

**MINUTES OF THE WORKSHOP MEETING OF THE ROXBURY TOWNSHIP BOARD OF EDUCATION
HELD ON MONDAY, DECEMBER 6, 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 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 6:31 p.m.), Mrs. Liz D'Abbraccio, Mrs. Terry D'Agostino (arrived at 7:05 p.m.), Mrs. Jennifer Marchesi, Mrs. Patricia Miller, Mr. Chris Rogers (arrived at 6:31 p.m.) Ms. Carol Scheneck, Mr. John Moschella

MEMBERS ABSENT: Mr. Greg Somjen

ADMINISTRATION PRESENT: Dr. Michael Rossi, Dr. James Heinegg (arrived at 7:05 p.m.), Mr. Anthony Mistretta, Mr. Paul Stabile

OTHERS PRESENT: Mr. Andy Brown, SSE&C, 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. 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, negotiations, New Jersey Quality Single Accountability Continuum, outsourcing, and matters covered by attorney client privilege. The matters discussed will be made public

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if and when confidentiality is no longer required, and action pursuant to said discussion shall take place only in a public meeting.

- Recess
- Reconvene - The meeting was reconvened in Executive Session at 6:30 p.m. in the Media Center at Lincoln/Roosevelt School.

It was motioned by Mrs. Marchesi and seconded by Mrs. D'Abbraccio to return to Public Session at this time, 7:33 p.m.

PUBLIC SESSION

- Recess
- Reconvene - The meeting was reconvened in Public Session at 7:36 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. John Moschella

MEMBERS ABSENT: Mr. Greg Somjen

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

OTHERS PRESENT: Mr. Andy Brown, SSE&C, LLC

CORRESPONDENCE

A letter from the Executive County School Business Administrator to Mr. Rogers about why he voted 'no' on the Board Secretary's and Treasurer's reports.

PRESENTATIONS

1. New Jersey State Teacher of the Year

Mr. Moschella introduced Mrs. Kovach, a 1993 Roxbury High School Alumni, Roxbury resident and parent, who has been honored as the New Jersey 2010/2011 Teacher of the Year. Mr. Moschella presented her with a plaque.

2. 2009/2010 Audit – Mr. William Schroeder, Nisivoccia & Company LLP

- Reviewed and discussed the 2009/2010 Audit
- Analysis of fund balance was distributed and discussed
- Reviewed the recommendations
- Questions were asked by the Board

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STUDENT COUNCIL REPRESENTATIVE'S COMMENTS

Ms. Kelsey Bailey commented on the following:

- Winter sports began; most games start on Friday
- It is a big month for the performing arts with the choir, orchestra, and band concerts
- Seniors won the Powderpuff game last Wednesday
- The food and toy drive for Community Service is still going on

Mr. Trey Dix commented on the following:

- General Student Council – December 20th candy cane sale
- December 21st is candy cane sale and pictures with Santa
- Santa will visit classrooms to advertise and spread Christmas cheer
- Candy canes will be distributed on the 23rd
- Candy canes are \$1.00; Pictures are \$2.00
- Community Service Initiative: Merry Hear – December 18th
- St. Clare's Denville Campus
- Habitat for Humanity – December 31st

BOARD PRESIDENT'S COMMENTS

The Board President commented on various agenda items.

SUPERINTENDENT'S REPORT

The Superintendent commented on the following:

- Mid-term exams
- Schedule changes
- QSAC
- Another installment of the Roxbury Educational Seminar
- Custodial/Transportation outsourcing and collective bargaining

BUSINESS ADMINISTRATOR'S REPORT

The Business Administrator commented on various agenda items.

REQUEST FOR INFORMATION

Responded to a question on a bill from the previous meeting; it was for the purchase of an annual subscription for Title 6 & 6A.

PUBLIC COMMENTS – Action Items

Questions for the auditor:

Mr. Ralph Nappa, from Landing, asked if an audit can be done prior to the elections.

Mrs. Day commented on fund balance.

Mrs. Lucas commented on the budget.

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Regular Action Items:

Mrs. Day commented on Resolution 279-11, asking what the current fund balance is; she also commented on Resolution 277-11 - QSAC, and Resolution 287-11 – Education Jobs Funding.

