

**MINUTES OF THE REORGANIZATION/REGULAR MEETING
ROXBURY TOWNSHIP BOARD OF EDUCATION
HELD ON MONDAY, MAY 9, 2011
Lincoln/Roosevelt School, 34 North Hillside Avenue, Succasunna, NJ 07876**

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, and

Whereas, the Roxbury Township Board of Education approved Resolution 480-11 – Executive Session, at its April 11, 2011 meeting

Now, therefore, the Roxbury Township Board of Education is meeting in Executive Session to discuss personnel matters, student matters, 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.

MEETING CALLED TO ORDER

Public Session was called to order at 7:30 p.m. in the Auditorium at Lincoln/Roosevelt School, President Moschella presiding.

PUBLIC SESSION

Mr. Moschella announced that this Reorganization/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/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.

May 9, 2011

ROLL CALL

The roll was taken, and a quorum deemed present.

MEMBERS PRESENT: Mrs. Annette Brooks, Mrs. Maureen Castriotta, Mrs. Liz D'Abbraccio, Mr. Ron Lucas, Mr. James Monaghan, Jr., Mr. David V. Ramage, Mr. Chris Rogers, Ms. Carol Scheneck, Mr. John Moschella

MEMBERS ABSENT: Mrs. Terry D'Agostino,

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

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

PLEDGE OF ALLEGIANCE

Members of the Board, the Administration, and the Public participated in the salute to the flag.

SCHOOL ELECTIONS RESULTS

Mr. Mistretta read the results of the School Election that took place on Wednesday, April 27, 2011 and thanked the former board members for their time served.

The annual meeting of the voters of the Roxbury Township School District was held at the Port Morris Fire House, the Nixon Elementary School, the Roxbury Municipal Building, the Berkshire Valley Fire House, the Roxbury Public Library, the Roxbury Senior Center, the Jefferson Elementary School, the Roxbury High School, the Eisenhower Middle School, and the Kennedy Elementary School on Wednesday, April 27, 2011.

The results* were as follows for members of the Board of Education, to fill three, three year terms, and the General Fund:

| School District | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Totals | Absentee | Total with Absentee |
|------------------------------|----|-----|----|-----|-----|-----|-----|-----|-----|-----|--------|----------|---------------------|
| <u>Candidates</u> | | | | | | | | | | | | | |
| M. Morreale | 43 | 189 | 26 | 62 | 143 | 84 | 264 | 172 | 254 | 258 | 1495 | 15 | 1510 |
| J. Monaghan Jr. | 67 | 301 | 37 | 108 | 226 | 188 | 649 | 330 | 525 | 532 | 2963 | 57 | 3020 |
| C. Heard | 38 | 191 | 26 | 70 | 142 | 79 | 272 | 165 | 224 | 262 | 1469 | 17 | 1486 |
| L. Verge | 44 | 172 | 26 | 60 | 131 | 78 | 233 | 165 | 214 | 232 | 1355 | 13 | 1368 |
| P. Heath | 45 | 95 | 9 | 44 | 57 | 33 | 79 | 55 | 95 | 87 | 599 | 4 | 603 |
| D. Ramage | 65 | 270 | 38 | 90 | 196 | 171 | 598 | 307 | 488 | 511 | 2734 | 50 | 2784 |
| R. Lucas | 69 | 286 | 39 | 103 | 209 | 185 | 615 | 316 | 518 | 520 | 2860 | 51 | 2911 |
| <u>Question No. 1</u> | | | | | | | | | | | | | |
| YES | 69 | 297 | 32 | 109 | 201 | 161 | 582 | 296 | 451 | 508 | 2706 | 52 | 2758 |
| NO | 76 | 272 | 39 | 106 | 202 | 127 | 367 | 267 | 374 | 358 | 2188 | 51 | 2239 |

**Unofficial Results reported by the Clerk's Office*

OATH OF OFFICE

Mr. Mistretta administered the oath to the following members: Mr. Ron Lucas, Mr. David V. Ramage, and Mr. James Monaghan, Jr.

May 9, 2011

ELECTION OF A PRESIDENT

Mr. Moschella opened the floor for nominations for Board President.

Mrs. Annette Brooks was nominated for Board President.

Mr. Moschella closed the floor for nominations for Board President.

The nomination was approved by roll call vote.

Mrs. Brooks: Yes; **Mrs. Castriotta:** No; **Mrs. D’Abbraccio:** Abstain; **Mr. Lucas:** Yes;
Mr. Monaghan: Yes; **Mr. Ramage:** Yes; **Mr. Rogers:** No; **Ms. Scheneck:** Yes; **Mr. Moschella:** Yes

Mrs. Annette Brooks was elected Board President.

ELECTION OF A VICE PRESIDENT

Mr. Lucas opened the floor for nominations for Board Vice President.

