

**DISTRICT OF ROXBURY TOWNSHIP
MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
NOVEMBER 21, 2011**

6:30 PM – EXECUTIVE SESSION

7:30 PM – PUBLIC SESSION

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

I. MEETING CALLED TO ORDER

The meeting was called to order at 6:30 p.m. in the Media Center at Lincoln/Roosevelt School, President Brooks presiding.

Mrs. Brooks 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	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.

Mr. Moschella motioned, and Mrs. D'Abbraccio seconded the motion to recess the Public Session and reconvene in Executive Session in the Media Center. The motion was approved by unanimous agreement.

II. 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 1 – Executive Session, at its November 7, 2011 meeting;

Now, therefore, the Roxbury Township Board of Education is meeting in Executive Session to discuss review of contracts for affiliated staff, review of salaries, benefits of affiliated staff, updated HIP Report, 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.

III. PUBLIC SESSION

Public Session was reconvened at 7:30 p.m. in the Auditorium at Lincoln/Roosevelt School.

Mrs. Brooks 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:

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The notice of tonight's meeting and a copy of tonight's agenda have been posted in the Board's Business Office.

IV. 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. John Moschella, Mr. David Ramage Mr. Chris Rogers,
Ms. Carol Scheneck

MEMBERS ABSENT: Mrs. Terry D'Agostino

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

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

V. PLEDGE OF ALLEGIANCE

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

VI. CORRESPONDENCE

None

VII. PRESENTATIONS

A. Audit – Mr. William Schroeder, Nisivoccia Inc.

Mr. Schroeder discussed the 2010-2011 Audit; there were two recommendations. The District is in healthy shape.

November 21, 2011

Discussion followed from board members, and members of the public asked the following questions:

- Mr. Nappi asked if a synopsis of the audit will be published – yes.
- Ms. Day asked about prior year's recommendations; Mr. Schroeder stated they were resolved.

VIII. STUDENT COUNCIL REPRESENTATIVE'S COMMENTS

None

IX. BOARD PRESIDENT'S COMMENTS

Mrs. Brooks commented on voting to extend the contracts of the Interim Superintendent and the Interim Business Administrator until the end of June 2012.

X. SUPERINTENDENT'S REPORT

Dr. Heinegg reported on the following:

- Successful parent workshop on college admissions
- Common Core Standards

Mrs. Prestamo reported on the following:

- Replacement for Supervisor – Applied Sciences PreK-6 will begin next week
- HIB electronic forms are in place
- There are no new vacancies

Mr. O'Neill reported on the following:

- Community School open house will be Wednesday, November 30, 2011 at 5:00 p.m. at Roxbury High School
- Adoption of resolution for demographic study
- Memorandum of Agreement with Police – discussed procedures regarding threats
- Reorganization within the DOE will focus on accountability; schools to be placed into three tiers based on performance
- Central staff members receiving 2% raise. They did not receive a raise last year.
- Senior Outreach Program

XI. BUSINESS ADMINISTRATOR'S REPORT

Mrs. Wendolowski reported on the following:

- Approval of the M-1 and Comprehensive Maintenance Plan required by the State
- Approval to go to bid to replace bleachers and HVAC unit. Anticipating bid to go out in December and awarding same in January.
- Energy Audit
- Purchasing Manual
- Approval of Audit – two recommendations
- Workers' Compensation – light duty responsibilities

XII. MINUTES

Ms. Scheneck motioned, and Mrs. D'Abbraccio seconded the motion that the Minutes of the Regular Meeting and Executive Sessions of October 17, 2011, and the Minutes of the Workshop Meeting and Executive Sessions of November 7, 2011 be accepted as presented and as corrected.

The motion was approved by roll call vote.

Mrs. Castriotta: *Yes to all;* **Mrs. D'Abbraccio:** *Yes to the Minutes of the Regular Meeting of October 17, 2011, and the Workshop Meeting and Executive Sessions of November 7, 2011 and Abstain to the Minutes of the Executive Session of October 17, 2011;* **Mr Lucas:** *Yes to all;* **Mr. Monaghan:** *Yes to all;* **Mr. Moschella:** *Yes to all;* **Mr. Ramage:** *Yes to the Minutes of the Workshop Meeting and Executive Sessions of November 7, 2011, and Abstain to the Regular Meeting and Executive Sessions of October 17, 2011;* **Mr. Rogers:** *Yes to all;* **Ms. Scheneck:** *Yes to all;* **Mrs. Brooks:** *Yes to all*

XIII. PUBLIC COMMENTS – Action Items

Ms. Sarafin commented on Personnel Resolution #18 – After School Instruction, and Personnel Resolution #19 – Appointment – Professional Staff for leave replacement.