ACTION ITEMS

Mrs. Miller motioned, and Mrs. D’Abbraccio seconded the motion that Resolution 277-11 be accepted as presented.

The motion was approved by roll call vote.

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

RESOLUTION NO. 277-11

Approval of Quality Single Accountability Continuum (QSAC)

IT IS RESOLVED, that the Roxbury Township Board of Education approve the Quality Single Accountability Continuum (QSAC) as presented by Dr. Michael A. Rossi, Jr., School Superintendent, for submission to the County Office.

Finance

Ms. Scheneck motioned, and Mrs. D’Abbraccio seconded the motion that Finance Resolutions 278-11 through 285-11 be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: Yes to all; **Mrs. Castriotta:** Yes to 283-11, No to 278-11, 282-11, 284-11, 285-11, and Abstain to 279-11, 280-11, 281-11; **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 283-11, No to 278-11, 279-11, 280-11, 281-11, 282-11, 284-11, 285-11; **Ms. Scheneck:** Yes to all; **Mr. Moschella:** Yes to all

RESOLUTION NO. 278-11

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. 279-11

Approval of the Board Secretary’s Report – October 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 October 2010 as presented.

RESOLUTION NO. 280-11

Approval of the Treasurer’s Report – October 2010

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

RESOLUTION NO. 281-11

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.S. 18A:19-4, does certify that no line item account has encumbrances and expenditures which in total exceed the line item appropriation, and

IT IS FURTHER RESOLVED, that pursuant to N.J.S. 18A:17-9 and N.J.S. 18A:17-36, 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 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

RESOLUTION NO. 282-11

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) Margery	Richman	National Service Learning Conference	4 S-3	Atlanta, GA	April 6-8, 2011	All Expenses to be covered by the New Jersey Learn & Serve Grant
b) Rachel	Bonnema	National Service Learning Conference	4 S-3	Atlanta, GA	April 6-8, 2011	All Expenses to be covered by the New Jersey Learn & Serve Grant
c) Fran	London	Practical Strategies for Teaching Hard to Reach Students	4 S-1	East Hanover, NJ	January 10, 2011	\$85.00 towards Registration

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. 283-11
Approval of Telephone Service Review

WHEREAS Tariff Billing Specialists, Corp. (TBS), will review the monthly charges on the telephone bills of the Roxbury Township Board of Education to determine if overcharges or recommendations exist that would reduce the Roxbury Township Board of Education's monthly charges from the local operating company and or vendors, TBS will negotiate with the telephone company and long distance vendors to have the overcharges eliminated and recommendations (if accepted by the Roxbury Board of Education) implemented. TBS will obtain refunds and credits for past overcharges, and

WHEREAS there is a reduction due to the elimination of overcharges or implementation of recommendations from TBS, the fee is 50% of the monthly reduction for twenty-four (24) months. This is payable on a monthly basis, starting the first month that reflects the reduction.

NOW THEREFORE, IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves Tariff Billing Specialist Corp to review the monthly telephone bills in accordance with the terms described above. There is no cost to the Board of Education.

RESOLUTION NO. 284-11
Acceptance of the 2009/2010 Audit

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board accept the Comprehensive Annual Financial Report and Auditor's Management Report for the period July 1, 2009 through June 30, 2010 as prepared by Nisivoccia & Company, LLP.

RESOLUTION NO. 285-11
Adoption of the Corrective Action Plan for the 2009/2010 Audit

The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board adopt the following corrective action plan to address the recommendations contained in the 2009/2010 audit

RECOMMENDATIONS:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

1) Recommendation:

It is recommended that the District maintain an accurate analysis of the payroll agency account on a current basis.

Management Response:

The District is in the process of implementing a payroll agency module to the District's computerized accounting system to monitor the payments and balance of the account.

2) Recommendation:

It is recommended that better communication be made by the Federal/State agencies in regards to compliance requirements of the funds received to ensure that the Board approve all employees charged to grants, timesheets be maintained for all employees being charged to grants, reimbursement requests be remitted in a timely fashion, proper documentation supporting reimbursement requests be maintained and expenditures be supported and approved by the Grant Coordinator.

