

**MINUTES OF THE REGULAR MEETING OF THE ROXBURY TOWNSHIP BOARD OF EDUCATION  
HELD ON MONDAY, DECEMBER 20, 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         | - | <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 (arrived at 6:31 p.m.), Mrs. Liz D'Abbraccio, Mrs. Patricia Miller, Mr. Chris Rogers, Ms. Carol Scheneck (arrived 6:35 p.m.), Mr. Greg Somjen, Mr. John Moschella

MEMBERS ABSENT: Mrs. Terry D'Agostino, Mrs. Jennifer Marchesi,

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

OTHERS PRESENT: Ms. Nathanya Simon, 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. 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, grievances, negotiations, 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. D'Abbraccio and seconded by Mrs. Brooks to return to Public Session at this time, 7:29 p.m.

### **PUBLIC SESSION**

- Recess
- Reconvene - The meeting was reconvened in Public Session at 7:32 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. Patricia Miller, Mr. Chris Rogers, Ms. Carol Scheneck, Mr. Greg Somjen, Mr. John Moschella

MEMBERS ABSENT: Mrs. Terry D'Agostino, Mrs. Jennifer Marchesi,

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

OTHERS PRESENT: Ms. Nathanya Simon, SSEC LLC.

### **CORRESPONDENCE**

Mr. Wine reviews his letter. Dr. Rossi will respond.

### **PRESENTATIONS**

#### 1. Assessment Update

Dr. Heinegg gave a presentation.

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

The Student Council Representative, Ms. Kelsey Bailey, commented on the following:

- Student Council Blood Drive Jan. 7th
- JSA mini-con at the High School Jan. 8th, anyone welcome to attend
- Opening day for Winter sports was Friday
- Guidance Counselors are starting scheduling with 8th graders by visiting english classes
- Midterm assessments are being worked on
- Social Studies classes adopted a total of 9 families and collected donations

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- Dec. 22nd Roxbury v. Randolph wrestling match, people attending are asked to bring a canned food item
- Tomorrow (Dec. 21st) Student Council is raising money by having pictures with Santa
- Ms. Lynch was invited to be a conductor at the Messiah Sing-in at Avery Fisher Hall in Lincoln Center tomorrow (Dec.21st)

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

The Board President commented on various agenda items:

- The Executive Session Minutes for December 6, 2010 are being tabled.
- The Board has a meeting with the REA regarding negotiations. Information will be posted on the website. He asked Mrs. Miller to read a joint statement between the REA and the Board of Education on the status of negotiations.
- Wish everyone a Happy Holiday Season.

### **SUPERINTENDENT'S REPORT**

The Superintendent stated that at the January 10, 2011 Board of Education meeting there will be a presentation on Energy Management.

The Superintendent responded to a letter from Mr. Dennis Wine.

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

The Business Administrator commented on agenda items.

### **REQUEST FOR INFORMATION**

- North American Power Partner – reported on the amount of funds the District received.
- Cited the code from NJAC when a board member votes “no”; what is the board’s obligation.

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

None

### **ACTION ITEMS**

#### **Finance**

**Ms. Scheneck** motioned, and **Mrs. D’Abbraccio** seconded the motion that Finance Resolutions 298-11 through 303-11 be accepted as presented.

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

**Mrs. Brooks:** Yes to all; **Mrs. Castriotta:** No to 298-11, 303-11, and Abstain to 299-11, 300-11, 301-11, 302-11; **Mrs. D’Abbraccio:** Yes to all, however Abstain to purchase orders 11-2299, 11-2420, and 11-2536 only in Resolution 299-11; **Mrs. Miller:** Yes to all; **Mr. Rogers:** No to all; **Ms. Scheneck:** Yes to all, however, Recuse to (a) only in Resolution 303-11, and Recuse to purchase orders 11-2071, 11-2259, 11-2524, and 11-2418 only in Resolution 299-11; **Mr. Somjen:** Yes to all, however, Abstain to vendors #1904-Chester Township Board of Education, #3009-Educational Services Commission of Morris County, #12109-Educational Services Commission of Morris County, #3004-Educational Services Commission of Morris County, #5610-Montgomery Academy, #14316-Morris Plains Board of Education, #5685-Mountain Lakes Board of Education only in Resolution 299-11; **Mr. Moschella:** Yes to all.