Mrs. Theresa D’Agostino was nominated for Board Vice President.

Mr. Moschella closed the floor for nominations for Board President.

The nomination was approved by roll call vote.

Mrs. Brooks: Yes; **Mrs. Castriotta:** Yes; **Mrs. D’Abbraccio:** Abstain; **Mr. Lucas:** Yes;
Mr. Monaghan: Yes; **Mr. Ramage:** Yes; **Mr. Rogers:** Yes; **Ms. Scheneck:** Yes; **Mr. Moschella:** Yes

Mrs. Theresa D’Agostino was elected Board Vice President.

RESOLUTIONS FOR REORGANIZATION

The following resolutions are not being voted on tonight:

- 488-11 – Appointment – Business Administrator/Board Secretary
- 489-11 – Approval of Petty Cash Fund and Custodian of Funds
- 490-11 – Approval of Athletic Fund and Custodian of Funds
- 504-11 – Appointments of the Business Administrator

Resolution 502-11 will be corrected to omit Mr. Neil Cramer.

Dr. Rossi explained that these resolutions are not being voted on tonight because the candidate for Business Administrator, Mr. Neil Cramer, declined the position.

Mr. Moschella motioned and Mrs. D’Abbraccio seconded the motion that the Resolutions for Reorganization 482-11, 483-11, 484-11, 485-11, 486-11, 487-11, 491-11, 492-11, 493-11, 494-11, 495-11, 496-11, 497-11, 498-11, 499-11, 500-11, 501-11, 502-11, 503-11, 505-11 be approved as presented and corrected and Resolutions 506-11 and 507-11 be tabled.

The motion was approved by roll call vote.

Mrs. Brooks: Yes to all; **Mrs. Castriotta:** Yes to 482-11, however, No to the same policies she has voted “No” on in the past, 484-11, 485-11, 486-11, 487-11, 491-11, 492-11, 493-11, 496-11, 497-11, 498-11, 499-11, 500-11, 501-11, 502-11, 503-11, 505-11 and No to 483-11, 494-11, 495-11;
Mrs. D’Abbraccio: Yes to all; **Mr. Lucas:** Yes to all; **Mr. Monaghan:** Yes to 482-11, 483-11, 484-11, 485-11, 486-11, 487-11, 491-11, 492-11, 493-11, 494-11, 495-11, 496-11, 497-11, 498-11, 505-11, and Abstain to 499-11, 500-11, 501-11, 502-11, 503-11; **Mr. Ramage:** Yes to 482-11, 483-11, 484-11, 485-11, 486-11, 487-11, 491-11, 492-11, 493-11, 494-11, 496-11, 497-11, 498-11, 499-11, 500-11, 501-11, 502-11, 503-11, 505-11, and Abstain to 495-11; **Mr. Rogers:** Yes to 482-11, 484-11, 485-11, 486-11,

May 9, 2011

487-11, 491-11, 492-11, 493-11, 496-11, 497-11, 498-11, 499-11, 500-11, 501-11, 502-11, 503-11, 505-11, and No to 483-11, 494-11, 495-11; **Ms. Scheneck:** Yes to 482-11, 483-11, 484-11, 485-11, 486-11, 487-11, 491-11, 492-11, 494-11, 495-11, 496-11, 497-11, 498-11, 502-11, 503-11, 505-11, and Recuse to 493-11, 499-11, 500-11, 501-11; **Mr. Moschella:** Yes to all

RESOLUTION NO. 482-11

Adoption of Bylaws and Policies

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the existing bylaws and policies of the Roxbury Township Board of Education, established for its own operation and the operation of the school district, be adopted for the life of the 2011/2012 Board of Education or until revised by vote of the Board of Education.

RESOLUTION NO. 483-11

Code of Ethics

WHEREAS, the members of the Roxbury Township Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear public statement of its philosophy of service to the pupils of the district,

NOW THEREFORE IT IS RESOLVED, in accordance with N.J.S.A. 18A:12-24.1 and Roxbury Township Board of Education Policy 0142 – Board Member Qualifications and Code of Ethics, every board member shall abide by the following Code of Ethics for School Board Members:

- a) I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b) I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c) I will confine my board action to policy making, planning and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d) I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e) I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f) I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g) I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- h) I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i) I will support and protect school personnel in proper performance of their duties.
- j) I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

May 9, 2011

RESOLUTION NO. 484-11
Approval of Programs and Textbooks

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, approval is granted for the school programs and textbooks currently in use in the district, for the 2011/2012 school year.

