 8310 – Public Records

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

Education

Mrs. D’Abbraccio motioned, and Mrs. Brooks seconded the motion that Education Resolutions 236-11 through 239-11 be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: *Yes to all;* **Mrs. Castriotta:** *Yes to 236-11, 239-11, and No to 237-11 238-11;* **Mrs. D’Abbraccio:** *Yes to all;* **Mrs. Marchesi:** *Yes to all;* **Ms. Scheneck:** *Yes to all;* **Mr. Somjen:** *Yes to 237-11, 238-11, 239-11, and Abstain to 236-11;* **Mr. Moschella:** *Yes to all.*

RESOLUTION NO. 236-11

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>
BAS005	Riverview School	\$26,327.06	01/04/11 to 06/30/11
FRA003	Morris Plains School District	\$11,491.00	09/07/10 to 06/23/11
MON005	Montgomery Academy	\$46,377.84	09/20/10 to 06/30/11

RESOLUTION NO. 237-11

Approval of Superintendent’s Goals

IT IS RESOLVED, that the Roxbury Township Board of Education adopts the Superintendent’s Goals for the 2010/2011 school year as developed and resolved during the 2010 Board of Education Retreat.

RESOLUTION NO. 238-11

Approval of Second Reading - Policy 2360 – Use of Technology

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

RESOLUTION NO. 239-11

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

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

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Personnel

Mr. Somjen motioned, and Mrs. D'Abbraccio seconded the motion that Personnel Resolutions 240-11 through 250-11 be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: Yes to all; **Mrs. Castriotta:** Yes to 240-11, 241-11, 242-11, 243-11, 244-11, 248-11, 249-11, 250-11, and No to 245-11, 246-11, 247-11; **Mrs. D'Abbraccio:** Yes to all; **Mrs. Marchesi:** Yes to all; **Ms. Scheneck:** Yes to 240-11, 241-11, 242-11, 243-11, 244-11, 245-11, 246-11, 247-11, and Abstain to 248-11, 249-11; **Mr. Somjen:** Yes to all; **Mr. Moschella:** Yes to all.

RESOLUTION NO. 240-11 **Resignation – Coach – RHS**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for personal reasons of *Mr. Stephen Donnelly*, Head Boys' Lacrosse Coach for Roxbury High School, be accepted effective October 14, 2010.

RESOLUTION NO. 241-11 **Leave of Absence – Secretarial Staff**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Joanne Slinger*, Accounts Payable Secretary in Central Office, be granted a leave of absence for medical reasons using available sick, personal and vacation days effective November 17, 2010 until released by her physician.

RESOLUTION NO. 242-11 **Appointment – Buildings and Grounds Staff - RHS**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Mr. John Kostialik* be appointed to the position of Part-Time Weekend Custodian at Roxbury High School effective November 2, 2010 for the 2010/2011 school year. Mr. Kostialik is replacing Mr. Manuel Jimenez who was transferred to another position.

Salary: \$12.00/Hour, 8 Hours/Day (not to exceed 20 Hours/Week)

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

RESOLUTION NO. 243-11 **Appointment – Food Service Staff - RHS**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Irene Kalavriziotis* be appointed as a substitute Cafeteria Worker at Roxbury High School effective November 2, 2010 for the 2010/2011 school year.

Salary: \$10.65/Hour on as as-needed basis

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

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RESOLUTION NO. 244-11

Appointment - Substitute Teachers

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following be approved as substitute teachers for the 2010/2011 school year, contingent upon meeting all requirements according to state rules and regulations; remuneration to be in accordance with Board of Education Policy:

Bettina Beal	Robin Gerber	Nicole Hildebrandt	Lorin Pontelandolfo
Chistrali Chaudhuri	Michele Goodhue	Alice Kriegsfeld	Eric Weaver
Bethany Farace	Barbara Hawco	Rosalie LaDuca	
Katherine Fattoross	Kelly Herzog	Stephanie Matos	

These appointments, where necessary are dependent upon successful completion of a background search as required by State law.

RESOLUTION NO. 245-11

Appointment – Coaches – RHS

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following personnel be appointed as Coaches at Roxbury High School for the 2010/2011 school year at the salary indicated.

Name	Position	Step	Salary
<i>Lacrosse - Boys'</i>			
Gallagher, Bryan	Head Coach	3	\$7,376
<i>Basketball - Boys'</i>			
Campbell, Philip	Assistant Coach	3	\$5,627
<i>Basketball – Girls'</i>			
Miller, Dominic	Assistant Coach	3	\$5,627

RESOLUTION NO. 246-11

Appointment – Athletic Event Worker

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the staff listed below be approved for employment as an Athletic Event Worker for the 2010/2011 school year.

Jason Tannenholz

RESOLUTION NO. 247-11

Appointment – After School Instruction – RHS

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following personnel be appointed as after-school English Resource Lab Teachers for the term November 15, 2010 through May 15, 2011 at a salary of \$35 per hour not to exceed a total of four one-hour sessions per week. Salaries to be paid through ARRA funds.