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**RESOLUTION NO. 298-11**  
**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. 299-11**  
**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 \$1,851,442.65 as presented.

**RESOLUTION NO. 300-11**  
**Approval of the Board Secretary's Report – November 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 November 2010 as presented.

**RESOLUTION NO. 301-11**  
**Approval of the Treasurer's Report – November 2010**

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

**RESOLUTION NO. 302-11**  
**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. 303-11**  
**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) Alexis S.      | Korsak           | 51 <sup>st</sup> Annual Directors of Athletics Association of NJ Workshop | 4 | Atlantic City, NJ | March 14-17, 2011   | \$325.00<br>Registration<br>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) Loretta        | Radulic          | AWP's 2011 Conference           | 4 | Washington, D.C. | February 3-5, 2011  | Paid with Title IIA Federal Grant |

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.

### **Education**

**Mrs. Miller motioned, and Mrs. D'Abbraccio seconded the motion that Education Resolution 304-11 be accepted as presented.**

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

**Mrs. Brooks: Yes; Mrs. Castriotta: Yes; Mrs. D'Abbraccio: Yes; Mrs. Miller: Yes; Mr. Rogers: Yes; Ms. Scheneck: Yes; Mr. Somjen: Yes; Mr. Moschella: Yes.**

### **RESOLUTION NO. 304-11**

#### **Acceptance of Grant – State Farm**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education accepts a grant authored by Dr. James Heinegg from State Farm in the amount of \$1,000. These funds will be used to support the RHS Transition Program.

### **Personnel**

**Mrs. Miller motioned, and Mrs. D'Abbraccio seconded the motion that Personnel Resolutions 305-11 through 311-11 be accepted as presented:**

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

**Mrs. Brooks: Yes to all; Mrs. Castriotta: Yes to 305-11, 306-11, 307-11, 308-11, 310-11, and No to 309-11, 311-11; Mrs. D'Abbraccio: Yes to all; Mrs. Miller: Yes to all; Mr. Rogers: Yes to 305-11, 306-11, 307-11, 308-11, 309-11, 310-11, and No to 311-11; Ms. Scheneck: Yes to all; Mr. Somjen: Yes to all; Mr. Moschella: Yes to all.**

### **RESOLUTION NO. 305-11**

#### **Resignation – Coach – RHS**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for personal reasons of *Mr. Byron Collins*, Girls' Cross Country Head Coach, be accepted effective December 20, 2010.

### **RESOLUTION NO. 306-11**

#### **Leave of Absence – Buildings and Grounds Staff - RHS**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Mr. Paul Wagner*, P/T Security Guard at Roxbury High School, be granted a leave of absence for medical reasons retroactive to December 7, 2010 using available sick days and, thereafter, an unpaid leave of absence until released by his physician.

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**RESOLUTION NO. 307-11**  
**Appointment – Food Service Staff - RHS**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Christine Carroll* be appointed as a substitute Cafeteria Worker at Roxbury High School effective January 3, 2011 for the 2010/2011 school year.

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

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

**RESOLUTION NO. 308-11**  
**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                             |
|--------------|---------------------------------|---|-----------------------------------|
| Robert Capra | \$8.00/per hour per participant | Fun Fitness & Friendship<br>8 Sessions<br>3:15 PM – 4:30 PM | 1/4, 12, 18, 26<br>2/2, 9, 15, 22 |

**RESOLUTION NO. 309-11**  
**Appointment - Substitute Teacher**

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

Heather Ginder

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

**RESOLUTION NO. 310-11**  
**Approval of Rate of Pay – Substitute Position – Food Service**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the following rate of pay for Substitute Cafeteria Workers for the 2010/2011 school year:

| Category                                      | Rate of Pay<br>2010/2011 School Year |
|---|--------------------------------------|
| Substitute Food Service<br>(Cafeteria Worker) | \$10.65 per hour                     |

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**RESOLUTION NO. 311-11**

**Approval of Specialized Athletic Trainers, Consultants, Advisors – RHS**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves *Ms. Jennifer Earley* as a Specialized Athletic Trainer, Consultant, Advisor at Roxbury High School for the 2010/2011 school year. Ms. Earley will be paid \$300-\$500 from the RHS Swim Team Parent Association.