Ms. Day commented on the Board Secretary's Report, the Walking Club, the Overnight Trips, the Lead Teacher in Guidance, Wrestling Consultants, staff raises and secretary grade move.

XIV. ACTION ITEMS

A. Finance

Ms. Scheneck motioned, and Mr. Moschella seconded the motion that Finance Resolutions 1 through 16 be accepted as presented.

Mrs. Castriotta stated she is abstaining to the vote for Resolution #1 because she wishes to vote 'No' for the first transfer only on the list. She also stated that her 'No' vote for Resolution #14 is because the content of the audit is not forthcoming.

The motion was approved by roll call vote.

Mrs. Castriotta: *Yes to 3, 4, 5, 6(a), 6(b), 6(f), 6(h), 7, 9, 10, 11, 12, 13, 15, 16, and No to 6(c), 6(d), 6(e), 6(g), 8, 14, and Abstain to 1, 2;* **Mrs. D'Abbraccio:** *Yes to 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, however Abstain to purchase order #12-1092 only in Resolution 2, and Abstain to 15, 16;* **Mr Lucas:** *Yes to all, however, Abstain to purchase order 12-2061 only in Resolution 2;* **Mr. Monaghan:** *Yes to all;* **Mr. Moschella:** *Yes to all;* **Mr. Ramage:** *Yes to all;* **Mr. Rogers:** *Yes to 3, 4, 5, 7, 9, 10, 11, 12, 13, 15, 16 and No to 1, 2, 6, 8, 14;* **Ms. Scheneck:** *Yes to 1, 2, 3, 4, 5, 6(b), 6(c), 6(d), 6(e), 6(f), 6(g), 6(h), 7, 8, 9, 10, 11, 12, 14, 15, 16, however, Abstain to purchase orders 12-1880, 12-2088 only in Resolution 2, and Abstain to 6(a), 13;* **Mrs. Brooks:** *Yes to all*

***TRANSFERS**

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

***BILLS LIST**

2. IT IS RESOLVED, that the Roxbury Township Board of Education approve the monthly bills list totaling \$1,758,351.78, as presented.

***BOARD SECRETARY'S REPORT**

3. IT IS RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Report for September 2011.

***TREASURER'S REPORT**

4. IT IS RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for September 2011.

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

5. IT IS 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

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 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 REQUESTS**

6. IT IS 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) Jane	Feret	NJ Regional Institute on Common Core State Standards	4	Newark, NJ	December 1, 2011	\$179.00 Registration See Note
b) Loretta	Radulic	Train the Trainer Conference: Aligning Practices with the Common Core	4	Teaneck, NJ	December 9, 2011	\$299.00 Registration See Note
c) Tom	Woods	VMware vSphere: Troubleshooting (V4x)	4	Morristown, NJ	January 16-19, 2012	\$3,130.25 Registration See Note
d) Tom	Hellner	VMware vSphere: Troubleshooting (V4x)	4	Morristown, NJ	January 16-19, 2012	\$3,130.25 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>
e) Mic	Shields	Cisco ICND1 – Interconnecting Cisco Network Devices 1	4	Morristown, NJ	February 20-24, 2012	\$2,495.00 Registration See Note
f) Theresa	McNemar	Institute on Coaching and Whole School Reading Reform	4	Columbia University	January 22-26, 2012	\$750.00* Registration See Note
g) Neil	Ascione	NJASA TECHSPO 2012	4	Atlantic City, NJ	January 26-27, 2012	\$369.00 Registration \$122.86 Hotel See Note
h) Steve	Izzo	SMART Board Level 2 Installation Training	4	New York, NY	December 7-8, 2011	\$749.00 Registration See Note
Notes: *Registration will be paid out of proceeds from Educational Seminar 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.						

***CHANGE TO RESOLUTION 627-11**

- IT IS RESOLVED, that Resolution 627-11, Approval of Contract – Applied Behavioral Consulting, LLC, approved at the June 27, 2011 board meeting be changed to state, “not to exceed 50 hours per month”.