Name	After School Program
Sharon Baker	Roxbury High School
Shari Kaine	Roxbury High School
Maria Rispoli	Roxbury High School
Denise Tinquist	Roxbury High School

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RESOLUTION NO. 248-11

Approval of First Reading – Policy 3144 – Certification of Tenure Charges

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 3144 Certification of Tenure Charges for first reading. (Exhibit 5)

RESOLUTION NO. 249-11

Approval of First Reading – Regulation R 3144 – Certification of Tenure Charges

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation R 3144 Certification of Tenure Charges for first reading. (Exhibit 6)

RESOLUTION NO. 250-11

Approval of First Reading – Policy 4159 – Support Staff Member/School District Reporting Responsibilities

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 4159 Support Staff Member/School District Reporting Responsibilities for first reading. (Exhibit 7)

Mr. Somjen motioned, and Mrs. Brooks seconded the motion that Personnel Resolutions 251-10 through 254-11 be accepted as presented and amended:

The motion was approved by roll call vote.

Mrs. Brooks: *Yes to all;* **Mrs. Castriotta:** *Yes to 251-11, 252-11, and No to 253-11, 254-11;* **Mrs. D’Abbraccio:** *Abstain to all;* **Mrs. Marchesi:** *Yes to all;* **Ms. Scheneck:** *Yes to all;* **Mr. Somjen:** *Yes to all;* **Mr. Moschella:** *Yes to all.*

RESOLUTION NO. 251-11

Leave of Absence – Food Service Staff

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, *Ms. Linda Parrillo*, Cafeteria Worker at Jefferson School, be granted an unpaid Intermittent Leave under the Family Medical Leave Act retroactive to October 27, 2010 through June 30, 2011.

RESOLUTION NO. 252-11

Resignation – Lead Teacher – EMS

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the resignation for personal reasons of *Ms. Lisa Manuppelli*, Lead Teacher for Language Arts at the Eisenhower Middle School, be accepted effective November 1, 2010.

RESOLUTION NO. 253-11

Salary Adjustment – Extracurricular Advisors – EMS

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the following personnel at the Eisenhower Middle School have their salary adjusted for the 2010/2011 school year.

Name	Position	Step	Salary
Jeffrey Mittag	Chess Club Advisor	3	\$2,025
Marie Pessolano	Art Club Advisor	3	\$2,025

RESOLUTION NO. 254-11

Subject: Appointment – After-School Instruction

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the following personnel be appointed as after-school Basic Skills instructors for the term November 15, 2010 through May 15, 2011 at a salary of \$35 per hour not to exceed three instructional hours and one prep hour per week. Salaries to be paid through ARRA funds.

Name	After School Program
Cheryl Provence	Eisenhower Middle School
Eileen Lockburner	Lincoln/Roosevelt
Nicole Regner	Lincoln/Roosevelt
Stacey Carroll	Franklin
Lauren Pirozzi	Jefferson
Michelle Clebak	Jefferson
Heather Lettieri	Kennedy
Brenda Wilson	Kennedy
Joyce Jose	Nixon
Jaclyn Pennella	Nixon

MINUTES

1. Minutes of the Regular Meeting and Executive Session of October 18, 2010.

Mrs. D’Abbraccio motioned, and Mrs. Brooks seconded the motion that the Minutes of the Regular Meeting and Executive Session of October 18, 2010 be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: *Yes to all;* **Mrs. Castriotta:** *Abstain to all;* **Mrs. D’Abbraccio:** *Yes to all;* **Mrs. Marchesi:** *Yes to all;* **Ms. Scheneck:** *Yes to all;* **Mr. Somjen:** *Yes to all, however Abstain to all minutes prior to 8:02 p.m.;* **Mr. Moschella:** *Yes to all.*

COMMITTEE REPORTS

1. Facilities

Nothing to report; hope to schedule a meeting in near future.

2. Community Relations

Nothing to report.

3. Education

The Committee has been discussing the following:

- Code of Conduct
- Film Club at Roxbury High School
- Conferences at Eisenhower Middle School
- Overnight trips
- Upcoming presentations

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4. Finance Committee

The Committee met on October 14, 2010 and discussed the following:

- Transportation outsourcing
- Refunding of Bonds
- Financial Reports
- RFP for Transportation
- Paychecks need for employees to show ID
- OPRA policy
- Aflac Insurance Coverage

5. Shared Services

The Committee met on October 6, 2010 and discussed the following:

- Proposal from town on field maintenance/grounds
- Aerial pictures of the schools
- Town asked to be added to Edvocate Proposal
- Need to remove lacrosse net when season ends
- Succasunny Day
- Next meeting is scheduled for November 10, 2010 at 5:00 p.m.

6. Personnel

The Business Administrator Search is in process.

7. Negotiations

Met with Teamsters and the REA. Ground rules process is to begin shortly.

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

Mrs. Day stated that she saw on the District's website and commented on the speaker the district is hosting.

Mrs. Day asked about presentation – it will be at the December 20, 2010 meeting.

ADJOURNMENT

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

Respectfully submitted,

Mr. Paul Stabile
Assistant Board Secretary