RESOLUTION NO. 485-11
Approval of Meeting Dates

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the meeting dates for the Roxbury Township Board of Education be established as listed below. The July and August meetings will be held in the Roxbury High School Auditorium at 1 Bryant Drive, Succasunna, NJ; all other meetings will be held in the Lincoln/Roosevelt School Auditorium at 34 North Hillside Avenue, Succasunna, NJ. Public Sessions will commence at 7:30 p.m., and Executive Session will commence at 6:30 p.m., unless otherwise notified.

MEETING DATES – 2011/2012

| Reorganization / Regular Meeting | May 9, 2011 |
|---|--------------------|
| Regular Meeting | May 23, 2011 |
| Workshop Meeting | June 13, 2011 |
| Regular Meeting | June 27, 2011 |
| Regular Meeting | July 25, 2011 |
| Regular Meeting | August 22, 2011 |
| Workshop Meeting | September 12, 2011 |
| Regular Meeting | September 26, 2011 |
| Workshop Meeting | October 3, 2011 |
| Regular Meeting | October 17, 2011 |
| Workshop Meeting | November 7, 2011 |
| Regular Meeting | November 21, 2011 |
| Workshop Meeting | December 5, 2011 |
| Regular Meeting | December 19, 2011 |
| Workshop Meeting | January 9, 2012 |
| Regular Meeting | January 23, 2012 |
| Workshop Meeting | February 6, 2012 |
| Regular Meeting | February 13, 2012 |
| Workshop Meeting | March 5, 2012 |
| Regular Meeting | March 19, 2012 |
| Workshop Meeting | April 2, 2012 |
| Reorganization / Regular Meeting | April 30, 2012 |

IT IS FURTHER RESOLVED, that the public places for posting of meeting notices for the Roxbury Township Board of Education for the ensuing year shall be: Roxbury Township Board of Education Office, Roxbury Township Municipal Office, Roxbury Township Public Library, and each school in the district.

RESOLUTION NO. 486-11
Official Newspapers

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the official newspapers for the Roxbury Township Board of Education be the *Roxbury Register*, *Daily Record* and the *Star Ledger* as the alternate newspaper.

May 9, 2011

RESOLUTION NO. 487-11
Depository of School Funds

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves TD Bank, 11000 Atrium Way, Mount Laurel, NJ 08054 as the official depository of school funds for the accounts listed below:

| Name of Account | Signature(s) of Record |
|----------------------------|--|
| Capital Projects | Business Administrator and/or Treasurer |
| Capital Reserve | Business Administrator and/or Treasurer |
| Franklin Activity | School Principal and Business Administrator |
| General Account | Board President or Board Vice President and Business Administrator and Treasurer |
| High School Activity | School Principal and Business Administrator or Superintendent |
| Jefferson Activity | School Principal and Business Administrator |
| Athletic Account | High School Principal and Business Administrator or Superintendent |
| Eisenhower Activity | School Principal and Business Administrator or Superintendent |
| Kennedy Activity | School Principal and Business Administrator |
| Lincoln/Roosevelt Activity | School Principal or Assistant Principal and Business Administrator |
| Miss Ann Fund | Business Administrator and High School Principal |
| Nixon Activity | School Principal and Business Administrator |
| Payroll Account | Board President or Board Vice President and Business Administrator and Treasurer |
| Tax and Agency | Business Administrator and Treasurer |
| Unemployment | Board President or Board Vice President and Business Administrator and Treasurer |

RESOLUTION NO. 488-11
Appointment – Business Administrator/Board Secretary

This resolution is not being voted on tonight.

RESOLVED, that in accordance with the Superintendent's recommendation, Mr. Neil Cramer be appointed as School Business Administrator/Board Secretary for the Roxbury Township School District effective July 1, 2011 through June 30, 2012. Mr. Cramer is replacing Mr. Anthony Mistretta.

*Degree: MA, Florida Institute of Technology, 1984
BS, NJ Institute of Technology, 1981*

Certification: School Business Administrator

*Experience: 2007-2011: Executive County School Business Administrator, NJDOE, Sussex County
1998-2007: County School Business Administrator, NJDOE, Sussex/Warren County
1995-1998: School Business Administrator, Montague Board of Education, Montague, NJ*

Salary: \$150,000

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

May 9, 2011

RESOLUTION NO. 489-11
Approval of Petty Cash Fund and Custodian of Funds

This resolution is not being voted on tonight.

RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the Petty Cash Fund in the amount of \$1,900.00, and

BE IT FURTHER RESOLVED, that Mr. Neil Cramer, School Business Administrator/Board Secretary be appointed as Custodian of the Petty Cash Fund.

RESOLUTION NO. 490-11
Approval of Athletic Fund and Custodian of Funds

This resolution is not being voted on tonight.

RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the Athletic Fund in the amount of \$10,000.00, and

BE IT FURTHER RESOLVED, that Mr. Neil Cramer, School Business Administrator/Board Secretary be appointed as Custodian of the Athletic Fund.