Management Response:

The Board will approve all employees being charged to the grant, the grant coordinator will maintain accurate time records of all employees who are charged to the grant, requests for reimbursement will be prepared timely and the Grant Coordinator will approve all expenditures.

3. School Purchasing Program

None

4. School Food Service

None

5. Student Body Activities

Recommendation:

It is recommended that all student activities cash disbursements are supported by vouchers containing the school principal's authorizing signature.

Management Response:

The Business Administrator will communicate all of the bookkeeping requirements to the schools.

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Status of Prior Year's Findings/Recommendations

There were no prior year Findings/Recommendations

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Education

Mrs. Miller motioned, and Mrs. D'Abbraccio seconded the motion that Education Resolution 286-11 be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: Yes; Mrs. Castriotta: No; Mrs. D'Abbraccio: Yes; Mrs. D'Agostino: Yes; Mrs. Marchesi: Yes; Mrs. Miller: Yes; Mr. Rogers: No; Ms. Scheneck: Yes; Mr. Moschella: Yes

RESOLUTION NO. 286-11

Restrict Enrollments in a Choice District

WHEREAS, Chapter, P.L. 2010, allows the Roxbury Township Board of Education to restrict enrollments in a choice district under 18A:36B-21, and

WHEREAS, the Roxbury Township Board of Education has determined that it is in the best interest of the Roxbury Township Board of Education to adopt a resolution to restrict enrollments of its students in a choice district,

NOW, THEREFORE IT IS RESOLVED, that the Roxbury Township Board of Education restricts enrollment of its students in a choice district to a maximum of ten percent (10%) of the number of students per grade level per year and fifteen percent (15%) of the total number of students enrolled in the Roxbury Township School District, and

BE IT FURTHER RESOLVED, that this resolution be subject to approval by the commissioner upon a determination that the resolution is in the best interest of the district's students and that it will not adversely affect the district's programs, services, operations, or fiscal conditions, and that the resolution will not adversely affect or limit the diversity of the remainder of the student population in the district who do not participate in the choice program.

Personnel

Mrs. D'Agostino motioned, and Mrs. Miller seconded the motion that Personnel Resolutions 287-11 through 290-11 be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: Yes to all; Mrs. Castriotta: Yes to 290-11, No to 287-11, 288-11, 289-11; 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 290-11, No to 287-11, 288-11, 289-11; Ms. Scheneck: Yes to all; Mr. Moschella: Yes to all

RESOLUTION NO. 287-11

Erratum to Resolution 247-11

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, Resolution 247-11 be changed to indicate that the salaries for After-School Instruction – RHS be paid through Education Job Funds.

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RESOLUTION NO. 288-11

Appointment – Professional Staff – RHS

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Deborah Gartelmann* be appointed as a leave replacement Social Studies Teacher for Roxbury High School retroactive to December 1, 2010 through June 9, 2011 and thereafter on an as-needed basis for the 2010/2011 school year. Ms Gartelmann is replacing Ms. Aristeia Theodoropoulos who is on an unpaid child rearing leave of absence. Benefits to begin when the teacher's benefits who is being replaced is halted.

Degree: BA, East Stroudsburg University, 1992
Certification: Teacher of Psychology (CE)
Elementary School Teacher (CE)
Salary: \$200 per day from day 1 for over 4 months consecutive/same assignment

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

RESOLUTION NO. 289-11

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 for the 2010/2011 school year.

Name	Position	Step	Salary
McPhee, Michael	Academic Decathlon Advisor	3	\$3,113

RESOLUTION NO. 290-11

Appointment - Substitute Secretary

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

Jacqueline Young

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

Mrs. D'Agostino motioned, and Mrs. Brooks seconded the motion that Personnel Resolutions 291-11 through 294-11 and Resolution 262-11 be accepted as presented:

The motion was approved by roll call vote.

Mrs. Brooks: Yes to all; **Mrs. Castriotta:** Yes to 292-11, 293-11, 294-11, 295-11, No to 291-11, 262-11, 296-11, 297-11; **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 292-11, 293-11, 294-11, 295-11, No to 291-11, 262-11, 296-11, 297-11; **Ms. Scheneck:** Yes to all; **Mr. Moschella:** Yes to all

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RESOLUTION NO. 291-11
Erratum to Resolutions 254-11 and 276-11

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, Resolutions 254-11 and 276-11 be changed to indicate that the salaries for After-School Instruction and Before/After-School Instruction be paid through Education Job Funds.

