

**DISTRICT OF ROXBURY TOWNSHIP
REGULAR MEETING OF THE BOARD OF EDUCATION
JANUARY 23, 2012**

6:30 PM – EXECUTIVE SESSION

7:30 PM – PUBLIC SESSION

Lincoln Roosevelt School, 34 North Hillside Avenue, Succasunna, NJ 07876

SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS

*Anyone wishing to speak about agenda or non-agenda items at a meeting of the Roxbury Township Board of Education must follow these procedures. Located on the front table will be forms entitled, **Speaker Request Form**. Please fill one out indicating your name and address and the agenda item or topic you wish to discuss. After completing the form, return it to the Assistant Business Administrator. Thank you for your cooperation.*

I. MEETING CALLED TO ORDER

The meeting will be called to order in the Media Center at Lincoln/Roosevelt School.

- Recess
- Reconvene – The meeting will reconvene in Executive Session in the Media Center.

II. EXECUTIVE SESSION

The board members will reconvene in Executive Session in the Media Center at Lincoln/Roosevelt School to discuss personnel, student matters, negotiations and matters covered by attorney client privilege. Action may be taken when the Board returns to Public Session.

- Recess
- Reconvene – The meeting will reconvene in Public Session in the Auditorium.

III. PUBLIC SESSION

The Roxbury Township Board of Education is meeting in Regular Session for discussion on business before the Board tonight.

The New Jersey Open Public Meetings Law was enacted to insure the public's right to have advance notice of and to attend meetings of public bodies at which business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, the Board has caused written notice of this meeting and copies of its agenda to be sent to:

Roxbury Register - Newspaper	Municipal Clerk
Daily Record - Newspaper	Roxbury Public Library
Roxbury Web Site - 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.

January 23, 2012

IV. ROLL CALL

V. PLEDGE OF ALLEGIANCE

VI. CORRESPONDENCE

VII. PRESENTATIONS

- A. Patriot's Pen Essay Contest presented by the VFW: 1st Place - Abigail Turrisi
2nd Place - Brielle Drechsler
3rd Place - Joelle Marston

VIII. STUDENT COUNCIL REPRESENTATIVE'S COMMENTS

IX. BOARD PRESIDENT'S COMMENTS

X. SUPERINTENDENT'S REPORT

XI. BUSINESS ADMINISTRATOR'S REPORT

XII. MINUTES

- A. Minutes of the Regular Meeting and Executive Session of December 19, 2011
B. Minutes of the Special Meeting of January 12, 2012

XIII. PUBLIC COMMENTS – Action Items

XIV. ACTION ITEMS

A. Finance (*Resolutions 1 through 19*)

The following motions recommended by the Superintendent and Business Administrator, are non-controversial, a matter of routine business and will be voted on by one motion.

***TRANSFERS**

1. RESOLVED, that the Roxbury Township Board of Education approve the list of transfers between accounts as presented.

***BILLS LIST**

2. RESOLVED, that the Roxbury Township Board of Education approve the monthly bills list totaling \$1,652,611.42, as presented.

***BOARD SECRETARY'S REPORT**

3. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Report for November 2011.
4. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Report for December 2011.

***TREASURER'S REPORT**

5. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for November 2011.
6. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for December 2011.

***MONTHLY FINANCIAL CERTIFICATION OF THE BOARD SECRETARY AND BOARD OF EDUCATION**

7. RESOLVED, that the Roxbury Township Board of Education, pursuant to N.J.S.A. 18A:19-4, does certify that no line item account has encumbrances and expenditures which in total exceed the line item appropriation, and

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 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 2011/2012 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.

***TRAVEL REQUEST**

8. RESOLVED, that the Roxbury Township Board of Education approve unavoidable travel 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 the 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) Marie	Pessolano	2012 NAEA National Convention	4 S-2	New York City	March 1 & 2 , 2012	\$180.00 Registration See Note
b) Denise	Rawding	Preparing for Assessments Under the Common Core	1	Monroe Twp., NJ	February 14, 2012	\$150.00 Registration See Note
c) Ellen	Ng	NJMEA Music Conference	4 S-1	New Brunswick, NJ	February 23, 2012	\$150.00 Registration See Note
d) JoEllen	LaVerda	American Conference for Irish Studies	4 S-2	New Orleans, LA	March 14-17, 2012	\$100.00* Registration \$215.00 Hotel \$248.50 Meals
e) Justin	Renna	Soccer Champions Coaches Clinic & License	4 S-2	Uncasville, CT	March 1-3, 2012	\$169.00 Registration** See Note
f) Christine	LaPosta	National Art Educators Association National Convention	4 S-2	New York City	March 1 & 2, 2012	\$180.00 Registration See Note