***COMPREHENSIVE MAINTENANCE PLAN**

- IT IS RESOLVED, that WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the plan for the various school facilities of the Roxbury Township School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE IT IS RESOLVED, that the Roxbury Township Board of Education hereby authorizes the Interim School Business Administrator to submit the Comprehensive Maintenance Plan and Form M-1, Annual Maintenance Budget Amount Worksheet per N.J.A.C. 6A:26A.

***APPROVAL OF PROJECTS**

9. IT IS RESOLVED, that the Roxbury Township Board of Education authorize the development of plans by SSP Architectural Group, 148 West End Avenue, Box 758, Somerville, NJ and submittal to the Department of Education for the projects listed below.

Bleacher Replacement at Roxbury High School
Bleacher Replacement at Eisenhower Middle School
Bleacher Replacement at Lincoln/Roosevelt School
Replacement of HVAC unit at Roxbury High School

AND IT IS FURTHER RESOLVED, that the Interim Business Administrator/Board Secretary be authorized to advertise for bids for said projects.

***ENERGY AUDIT GRANT PROGRAM**

10. WHEREAS, the New Jersey Board of Public Utilities, Office of Clean Energy administers the Local Government Energy Audit Program (Program), an incentive program to assists local government agencies to conduct energy audits and to encourage implementation of energy conservation measures; and

WHEREAS, the Governing Body of the Roxbury Township Board of Education has decided to apply to participate in the Local Government Energy Audit Program; and,

WHEREAS, the facilities to be audited are in New Jersey, are owned by the Roxbury Township Board of Education, are served by a New Jersey regulated public utility, and that the Roxbury Township Board of Education has not already reserved \$300,000 in the Program this year as of this application; and,

WHEREAS, it is acknowledged that acceptance into the Program is dependent on the Scope of Work and cost proposal, and that Program rules will have to be met in order to receive incentive funds; and,

WHEREAS, upon acceptance into the Program, the Roxbury Township Board of Education will prepare Facility Data Forms and Scopes of Work for each facility to be audited, solicit quotations from the authorized contractors, and submit the Part B application; and,

WHEREAS, the Roxbury Township Board of Education understands that energy audit work cannot proceed until an Application Approval Notice is received from the Program;

NOW THEREFORE, IT IS RESOLVED that the Governing Body of the Roxbury Township Board of Education, approves the submission of an Application for participation in the Local Government Energy Audit Program of the New Jersey Board of Public Utilities.

***DEMOGRAPHIC STUDY**

11. IT IS RESOLVED, that the Roxbury Township Board of Education approve a demographic study of the school district be performed by Applied Data Services, 268 Route 206, Suite 406, Flanders, New Jersey. The cost of the study is \$4,600.

***PURCHASING MANUAL**

12. IT IS RESOLVED, that the Roxbury Township Board of Education approves the 2011/2012 Purchasing Manual.

***ACCEPTANCE OF GRANT**

13. IT IS RESOLVED, that the Roxbury Township Board of Education accepts a grant, secured by Ms. Jane Feret and Dr. James Heinegg, from the BASF Corporation in the amount of \$5,000 to purchase equipment for the Roxbury High School Science Program.

***ACCEPTANCE OF THE 2010/2011 AUDIT**

14. The Interim Superintendent, in consultation with the Interim School Business Administrator/Board Secretary, recommends that the Board accept the Comprehensive Annual Financial Report and Auditor's Management Report for the period July 1, 2010 through June 30, 2011 as prepared by Nisivoccia & Company, LLP., inclusive of the following recommendations.

Financial Planning, Accounting and Reporting

Recommendation:

It is recommended that better communication be made between the grant coordinators and the business office to ensure that the project completion reports and the accounting records are in agreement.

Management Response

The business office and the respective grant coordinators will communicate and ensure the project completion reports and the accounting records are in agreement.

School Food Service

Recommendation

It is recommended that the operation of the food service fund be reviewed to ensure that a deficit does not occur in the future.

Management Response

The Interim Business Administrator has met with the Food Service Director to implement a plan for the 2011/2012 school year.

AND IT IS FURTHER RESOLVED, that the Roxbury Township Board of Education approve the Corrective Action Plan as presented.

ACCEPTANCE OF DONATION

15. IT IS RESOLVED, that the Roxbury Township Board of Education approve the acceptance of a donation from Fullerton Grounds Maintenance/Garden Designs by Elizabeth of pavers to be used for the Nixon School's Environmental Center. This donation is valued at approximately \$1,200.
16. IT IS RESOLVED, that the Roxbury Township Board of Education approve the acceptance of a donation to the Eisenhower Middle School from State Farm Insurance Companies in the amount of \$1,000.00.