RESOLUTION NO. 491-11
Approval of Tax Shelter Annuity Companies

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the following list of companies as providers of tax shelter annuities available to the employees of the Roxbury Board of Education through payroll deduction:

AIG Retirement
AXA Equitable

GALIC
The Legend Group

Lincoln Financial Group
MetLife

IT IS FURTHER RESOLVED, that the Roxbury Township Board of Education approves American Family Life Assurance Company (AFLAC).

RESOLUTION NO. 492-11
Approval of the Use of State Contracts

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the use of state contracts as appropriate for the 2011/2012 school year.

RESOLUTION NO. 493-11
Appointment – Labor Negotiations Counsel

WHEREAS, this Board of Education requires the services of Labor Negotiations Counsel on a regular basis, and

WHEREAS, the firm of *Adams Stern Gutierrez & Lattiboudere, LLC* is presently handling labor negotiation matters for this Board,

NOW THEREFORE IT IS RESOLVED, that the firm of *Adams Stern Gutierrez & Lattiboudere, 1037 Raymond Blvd., Suite 710, Newark, NJ 07102* be appointed as Labor Negotiations Counsel for this Board of Education for the period July 1, 2011 to June 30, 2012 at a rate of \$150.00/hour for attorneys and \$90.00/hour for paralegals. This reflects no increase from the 2010/2011 school year.

May 9, 2011

RESOLUTION NO. 494-11

Appointment – Auditor

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints *Nisivoccia and Company* as auditors (public school accountant) for the period July 1, 2011 to June 30, 2012 at a fee of \$60,255.00. This represents a 2% increase from the 2010/2011 school year.

RESOLUTION NO. 495-11

Appointment – Insurance Agents of Record

WHEREAS, such services are professional in nature and cannot be secured with confidence through public bidding because they involve qualitative factors which cannot be described adequately in written specifications, and

WHEREAS, the law permits contracts for such services to be made without public bid, and

WHEREAS, agreement has been reached with *Charles G. Treloar Agency, Inc., Division of Bollinger, Inc.* for such services, and the Board finds this is in the best interest of the Board of Education, and

WHEREAS, agreement has been reached with Integrity Consulting Group for services as our Health Benefits Brokers, and the Board finds this in the best interest of the Board of Education, now

THEREFORE, IT IS RESOLVED, by the Roxbury Township Board of Education that Charles G. Treloar Agency, Inc., Division of Bollinger, Inc. and Integrity Consulting Group be approved as Agents of Record for the 2011/2012 school year according to Public School Contracts Laws (N.J.S.A. 18A:18A-5).

RESOLUTION NO. 496-11

Appointment – Architect

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints *SSP Architectural Group* as school architect for the 2011/2012 school year. This reflects no increase from the 2010/2011 school year.

RESOLUTION NO. 497-11

Appointment – School Physician

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints Medical Care Associates, 262 Route 10 West, Succasunna as Medical Examiner (School Physician) for the 2011/2012 school year at an annual cost of \$9,880.00. This reflects no increase from the 2009/2010 school year.

RESOLUTION NO. 498-11

Appointment – Treasurer of School Monies

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Lisa Palmieri* be appointed Treasurer of School Monies for Roxbury Township Board of Education for the period July 1, 2011 through June 30, 2012 at a cost of \$9,752.00. This reflects no increase from the 2008/2009 school year.

RESOLUTION NO. 499-11

Appointment – Attendance Officer

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints *Dr. Linda Bowles* as Attendance Officer for the 2011/2012 school year.

May 9, 2011

RESOLUTION NO. 500-11
504 Compliance Officer

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints *Dr. Greg McGann* as 504 Compliance Officer for the Roxbury School District for the 2011/2012 school year.

RESOLUTION NO. 501-11
Appointment – Affirmative Action Officers

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints *Ms. Deborah Burleigh* and *Dr. Greg McGann* as Affirmative Action Officers for the 2011/2012 school year, and for the purpose of the Multi-Year Equity Plan.

RESOLUTION NO. 502-11
Appointment – Safety and Health Designees

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints *Ms. Dale Cropley* as Safety and Health Designees for the Roxbury School District for the 2011/2012 school year.

RESOLUTION NO. 503-11
Appointment – Drug Free Schools Officers

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints *Ms. Jennifer Kenny* and *Ms. Geri Esposito* as Drug Free Schools Officers for the 2011/2012 school year.

RESOLUTION NO. 504-11
Appointments of the Business Administrator

This resolution is not being voted on tonight.

RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints Mr. Neil Cramer, Business Administrator/Board Secretary, as the following for the 2011/2012 school year:

*Investments Officer
Public Contracts Officer
Public Agency Compliance Officer (P.A.C.O.)*

*Purchasing Agent
Custodian of Records*

RESOLUTION NO. 505-11
Appointments of the Director of Buildings and Grounds

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education appoints *Mr. John Scheiner*, Director of Buildings and Grounds, as the following for the 2011/2012 school year:

*Asbestos Management Officer
Indoor Air Quality Designee
Integrated Pest Management Coordinator*

*Right to Know Officer
Chemical Hygiene Officer
AHERA Coordinator*

May 9, 2011

RESOLUTION NO. 506-11

This resolution is being tabled.

Subject: Delegate Appointments

WHEREAS, the Roxbury Township Board of Education requires representation at the following professional organizations, and reorganization of the Roxbury Township Board of Education requires delegate assignments to said professional organizations be made,

THEREFORE BE IT RESOLVED, that the Roxbury Township Board of Education here and now assigns the following delegate appointments:

New Jersey School Boards Association Delegate _____
NJSBA Alternate _____
Educational Services Commission of Morris County _____

RESOLUTION NO. 507-11

This resolution is being tabled.

Subject: Chairperson Appointments

WHEREAS, the Roxbury Township Board of Education utilizes Committee groups to investigate and make recommendations regarding district activities, and reorganization of the Roxbury Township Board of Education requires Committees and Committee Chairperson assignments be made,

THEREFORE BE IT RESOLVED, that the Roxbury Township Board of Education here and now assigns the following Committees and Committee Chairperson appointments:

Facilities _____
Community Relations _____
Education _____
Finance _____
Shared Services _____
Personnel _____
Negotiations _____
Project Graduation Liaison _____
Town Council Liaison _____

May 9, 2011

CORRESPONDENCE

Letter received from Mr. Morreale.

PRESENTATIONS

1. Roxbury High School Junior State of America Club

Kelsey Bailey, Chapter President, described the activities the Club has been involved in and with Ms. Jackie Alexander presented the Roxbury High School Junior State of America Club with the Chapter Challenge Award. She thanked the Club Advisor, Mr. Kelly.

STUDENT COUNCIL REPRESENTATIVE'S COMMENTS

Ms. Kelsey Bailey commented on the following:

- Senior Prom is May 20th
- June 3rd is Cops vs. Teachers football game for a *Nick & Nagy* benefit
- Baseball is in the finals for Morris County, the final game is against Randolph
- Choir and Dance Concert was last week
- Bank Concert is next week
- AP Testing was last week and continuing to this week
- Student Council elections are coming up
- Getting ready for events leading up to graduation
- Student Council is hosting a lip sync competition this Thursday.

BOARD PRESIDENT'S COMMENTS

The Board President asked board members to let her know their preferences for what committees they would like to serve on, and indicated there would be a new seating arrangement at the next board meeting.

SUPERINTENDENT'S REPORT

The Superintendent commented on the following:

- Thanked those who participated in and supported the budget. It was the largest margin of victory in a long time and congratulated the new board members and president.
- Business Administrator position
- Custodial Outsourcing
- Energy Management
- Roxbury apparel as another means of revenue

BUSINESS ADMINISTRATOR'S REPORT

The Business Administrator commented on the following:

- Cost for postcards regarding the budget was \$3,177.75.
- The Board of Education receives \$50/hour from St. Therese for the bus drivers for the carnival.

REQUEST FOR INFORMATION

None

May 9, 2011

PUBLIC COMMENTS – Action Items

Mr. Wine commented on the following:

- Duration of contract with Aramark – it will be 2 years. What is the total reduction?
- Supervisor of Maintenance
- What was the difference between both options – approximately \$200,000.

Mr. Pinto asked the following questions:

- When will the Custodial settlement be posted – it will be on the website tomorrow.
- Why wasn't this detailed in the budget presentation – it was presented.
- Will someone assist with pension and unemployment paperwork – yes
- Mr. Pinto read a statement.

Mr. McEntee commented on the following:

- Thanked and congratulated the three new board members.
- Mr. McEntee read a statement – looking for Board to work collaboratively.
- Eliminate textbooks and issue laptops to students

Mr. Schmitt asked about the transfers, moving funds from one account to another.

Ms. DiPillo congratulated the President and new board members. She asked why certain board members voted, "No" on the Code of Ethics. The Board Attorney elaborated.

Mr. Nappi commented on Resolutions 517-11 and 518-11 – Custodial Outsourcing; and the Memorandum of Agreement with the custodians.