<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>
g) Evelyn	Torres-Davis	Emotions & Education	4	New York City	April 19, 2012	\$249.00 Early Registration See Note
h) Joanne	Haines	FBLA State Conference	4 S-2	East Brunswick, NJ	March 15-16, 2012	\$210.00 Registration \$501.00 Hotel \$58.00 Meals
Notes: *Drew University is sponsoring half of trip **Discount rate if paid by February 21, 2012; otherwise registration will be \$219.00. 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.						

***MCCPC CONTRACTS**

9. WHEREAS the Roxbury Township Board of Education has previously entered into a "Renewal" Cooperative Pricing Agreement with the Morris County Cooperative Pricing Council (MCCPC), hereinafter referred to as the "Lead Agency" for the conduct of certain functions relating to the purchase of work materials and supplies for their respective jurisdictions, and

WHEREAS the Lead Agency entering into contracts on behalf of the Roxbury Township Board of Education shall be responsible for complying with the provisions of the Local Public Contracts Law N.J.S. 40A:11-1 et. seq. and all other provisions of the revised statutes of the State of New Jersey;

RESOLVED, that the Roxbury Township Board of Education approves use of the Winter Contract Awards, Motor Vehicles Contract Awards, and Spring Contract Awards made by the Morris County Cooperative Pricing Council.

***POLICY**

10. RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 3425.1 Modified Duty Early Return to Work Program - Teaching Staff Members for second reading. (Exhibit 1)
11. RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation 3425.1 Modified Duty Early Return to Work Program - Teaching Staff Members for second reading. (Exhibit 2)
12. RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 4425.1 Modified Duty Early Return to Work Program - Support Staff Members for second reading. (Exhibit 3)
13. RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation 4425.1 Modified Duty Early Return to Work Program - Support Staff Members for second reading. (Exhibit 4)
14. RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 7460 Energy Conservation for second reading. (Exhibit 5)

15. RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation 7460 Energy Conservation and Building Management Guidelines for second reading. (Exhibit 6)

16. RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 8505 School Nutrition for first reading. (Exhibit 8)

***DONATIONS**

17. RESOLVED, that the Roxbury Township Board of Education accept a donation from BASF Corporation, 100 Campus Drive, Florham Park, NJ to Roxbury High School in the amount of \$5,000.00. This donation will be used to integrate hands-on activities in environmental science courses using hand held GPS devices to enhance the interest in science.

18. RESOLVED, that the Roxbury Township Board of Education accept a donation from the Franklin School PTA for playground equipment to be installed at the Franklin School. This donation is valued at \$2,799.26.

***NEW JERSEY SCHOOL BOARDS RECOGNITION MONTH**

19. WHEREAS, The New Jersey School Boards Association and the National School Boards Association have declared January 2012 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

WHEREAS, The Roxbury Township Board of Education is one of 587 local school boards in New Jersey that set policies and oversee operations for public school districts; and

WHEREAS, The Roxbury Township Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine community goals for the education of approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in indicators such as high school graduation rates, class size, college entrance

exam participation, and Advanced Placement offerings and test scores. Now, therefore, be it

RESOLVED, that the Roxbury Township Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2012 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, that the Roxbury Township Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children's education.

B. Education (*Resolutions 1 through 6*)

The following motions recommended by the Superintendent and Business Administrator, are non-controversial, a matter of routine business and will be voted on by one motion.

***OUT-OF-DISTRICT PLACEMENTS/SERVICES**

1. RESOLVED, that the Roxbury Township Board of Education approve the 2011/2012 Out-of-District Placements/Services listed below.

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
CAL028	Sage Day at Boonton	\$29,151.74	12/19/11-06/30/12
CTC034	Celebrate the Children	\$15,549.04	01/01/12-06/30/12

***HIB REPORT**

2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying report ending January 6, 2012.

