

**MINUTES OF THE WORKSHOP MEETING
ROXBURY TOWNSHIP BOARD OF EDUCATION
HELD ON MONDAY, October 3, 2011
Lincoln/Roosevelt School, 34 North Hillside Avenue, Succasunna, NJ 07876**

MEETING CALLED TO ORDER

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

PUBLIC SESSION

Mrs. D'Agostino 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, Mrs. Liz D'Abbraccio, Mrs. Terry D'Agostino, Mr. Ron Lucas, Mr. James Monaghan, Jr., Mr. John Moschella, Mr. David Ramage, Mr. Chris Rogers, Ms. Carol Scheneck

MEMBERS ABSENT:

ADMINISTRATION PRESENT: Mr. James O'Neill, Dr. James Heinegg, Ms. Phyllis Prestamo, Ms. Marlene Wendolowski, Mr. Paul Stabile

OTHERS PRESENT: Ms. Erin Healy, ASG&L LLC

PLEDGE OF ALLEGIANCE

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

CORRESPONDENCE

None

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PRESENTATIONS

1. "RESPECT" – Jefferson School

Principal Karen Lunardonni introduced the 4th grade class. They read an essay on RESPECT aka "Bucket Filling". The 2nd grade class read an essay about 9/11, and the principal spoke about the school's *Remembrance Wreath*.

STUDENT COUNCIL REPRESENTATIVE'S COMMENTS

Mr. D.J. Ward commented Homecoming Week and Spirit Week.

BOARD PRESIDENT'S COMMENTS

The Board President stated that the Board Retreat will be on Wednesday, October 5th, 5:30 to 9:30 p.m. in the Teachers Lunch Room at Roxbury High School.

SUPERINTENDENT'S REPORT

The Superintendent introduced Ms. Marlene Wendolowski, Interim Business Administrator; and informed the board that air testing is complete at the Roxbury High School Auditorium and remediation has begun.

Dr. Heinegg commented on the following initiatives:

- K-5 Report Card Parent Workshop will be held on October 20, 2011
- Resource Rooms at the high school
- Teachers Assisting Teachers – Professional Development Project

Ms. Prestamo commented on the following:

- Community School Director will begin on October 24, 2011
- Applied Science Position – waiting for the person to be released from their current district
- Director of Athletics & Student Activities position will be posted
- Other retirements/resignations on the agenda

The Superintendent commented on the elections on November 8th, and new security procedures. He also indicated that the addendum to tonight's agenda is Resolution No. 215-12 replacing No. 213-12.

BUSINESS ADMINISTRATOR'S REPORT

The Interim Business Administrator commented on items on the agenda.

REQUEST FOR INFORMATION

None

PUBLIC COMMENTS – Action Items

Mrs. Day commented on

- 198-12 – Donation – Nixon School
- 199-12 – Disposal of Surplus Property

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ACTION ITEMS

Finance

Ms. Scheneck motioned, and **Mrs. D'Abbraccio** seconded the motion that Finance Resolutions 198-12 through 200-12 be accepted as presented.

The motion was approved by roll call vote.

Mrs. Castriotta: *Yes to 198-12, 199-12 and No to 200-12;* **Mrs. D'Abbraccio:** *Yes to all;* **Mrs. D'Agostino:** *Yes to all;* **Mr. Lucas:** *Yes to all;* **Mr. Monaghan:** *Yes to all;* **Mr. Moschella:** *Yes to all;* **Mr. Ramage:** *Yes to all;* **Mr. Rogers:** *Yes to 198-12, 199-12 and No to 200-12;* **Ms. Scheneck:** *Yes to all;* **Mrs. Brooks:** *Yes to all*

RESOLUTION NO. 198-12

Approval of Donation

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approves a donation from Wal-Mart in the amount of \$1,000 of which \$200 is to be used for spring purchases in the Environmental Center (plants, weather vein, garden hose, pond materials) and \$800 is to be used to purchase classroom materials.