ACTION ITEMS

Finance

Ms. Scheneck motioned, and Mrs. D'Abbraccio seconded the motion that Finance Resolutions 508-11 through 515-11 be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: Yes to all; **Mrs. Castriotta:** Yes to 513-11, 514-11, 515-11, and Abstain to 508-11, 509-11, 510-11, 511-11, 512-11; **Mrs. D'Abbraccio:** Yes to all; **Mr. Lucas:** Yes to all; **Mr. Monaghan:** Yes to 508-11, 509-11, 512-11, 513-11, 514-11, 515-11, however, abstain to purchase orders 11-3762, 11-3744, 11-3743 and 11-3751 only in Resolution 509-11, and Abstain to 510-11, 511-11; **Mr. Ramage:** Yes to all; **Mr. Rogers:** Yes to 513-11, 514-11, 515-11, No to 508-11, 510-11, 511-11, 512-11, and Abstain to 509-11; **Ms. Scheneck:** Yes to all, however, Abstain to purchase orders 11-3744, 11-3751 only in Resolution 509-11; **Mr. Moschella:** Yes to all

RESOLUTION NO. 508-11

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.

May 9, 2011

RESOLUTION NO. 509-11

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 \$785,400.17 as presented.

RESOLUTION NO. 510-11

Approval of the Board Secretary's Report – March 2011

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the Board Secretary's Report for March 2011 as presented.

RESOLUTION NO. 511-11

Approval of the Treasurer's Report – March 2011

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves the Treasurer's Report for March 2011 as presented.

RESOLUTION NO. 512-11

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.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 2010/2011 budget have been over expended in and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

RESOLUTION NO. 513-11

Approval of Contracts – Matheny Medical and Educational Center

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves contracts with Matheny Medical and Educational Center to provide physical therapy to district students as set forth in student IEPs. Services will be provided for the 2011/2012 Extended School Year for the period commencing June 24, 2011 and terminating August 5, 2011; and for the 2011/2012 School Year for the period commencing September 1, 2011 and terminating June 30, 2012. The provider shall be paid at a rate of \$90.00 per hour. This represents a rate increase from last year of \$5.00 per hour.

RESOLUTION NO. 514-11

Approval of Cooperative Skilled Trades, Compliance Services and Ancillary Bids – Educational Data Services, Inc.

WHEREAS, THE Roxbury Township Board of Education previously entered into a shared services agreement with the Educational Services Commission of Morris County in cooperation with Educational Data Services, Inc. for the Bidding/Purchasing Program, and

WHEREAS, Educational Data Services, Inc. conducts bids in accordance with the provisions of Public Contracts Law, N.J.S.A. 18A:18A-21.

NOW THEREFORE IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the following Time and Material Skilled Trade Bids, Ancillary Operational Supply, Services and Equipment bids

May 9, 2011

as recommended by Educational Data Services, Inc. be approved for use in accordance with the terms of the Public Contracts Law.

Time and Materials Cooperative Bid Awards by Trade

| | |
|---|--|
| Air Conditioning Units Service & Repair | General Construction Repairs & Carpentry |
| Air Duct Cleaning | Graffiti Removal & Power Cleaning |
| Automatic Temperature Control Services & Repair | HVAC Services |
| Boiler Repair (Emergency Call Out) | Landscape Maintenance |
| Carpet Cleaning Repair & Replacement | Locker Repair & Replacement |
| Cesspool Repair Waste-line, Sewer-jet, Repair & Maintenance | Locksmith Services |
| Chalkboard Resurfacing & Repair | Masonry, Concrete, Macadam (Repaving) |
| Clock & Intercom Service & Repair | Painting |
| Electric Motor Repair | Pest Control Services |
| Electric Services | Plumbing, Commercial & Industrial |
| Elevator Services, Inspection & Repair | Pump Repair |
| Fencing Repair & Replacement | Refinishing Stage & Gym Wood Floors |
| Fire Alarm and Sprinkler System Inspection & Repair | Roof Repair & Replacement |
| Fire Extinguisher & Smoke Detector Repair & Replacement | Scoreboard & Gym Equipment & Repair |
| Floor Tile Repair | Stage Curtains & Draperies |
| Folding Door Repair & Replacement | Vehicle Repairs |
| | Venetian Blind Repair & Replacement |
| | Welding |
| | Window Glazing & Replacement |
| | Window Shade Repair & Replacement |

Maintenance and Operational Supplies

Athletic Reconditioning

IP Integration

Smart Boards and Accessories

File Management

School Furniture

Musical Instruments, Supplies and Repair

Copiers Lease and Purchase

Compliance Services

| | |
|-----------------------------|-------------------------|
| Asbestos Management | Indoor Air Quality |
| Blood Borne Pathogens | Pest Management Control |
| Hazardous Chemical Exposure | School Safety Plan |

Grand and Upright Pianos Lease and Purchase

Textbook Freight Consolidation Services

RESOLUTION NO. 515-11

Approval of Federal Grant Application – Secure Our Schools

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves a partnership with the Roxbury Township Police Department in their application for a Federal Secure Our Schools grant. Funds from the grant would be used to purchase security cameras and lighting technology for district schools.