RESOLUTION NO. 292-11
Resignation – Professional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for retirement purposes of *Ms. Mercedes Bauman*, Art Teacher at the Jefferson School, be accepted effective December 31, 2010.

RESOLUTION NO. 262-11
Termination of Employment – Buildings and Grounds Staff

Resolution No. 262-11 was previously tabled at the November 15, 2010 Board meeting

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, Employee Number 4609, Custodian, be terminated for good cause effective December 10, 2010.

RESOLUTION NO. 293-11
Leave of Absence – Professional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Sharli Schultz*, Fourth Grade Teacher at the Franklin School, be granted a medical leave of absence effective January 3, 2011 using available sick days until released by her physician.

RESOLUTION NO. 294-11
Leave of Absence – Professional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Stacey Buchanan*, Sixth Grade Teacher at the Lincoln/Roosevelt School, be granted a disability/child rearing leave of absence effective February 4, 2011 using fourteen (14) available sick days until released by her physician and, thereafter, an unpaid leave of absence under the State and Federal Family Leave Act through May 13, 2011.

RESOLUTION NO. 295-11
Leave of Absence – Professional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Brittany Tiger*, First Grade Teacher at the Jefferson School, be granted a disability/child rearing leave of absence effective March 7, 2011 using available sick days until released by her physician and, thereafter, an unpaid leave of absence through June 30, 2011.

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RESOLUTION NO. 296-11
Appointment – After-School Instruction

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following personnel be appointed as an After-School Basic Skills Instructor for the term December 6, 2010 through May 15, 2011 at a salary of \$35 per hour not to exceed three instructional hours and one prep per week. Salary to be paid through Education Job Funds.

Name	School
Amy Muller	Lincoln/Roosevelt School

RESOLUTION NO. 297-11
NCLB Salary Adjustment

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Mrs. Nancy Nester*, BSIP Teacher at the Nixon School, has her salary and benefits paid through No Child Left Behind (NCLB) Title I funds for the 2010/2011 school year.

IT IS FURTHER RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Eileen Lockburner*, BSIP Teacher at the Lincoln/Roosevelt School, has her salary and benefits paid through local funds instead of Title I funds for the 2010/2011 school year.

MINUTES

1. Minutes of the Regular Meeting and Executive Session of November 15, 2010.

Mrs. D'Agostino motioned, and Mrs. Castriotta seconded the motion that the Minutes of the Regular Meeting and Executive Session of November 15, 2010 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;* **Mr. Moschella:** *Yes to all*

COMMITTEE REPORTS

1. Facilities

The next meeting is scheduled for December 7th at 9:30 a.m.

2. Community Relations

Progress

3. Education

The Committee has been discussing the following:

- Choice District
- End of course testing
- High school mid-terms

The next meeting is schedule for December 20th at 4:30 p.m.

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4. Finance Committee

The Committee met on December 1, 2010 and discussed the following:

- Budget Preparation
- Audit and Audit Recommendations
- Health Benefit RFP
- Telephone Assessment
- Budget on website

5. Shared Services

The Committee met on December 1, 2010 and discussed the following:

- Field Hockey
- Custodial Services/Maintenance
- Sanitation Bid
- Safe Grants for Schools
- School Resource Officer
- Tennis Courts
- DPW Building
- Report to be posted on website

6. Personnel

Updated Board in Executive Session.

7. Negotiations

- A meeting is schedule for December 15, 2010 with the REA
- Meeting with Custodians in January
- Met with Teamsters and next meeting is in January

The next Committee meeting is on December 13th.

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

Mr. Ralph Nappa asked Board to rescind censure of Mrs. Castriotta.

ADJOURNMENT

It was motioned by Mrs. D'Abbraccio and seconded by Mrs. D'Agostino to adjourn the meeting at this time, 9:53 p.m.

Respectfully submitted,

Mr. Paul Stabile
Assistant Board Secretary