RESOLUTION NO. 199-12

Authorizing Disposal of Surplus Property

WHEREAS, the Roxbury Township Board of Education is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Roxbury Township Board of Education is desirous of selling said surplus property in an "as is" condition without express or implied warranties.

NOW THEREFORE, IT IS RESOLVED by the Roxbury Township Board of Education in the County of Morris, as follows:

- (1) The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Roxbury Township Board of Education.
- (2) The sale will be conducted online and the address of the auction site is govdeals.com.
- (3) The sale is being conducted pursuant to Local Finance Notice 2008-9.
- (4) The surplus property as identified shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.
- (5) The Roxbury Township Board of Education reserves the right to accept or reject any bid submitted.

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RESOLUTION NO. 200-12
Approval of Lease Purchase

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education approve a three year lease purchase through the Morris County Improvement Authority for a dump truck for the Building and Grounds Department from Route 23 Truck Center, Butler, NJ, NJSEA contract # 09-032 and the outfitting accessories from Tony Sanchez LTD, Ledgewood, NJ, State contract # T2108 in the amount of \$60,435.37.

Education

Mr. Moschella motioned, and Mr. Lucas seconded the motion that Education Resolutions 201-12 through 204-12 be accepted as presented.

The motion was approved by roll call vote.

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

RESOLUTION NO. 201-12
Delayed School Openings

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, in the interest of student safety and in an effort to maximize the number of days that school will be in session, the Roxbury Board of Education approves that beginning Monday, October 3, 2011, that when there is a need for a delayed opening for any reason that all schools will open and begin operation two (2) hours later than the regular start time. By approving this delayed opening schedule, the Roxbury Board of Education also approves the arrival of certified staff at their designated school two (2) hours later than the normal start time; furthermore, the Roxbury Board of Education approves that support staff who work in the morning may arrive two (2) hours later than their normal start time; furthermore, the Roxbury Board of Education approves the arrival of secretarial and support staff two (2) hours later than their regular work day but are encouraged to arrive earlier if possible. The members of the RCMA are exempted from the time delay and will report as they normally do on delayed openings.

RESOLUTION NO. 202-12
Approval of Second Reading – Policy 9191 – Booster Clubs

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 9191 Booster Clubs for second reading. (Exhibit 1)

RESOLUTION NO. 203-12
Approval of Second Reading – Regulation R 9191 – Booster Clubs

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation R 9191 Booster Clubs for second reading. (Exhibit 2)

RESOLUTION NO. 204-12
Approval of Second Reading – Regulation R 8220 – School Closings

IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation R 8220 School Closings for second reading. (Exhibit 3)

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Personnel

Mrs. D'Agostino motioned, and **Mrs. D'Abbraccio** seconded the motion that **Personnel Resolutions 205-12 through 210-12** be accepted as presented.

The motion was approved by roll call vote.

Mrs. Castriotta: *Yes to all;* **Mrs. D'Abbraccio:** *Yes to all;* **Mrs. D'Agostino:** *Yes to all;* **Mr. Lucas:** *Yes to all;* **Mr. Monaghan:** *Yes to all;* **Mr. Moschella:** *Yes to all;* **Mr. Ramage:** *Yes to all;* **Mr. Rogers:** *Yes to all;* **Ms. Scheneck:** *Yes to 206-12, 207-12, 208-12, 209-12, 210-12, and Recuse to 205-12;* **Mrs. Brooks:** *Yes to all*

RESOLUTION NO. 205-12
Resignation – Administrative Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for personal reasons of *Ms. Alexis Korsak*, Assistant Principal for Athletics at Roxbury High School, be accepted effective January 3, 2012.

RESOLUTION NO. 206-12
Resignation – Secretarial Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for personal reasons of *Ms. Lois Conwell*, Payroll Secretary in the Central Office, be accepted effective December 2, 2011.

AND, IT IS FURTHER RESOLVED, that *Ms. Lois Conwell* be appointed as a Substitute Secretary for the 2011/2012 school year.