May 9, 2011

Facilities

Ms. Scheneck motioned, and Mrs. D’Abbraccio seconded the motion that Facilities Resolutions 516-11 through 520-11 be accepted as presented and corrected.

The motion was approved by roll call vote.

Mrs. Brooks: *Yes to all*; **Mrs. Castriotta:** *Yes to 516-11, 517-11, 519-11, and No to 518-11, 520-11*; **Mrs. D’Abbraccio:** *Yes to all*; **Mr. Lucas:** *Yes to all*; **Mr. Monaghan:** *Yes to all*; **Mr. Ramage:** *Yes to all*; **Mr. Rogers:** *Yes to 516-11, 519-11, and No to 517-11, 518-11, 520-11*; **Ms. Scheneck:** *Yes to 516-11, 518-11, 519-11, 520-11, and No 517-11*; **Mr. Moschella:** *Yes to all*

RESOLUTION NO. 516-11

Approval of Use of Vehicles – St. Therese School

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the Roxbury Township Board of Education approves the use of one bus during the following days/hours. The bus will be used to transport St. Therese carnival patrons from the Horseshoe Lake parking areas to the carnival site on Rotary Island.

| | |
|-------------------------|------------------------|
| Thursday, June 9, 2011 | 7:00 p.m. – 10:00 p.m. |
| Friday, June 10, 2011 | 6:30 p.m. – 11:00 p.m. |
| Saturday, June 11, 2011 | 6:30 p.m. – 11:00 p.m. |

RESOLUTION NO. 517-11

Approval of Outsourcing Custodial Staff

WHEREAS, on August 20, 2010, the Division of Local Government Services granted the request of the Roxbury Township Board of Education (hereinafter referred to as the “Board”) to utilize the competitive contracting process in lieu of public bidding in order to obtain proposals for the management and staffing of the Roxbury Township School District’s Custodial Services Department;

WHEREAS, on or about February 1, 2011, the Board published an advertisement which solicited requests for proposals for the outsourcing of all custodian positions except for seven (7) custodians (option 1) and the outsourcing of all custodians (option 2);

WHEREAS, on March 9, 2011, the Board accepted five (5) sealed proposals for custodial and management services;

WHEREAS, a committee was established to evaluate the proposals and rank the proposals in accordance with the weighting criteria set forth in the request for proposals;

WHEREAS, the committee issued a report which evaluates and ranks the proposals in accordance with the weighting criteria set forth in the specifications and presented a recommendation on the outsourcing of all custodial services except seven (7) custodians (option 1) for consideration by the Board;

WHEREAS, the Board has reviewed the report and accepted the recommendation of the committee as to which proposal should be accepted; and

WHEREAS, the Board has concluded that the proposal submitted by Aramark Management Services, L.P. (hereinafter referred to “Aramark”) on option 1 is the most advantageous, price and other factors considered;

May 9, 2011

IT IS RESOLVED that the Board accepts the proposal submitted by Aramark on option 1 and awards a management services contract for all custodial services except for seven (7) custodians to Aramark for the 2011-2012 and 2012-2013 school years in the following amounts, subject to annual appropriation,:

2011-2012 school year - \$1,666,220.00
2012-2013 school year - \$1,726,115.00.

RESOLUTION NO. 518-11

Approval of Consulting Services – Edvocate, Inc.

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the Roxbury Township Board of Education approved the Consulting Services Agreement with Edvocate, Inc. the terms and conditions upon which the District retains Edvocate, Inc. to provide the District with on-going monitoring of the Roxbury Township School District custodial contract with a facilities services management company for the period of June 1, 2011 to May 31, 2012. The District shall pay Edvocate, Inc. \$18,000 for the term of this agreement.

RESOLUTION NO. 519-11

Authorization to Advertise for Bids – 2011 Partial Roof Replacement at Franklin Elementary School

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the Roxbury Township Board of Education authorizes the Business Administrator to advertise for bids for the 2011 Partial Roof Replacement at Franklin Elementary School.

RESOLUTION NO. 520-11

Authorization to Advertise a Request for Proposals – Energy Conservation Education and Training Services

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the Roxbury Township Board of Education authorizes the Business Administrator to advertise a Request for Proposals for Energy Conservation Education and Training Services.