***POLICY**

3. RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 5519 Dating Violence at School for first reading. (Exhibit 7)

***FENCING TOURNAMENT STUDENT REPRESENTATIVE**

4. RESOLVED, that the Roxbury Township Board of Education approve student #206156 to represent Roxbury High School at fencing tournaments at Northern Hunterdon High School on January 29, 2012 and Montgomery High School on March 4, 2012. Ms. Heather Kaphan will serve as faculty advisor. All expenses will be covered by the student's family.

***SUMMER SCHOOL PROGRAM**

4. RESOLVED, the application as well as revised rules and regulations to operate a district summer school program be approved for submission to the Executive County Superintendent's office. The Summer Program is scheduled as follows:

EMS/RHS Remediation:	July 2, 2012 through August 2, 2012	
Summer Enrichment Camp:	July 2, 2012 through August 2, 2012	(4 Week Program)
Extended School Year:	June 25, 2012 through August 3, 2012	(6 Week Program)

All programs are closed July 4, 2012.

KINDERGARTEN WRAP-AROUND PROGRAM

6. RESOLVED, that the Roxbury Township Board of Education approve the district's Kindergarten Wrap-Around Program at a rate of \$3,825 for ten months plus a \$75 per student registration fee for the 2012/2013 school year.

C. Personnel (*Resolutions 1 through 19*)

The following motions recommended by the Superintendent and Business Administrator, are non-controversial, a matter of routine business and will be voted on by one motion.

***RESIGNATIONS**

1. RESOLVED, that the resignation for retirement purposes of *Mr. Allen Coogen*, Bus Driver, be accepted retroactive to December 31, 2011.
2. RESOLVED, that the resignation for personal reasons of *Ms. Holly Rich*, Assistant Girls' Lacrosse Coach at Roxbury High School, be accepted effective January 24, 2012.
3. RESOLVED, that the resignation for personal reasons of *Ms. Kelly Lauter*, Assistant Softball Coach at Roxbury High School, be accepted effective January 24, 2012.

***LEAVES OF ABSENCE**

4. RESOLVED, that *Ms. Jeannette Reiser*, Health and Physical Education Teacher at Roxbury High School, be granted a disability/child care leave of absence effective April 30, 2012 using thirty-five (35) available sick days and, thereafter, an unpaid leave of absence until October 31, 2012.
5. RESOLVED, that *Ms. Dawn Ondish*, Bus Driver, be granted an unpaid leave of absence for medical reasons retroactive to January 6, 2012 until released by her physician.

***APPOINTMENTS**

6. RESOLVED, that *Ms. Melanie Cole* be appointed as a Bus Driver effective January 24, 2012 for the 2011/2012 school year. Ms. Cole is replacing Mr. Allen Coogen who retired.

Salary: \$19.50/Hour – 25 Hours/Week

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

7. RESOLVED, that the following be approved as substitute teachers for the 2011/2012 school year, contingent upon meeting all requirements to state rules and regulations; remuneration to be in accordance with Board of Education Policy:

Kaitlin Acquavella	Mary Green	Rebecca Rubenstein
Tina Berchak	Laura Hastings	Meena Ann Varghese
Caitlin Folkers	David Klein	

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

8. RESOLVED, that the staff listed below be appointed for the 2011/2012 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 Person	Fun Fitness & Friendship 8 Sessions Wednesdays & Fridays 3:00 PM – 4:30 PM	2/1, 3, 8, 10, 15, 17, 22, 24
Eric Schmidt	\$25.00 Per Person	SAT Review Course 6 Sessions Wednesdays 2:15 PM – 4:15 PM	2/29 3/7 4/25 5/2, 23, 30
Lee Hayden	\$25.00 Per Person	SAT Review Course 6 Sessions Wednesdays 2:15 PM – 4:15 PM	2/29 3/7 4/25 5/2, 23, 30

9. RESOLVED, that the staff listed below be approved as a Community School volunteer Ski/Snowboard Chaperone at the Lincoln/Roosevelt School for the 2011/2012 school year:

Jean Tom

10. RESOLVED, that the staff listed below be appointed for the 2012/2013 Summer School.

Summer Enrichment Staff
General Enrichment Aides: July 2, 2012 – August 2, 2012

\$12.00/Hour

(All expenses paid out of collected tuitions)

Lauren Miller	Christopher Martini	Emily Sugrue
Kristen Powell	Theodore Martini	

Lead Student Assistant
Kyle Adams

Culinary Aides
Heather Kaphan
Michelle Bacchetta

11. RESOLVED, that the staff listed below be approved for employment as an Athletic Event Worker for the 2011/2012 school year.