RESOLUTION NO. 207-12
Leave of Absence – Transportation Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Barbara Thiele*, Bus Driver, be granted a leave of absence for medical reasons retroactive to September 6, 2011 using available sick days and, thereafter, an unpaid leave of absence until released by her physician.

RESOLUTION NO. 208-12
Appointment - Substitute Teachers

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

Daniel Arnold	Nicole Becker	Pat Piserchia
Justin Cappuzzo	Beth Percevault	

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

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RESOLUTION NO. 209-12
Appointment – Community School Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, 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.

Ski/Snowboard Club Advisors
\$21.00/Hour

Roxbury High School

Laura Hyde
 Jill Scalara
 Jason Tannenholz *

Eisenhower Middle School

Lynne Kranik
 William O'Brien

Lincoln/Roosevelt School

Beth Percevault
 Joseph Sabas

*Advisor as needed pending registration

RESOLUTION NO. 210-12
Approval of Independent Study, Senior Option, and College Option Projects – RHS

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education accepts the Independent Study Projects at Roxbury High School listed below to be completed in the 2011/2012 school year.

Student	Research Focus	Credits
104885	Library Internship	5
102078	Option II	5
105112	Bassoon Performance	5
101219	Extended Fictional/Creative Writing	5

IT IS FURTHER RESOLVED, that in accordance with the Superintendent's recommendation, the Roxbury Township Board of Education accepts the Senior Option Projects at Roxbury High School listed below to be completed in the 2011/2012 school year.

Student	Research Focus	Credits
203082	Choir Management	5
102345	Promotional Video for Ski Club	5
108495	Graphic Design in Character Development	5
101561	Meteorology	5
108258	Sports Medicine	5
101964	Service Learning Assistant	5
101966	K-12 Physical Education Teacher	5
101576	Fire/EMS	5
101095	Educational Career Exploration	5
204021	Kindergarten Experience	5
101580	Teacher's Assistant	5
102364	Teacher's Assistant	5
101581	Choir Manager	5
101104	Equine Studies	5
105155	Photography Exhibition	5
102367	Living in London	2.5
101586	Choir Intern	5
101975	Choir Manager	5

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Student	Research Focus	Credits
102369	Computer Science Natural Language Processing & Visual Basic TA	5
102369	World Language – Hebrew	5
203824	Working with Children – 1 st Semester	5
204027	A Locked Mind: Exploring Adolescent Psyches	2.5
101107	History & Details of American Legion	5
101108	Occupational Therapy Job Shadow	5
101979	Teacher’s Assistant for Photo 1 & 2 Classes	5
204341	Nurse’s Assistant	5
108601	Sports Medicine	5
105084	Choir Intern	5
107591	Choir Intern	5
204044	Recording Music	5
204248	Composition & Recording	5
101998	Business/Marketing Internship	5
204013	Percussion Studies	5
204017	Volunteering at St. Claires in Dover	5
105316	Music Theory/Composition, Education & Performance	5
101141	Portfolio Independent Study	5
108342	Politics & Culture of the 70’s & 80’s	5
102401	Learning About Teaching	5
101634	My Own Creative Writing	5
204009	Music Education Internship	5
204010	Music Marketing & Administration	5

IT IS FURTHER RESOLVED, that in accordance with the Superintendent’s recommendation, the Roxbury Township Board of Education accepts the College Option Projects at Roxbury High School listed below to be completed in the 2011/2012 school year.

Student	Research Focus	Credits
102341	CCM Challenger	5
102345	Intro Media Class	5
203997	Principles of Sociology	5
102351	Elementary Chinese I	5
102369	Elementary Chinese I	5
104885	Civil War & Reconstruction	5
102390	Music Performance – Aural Skills, Chamber Choir, Music Theory, Applied Piano	20
102396	Intermediate Japanese II	5
108342	Japanese I	5
108342	Modern East Asia	5
204010	Criminal Justice System	5
204010	Civil War & Reconstruction	5
204010	Modern Europe	5

Mrs. D’Agostino motioned, and Mr. Ramage seconded the motion that Personnel Resolutions 211-12, 212-12, and 215-12 be accepted as presented and Resolution 213-12 be tabled.