Education

Mr. Moschella motioned, and Mrs. D’Abbraccio seconded the motion that Education Resolution 521-11 be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: Yes; Mrs. Castriotta: Yes; Mrs. D’Abbraccio: Yes; Mr. Lucas: Yes; Mr. Monaghan: Yes; Mr. Ramage: Yes; Mr. Rogers: Yes; Ms. Scheneck: Yes; Mr. Moschella: Yes

RESOLUTION NO. 521-11

Approval of Out-of-District Placements/Services – 2011/2012

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the Roxbury Township Board of Education approves 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> |
|--------------------|---|-------------------|----------------------|
| CTC034 | DCCF, LLC | \$4,425.00 | 07/07/11 to 08/10/11 |
| MET004 | Matheny Medical and Education Center | \$1,080.00 | 09/01/11 to 08/31/12 |
| MUJ001 | Morris-Union Jointure Commission Board of Education | \$13,188.00 | 06/29/11 to 08/10/11 |
| CTC026 | DCCF, LLC | \$4,425.00 | 07/07/11 to 08/10/11 |
| KAN002 | Devereux Foundation, Kanner Center | \$9,540.00 | 04/01/11 to 06/30/12 |

May 9, 2011

Personnel

Mr. Moschella motioned, and **Mrs. D’Abbraccio** seconded the motion that **Personnel Resolution 522-11** be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: Yes; **Mrs. Castriotta:** Yes; **Mrs. D’Abbraccio:** Yes; **Mr. Lucas:** Yes;
Mr. Monaghan: Yes; **Mr. Ramage:** Yes; **Mr. Rogers:** Yes; **Ms. Scheneck:** *Abstain*;
Mr. Moschella: Yes

RESOLUTION NO. 522-11

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 |
|--------------|----------------------------------|--|--------------|
| Jill Scalera | \$25.00 Per Person: 1 Session | Accuplacer Preparation 2:30 – 4:00 PM | 5/12 |
| Lee Hayden | \$25.00 Per Person: 1 Session | Accuplacer Preparation 2:30 – 4:00 PM | 5/12 |

Mr. Moschella motioned, and **Mrs. Castriotta** seconded the motion that **Personnel Resolutions 523-11 and 525-11** be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: *Yes to all*; **Mrs. Castriotta:** *Yes to all*; **Mrs. D’Abbraccio:** *Abstain to all*; **Mr. Lucas:** *Yes to all*; **Mr. Monaghan:** *Yes to all*; **Mr. Ramage:** *Yes to all*; **Mr. Rogers:** *Yes to all*; **Ms. Scheneck:** *Yes to all*; **Mr. Moschella:** *Yes to all*

RESOLUTION NO. 523-11

Resignation – Professional Staff

IT IS RESOLVED, that in accordance with the recommendation of the Superintendent, the resignation for personal reasons of *Ms. Janine Suggs*, Kindergarten Teacher at the Jefferson School, be accepted effective June 30, 2011.

RESOLUTION NO. 525-11

Resignation – Professional Staff

IT IS RESOLVED, that in accordance with the Superintendent’s recommendation, the resignation for retirement purposes of *Ms. Patricia Winetz*, Math teacher at the Eisenhower Middle School, be accepted effective June 30, 2011.

May 9, 2011

Executive Session

Mrs. D'Abbraccio motioned, and Mr. Moschella seconded the motion that Executive Session Resolution 524-11 be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: Yes; Mrs. Castriotta: Abstain; Mrs. D'Abbraccio: Yes; Mr. Lucas: Yes; Mr. Monaghan: Yes; Mr. Ramage: Yes; Mr. Rogers: Abstain; Ms. Scheneck: Yes; Mr. Moschella: Yes

RESOLUTION NO. 524-11

Approval of 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 Session; and

WHEREAS, the Board of Education is scheduled to hold its next meeting on May 23, 2011 at 6:30 p.m. in the Lincoln/Roosevelt Auditorium; and

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

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

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

MINUTES

1. Minutes of the Workshop Meeting and Executive Session of April 11, 2011

Mrs. D'Abbraccio motioned, and Ms. Scheneck seconded the motion that the Minutes of the Workshop Meeting and Executive Session of April 11, 2011 be accepted as presented.

The motion was approved by roll call vote.

Mrs. Brooks: Yes; Mrs. Castriotta: No; Mrs. D'Abbraccio: Yes; Mr. Lucas: Abstain; Mr. Monaghan: Abstain; Mr. Ramage: Abstain; Mr. Rogers: No; Ms. Scheneck: Yes; Mr. Moschella: Yes

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

Mr. Wine commented on the following:

- Code of Ethics – Is it the same as in the past?
- CSA
- Labor Attorney
- Insurance Agent
- Tax Shelter
- Transfers
- Student Cost
- Vote Count

May 9, 2011

Mr. Nappe commented on the following:

- Location of the polling places
- Organization Chart, Bylaws, Policy – How to obtain a copy.

ADJOURNMENT

It was motioned by Mrs. D'Abbraccio and seconded by Ms. Scheneck to adjourn the meeting at this time, 9:26 p.m.

Respectfully submitted,

Mr. Paul Stabile
Assistant Board Secretary