**Mrs. Miller motioned, and Mrs. Brooks seconded the motion that Personnel Resolutions 312-11 through 318-11 be accepted as presented.**

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

**Mrs. Brooks:** *Yes to all;* **Mrs. Castriotta:** *Yes to 312-11, 313-11, 314-11, 315-11, 316-11, 317-11, and No to 318-11;* **Mrs. D'Abbraccio:** *Abstain to all;* **Mrs. Miller:** *Yes to all;* **Mr. Rogers:** *Yes to 312-11, 313-11, 314-11, 315-11, 316-11, 317-11, and No to 318-11;* **Ms. Schneck:** *Yes to all;* **Mr. Somjen:** *Yes to all;* **Mr. Moschella:** *Yes to all.*

**RESOLUTION NO. 312-11**

**Resignation – Paraprofessional Staff**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for personal reasons of *Ms. J.F. Isabel Wall*, Personal Aide at Franklin School, be accepted effective December 31, 2010. Ms. Wall has accepted a teaching position in district.

**RESOLUTION NO. 313-11**

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

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Andrea Lombardo-Capra*, Fifth Grade Teacher at the Lincoln/Roosevelt School and currently on an unpaid child rearing leave of absence, be granted an extension of her unpaid leave of absence effective January 3, 2011 through May 31, 2011.

**RESOLUTION NO. 314-11**

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

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Lauren Mason*, First Grade Teacher at the Franklin School and currently on an unpaid child rearing leave of absence, be granted an extension of her unpaid leave of absence effective February 1, 2011 through June 30, 2011.

**RESOLUTION NO. 315-11**

**Leave of Absence – Professional Staff**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Joanne Saul*, Reading Specialist at the Lincoln/Roosevelt School, be granted a disability/child care leave of absence effective January 31, 2011 using sixteen (16) available sick days until released by her physician and, thereafter, an unpaid leave of absence through May 25, 2011.

**RESOLUTION NO. 316-11**

**Leave of Absence – Food Service Staff**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Linda McDonnell*, Cafeteria Worker at the Eisenhower Middle School, be granted a leave of absence for medical reasons retroactive to December 15, 2010 using available sick days and, thereafter, an unpaid leave of absence until released by her physician.

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**RESOLUTION NO. 317-11**

**Appointment – Professional Staff**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. J.F. Isabel Wall* be appointed as an Art Teacher for the Nixon/Jefferson Schools effective January 3, 2011 through June 30, 2011. Ms Wall is replacing Ms. Mercedes Bauman who is retiring.

Degree: BA, Montclair State University, 2007  
Certification: Teacher of Art (CE)  
Salary: Step 1 of the 2010/2011 BA Guide, \$46,247 (prorated)

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

**RESOLUTION NO. 318-11**

**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 substitute instructor for the term December 21, 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.

| <b>Name</b>  | <b>School</b> |
|--------------|---------------|
| Kelly Freund | Nixon School  |

**MINUTES**

1. Minutes of the Workshop Meeting and Executive Session of December 6, 2010.

**Mrs. D'Abbraccio motioned, and Mrs. Miller seconded the motion that the Minutes of the Workshop Meeting of December 6, 2010 be accepted as presented and the Executive Session of December 6, 2010 be tabled:**

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

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

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

Mrs. Day commented on the Orchestra Concert last Monday in district; stating she is disappointed that no administration was present. The Superintendent stated that Mr. Swanson was there.

**ADJOURNMENT**

It was motioned by Mrs. D'Abbraccio and seconded by Mrs. Brooks to adjourn the meeting at this time, 9:09 p.m.

Respectfully submitted,

Mr. Paul Stabile  
Assistant Board Secretary