The motion was approved by roll call vote.

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

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RESOLUTION NO. 211-12
Resignation – Professional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for retirement purposes of *Ms. Lucia Buro*, Sixth Grade Teacher at the Lincoln/Roosevelt School, be accepted effective December 31, 2011.

RESOLUTION NO. 212-12
Resignation – Food Service Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the resignation for retirement purposes of *Ms. Sheila Lapinski*, Cafeteria Worker at the Eisenhower Middle School, be accepted effective January 31, 2012.

RESOLUTION NO. 213-12
Increase in Hours – Paraprofessional Staff

This resolution was tabled.

RESOLVED, that in accordance with the Superintendent's recommendation, Ms. Susan Lang, has her hours increased as follows effective October 4, 2011 for the 2011/2012 school year:

*FROM: Autistic Aide/Transportation Aide – Nixon School
35 Hours/Week
TO: Autistic Aide/Transportation Aide – Nixon School
37½ Hours/Week
SALARY: Step 9 of the 2010/2011 Paraprofessional Guide - \$20.24/Hour (pending completion of negotiations)*

RESOLUTION NO. 215-12
Increase in Hours – Paraprofessional Staff

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, *Ms. Mary Ryall*, has her hours increased as follows retroactive to October 3, 2011 for the 2011/2012 school year.

*FROM: LLD Aide – Nixon School
30 Hours/Week
TO: LLD Aide/Transportation Aide – Nixon School
37 ½ Hours/Week
SALARY: Step 9 of the 2010/2011 Paraprofessional Guide - \$20.24/Hour
(pending completion of negotiations)*

Executive Session

Mr. Moschella motioned, and Mrs. D'Abbraccio seconded the motion that Executive Session Resolution 214-12 be accepted as presented.

Mrs. Castriotta stated her 'No; vote is because of insufficient detail.

The motion was approved by roll call vote.

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

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RESOLUTION NO. 214-12
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 a Regular Meeting on October 17, 2011 at 6:30 p.m. in the Lincoln/Roosevelt School 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, 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

Ms. Scheneck motioned, and Mr. Moschella seconded the motion that the Minutes of the Regular Meeting and Executive Session of September 26, 2011 be accepted as presented.

The motion was approved by roll call vote.

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

COMMITTEE REPORTS

1. Facilities

The Committee met on September 9th, and discussed the following:

- Dump truck
- High school auditorium
- A/C at the high school
- Transportation building roof
- Bleachers
- Gym floor at Eisenhower Middle School
- Dual Use applications
- Policies
- Energy Audit
- Solar Energy
- Access to high school track
- Next meeting will be held October 18th

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2. Community Relations

No meeting at this time.

3. Education

- Met with Mr. Shaw, Principal at Eisenhower Middle School
- Conferences

4. Finance

The Committee met on September 21st, and discussed the following:

- Refinancing of bonds
- Purchase of Building and Grounds vehicle
- GovDeals on-line auction

5. Shared Services

The Committee met on September 20th. The meeting was attended by a Board Member and the Superintendent from Mt. Arlington, as well as a Board Member from Mount Olive.

The next meeting is scheduled for October 4th. Roxbury Town Council and Mt. Olive Board Member will attend. There will be a presentation.

6. Personnel

The Committee met with the individuals for the Community School and Applied Science positions.

7. Negotiations

- Received updated language on benefits for the Cooks/Managers and Cafeteria Workers and the Teamsters.
- Still working on language on one contract and salary guides on another contract.

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

Deann Merring from Mt. Arlington stated that the Superintendent did visit the bus stop. Not satisfied with decision from Superintendent.

ADJOURNMENT

It was motioned by Mrs. D'Agostino and seconded by Mr. Ramage to adjourn the meeting at this time 9:03 p.m.

Respectfully submitted,

Mr. Paul Stabile
Assistant Board Secretary