Daniel Slinger

***HSPA INSTRUCTORS**

12. RESOLVED, that the individuals listed below be approved as Saturday Math HSPA Instructors at Roxbury High School for four sessions (February 4, 2012, February 11, 2012, February 25, 2012 and March 3, 2012) not to exceed 12 hours.

Lise McLoughlin	\$75/hour	Lee Hayden	\$35/hour
Jennifer McCracken	\$75/hour	Danielle Hughes (sub)	\$35/hour
Tina Rokuson	\$35/hour		

RESIGNATIONS

13. RESOLVED, that the resignation for retirement purposes of *Ms. Noreen Kelly*, Basic Skills/Computer Teacher at the Kennedy School, be accepted effective February 29, 2012.
14. RESOLVED, that the resignation for retirement purposes of *Ms. Ann Bopp*, Cook/Manager at Franklin School, be accepted effective March 30, 2012.

LEAVES OF ABSENCE

15. RESOLVED, that *Ms. Andrea Lombardo*, Fifth Grade Teacher at the Lincoln/Roosevelt School, be granted a medical leave of absence retroactive to January 3, 2012 using nine (9) available sick days and, thereafter, an unpaid leave of absence until released by her physician.
16. RESOLVED, that *Ms. Ann Bopp*, Cook/Manager at Franklin School, be granted a leave of absence for medical reasons using available sick days retroactive to January 3, 2012 through March 30, 2012.

APPOINTMENTS

17. RESOLVED, that *Ms. Kelly Herzog* be appointed to the position of leave replacement Fifth Grade Teacher at the Lincoln/Roosevelt School effective January 24, 2012 through March 30, 2012 and thereafter on an as-needed basis for the 2011/2012 school year. Ms. Herzog is replacing Ms. Andrea Lombardo who is on a medical leave of absence.

Degree: BA, Moravian College, 2011
Certification: Elementary School Teacher in Grades K-5 (CEAS)
Salary: Step 1-2 of the 2011/2012 BA Guide, \$48,162 (prorated)

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

18. RESOLVED, that *Ms. Christine Carroll* be appointed as a Cafeteria Worker at the Eisenhower Middle School effective February 1, 2012 for the 2011/2012 school year. Ms. Carroll is replacing Ms. Sheila Lapinski who retired.

Salary: \$10.65/Hour – 5.25 Hours/Day (not to exceed 8 Hours/Day)
(2010/11 salary pending completion of negotiations)

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

BEFORE SCHOOL INSTRUCTION

19. RESOLVED, that the individual listed below as a before-school Basic Skills Instructor at the Eisenhower Middle School for the term January 24, 2012 through April 30, 2012 at a salary of \$35 per hour have her hours adjusted from three instructional hours and one prep hour per week to four instructional hours and one prep hour per week. Salary is to be paid through the district (not to exceed \$7,000) and through No Child Left Behind (NCLB) \$5,000.

Tara Vandergoot

D. Executive Session (*Resolution 1*)

***EXECUTIVE SESSION**

1. 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 Session; and

WHEREAS, the Board of Education is scheduled to hold a Workshop Meeting on February 6, 2012 at 6:30 p.m. at the Lincoln/Roosevelt School; and

WHEREAS, the Board of Education intends to discuss matters in Executive Session at this meeting;

January 23, 2012

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education expects to discuss personnel, student matters, negotiations and matters covered by attorney client privilege during the aforementioned Executive Session; and

BE IT FURTHER RESOLVED, that the public portion of the aforementioned Roxbury Township Board of Education meeting will commence at 7:30 p.m.

- XV. PUBLIC COMMENTS – (There is a three minute time limit, per Board Policy)
- XVI. EXECUTIVE SESSION – (IF NECESSARY)
- XVII. PUBLIC SESSION - (IF NECESSARY)
- XVIII. ADJOURNMENT