B. Education

Mr. Moschella motioned, and Mrs. D'Abbraccio seconded the motion that Education Resolutions 1 through 8 be accepted as presented and as corrected.

The motion was approved by roll call vote.

Mrs. Castriotta: *Yes to 2, 3, 4, 5, 6, 7, 8, and No to 1;* **Mrs. D'Abbraccio:** *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 2, 3, 4, 5, 6, 7, 8, and No to 1;* **Ms. Scheneck:** *Yes to all;* **Mrs. Brooks:** *Yes to all*

***BYLAW**

1. IT IS RESOLVED, that the Roxbury Township Board of Education approve the attached Bylaw 0142 – Board Member Qualifications, Prohibited Acts, and Code of Ethics for second reading. (Exhibit 1)

***DISPOSAL OF LIBRARY BOOKS**

2. IT IS RESOLVED, that library books with very old copyright dates, books that are damaged, duplicates, no longer relevant, inappropriate material for the grade level be approved for removal from the Roxbury School Media Center. Weeded books will be distributed to classrooms, shifted to other district libraries, discarded, sold, or donated, as appropriate.

***AUTHORIZATION TO ESTABLISH EXTRACURRICULAR CLUB - RHS**

3. IT IS RESOLVED, that authorization to establish the following extracurricular club at Roxbury High School on a two-year trial basis be approved effective November 22, 2011 through November 23, 2013.

Walking Club

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

4. IT IS 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>
C11040	Chancellor Academy	\$47,840.00	10/11/11-06/30/12
BCSS001	Board of Education of the Bergen County Special Services School District	\$70,700.00	09/01/11-06/30/12
MET004	Matheny Medical and Educational Center	\$6,290.00	10/19/11-06/30/12
CBOE002	Chester Board of Education	\$42,000.00	09/07/11-06/30/12
KAN002	Chester County Intermediate Unite	\$29,022.55	07/01/11-06/30/12

***TUITION CONTRACT**

5. IT IS RESOLVED, that the Roxbury Township Board of Education approve a tuition contract with Hunterdon County Polytech for the 2011-2012 school year. The cost of this contract is \$7,020.00.

***APPROVAL OF OVERNIGHT TRIPS – RHS**

6. IT IS RESOLVED, that staff and students be approved for participation in the following educational event as per Board policy. Attendance at these events is based upon team and/or individual qualifications.

Event	Location	Dates	Cost
Junior Statesman of America NJ State Convention 0 school days	Parsippany NJ	12/3-4/2011	\$0
Estimated # of students: 20/Substitute Days: 0			
Junior Statesman of America Winter Congress 1 school day	Washington DC	2/24-26/2012	\$80
Estimated # of students: 20/Substitute Days: 1			
*DECA Regional Competition 3 school days	Cherry Hill NJ	2/26-28/2012	\$1,000
Estimated # of students: 4-6/Substitute Days 3			
*DECA National Competition 3 school days	Salt Lake City UT	4/28-5/2/2012	\$3,000
Estimated # of students: 1-2/Substitute Days: 3			
*FBLA State Conference 2 school days	East Brunswick NJ	3/15-16/2012	\$1,000
Estimated # of students: 1-2/Substitute Days: 2			
Key Club District Convention ½ school day	Long Branch NJ	3/30-4/1/2012	\$40
Estimated # of students: 20/Substitute Days: 1/2			
Williamsburg Music Festival 2 school days	Williamsburg VA	4/19-22/2012	\$160
Estimated # of students: 130/Substitute Days: 2			
National Concert Band Festival 3 school days	Indianapolis IN	3/14-18/2012	\$320
Estimated # of students: 50/Substitute Days: 2			

Event	Location	Dates	Cost
National Cheerleading Competition 1 school day	Orlando FL	2/9-13/2012	\$4,000
Estimated # of students: 29/Substitute Days: 0			
*State Wrestling Championships 1 school day	Atlantic City NJ	3/2-4/2012	\$2,600
Estimated # of students: 4/Substitute Days: 1			
*Pennsylvania Track Relays 2 school days	Philadelphia PA	4/26-28/2012	\$2,400
Estimated # of students: 4/Substitute Days 2			
*Trips will run only if students qualify for competition. Per NJDOE accountability regulations, travel costs must be in accordance with the GSA guidelines.			

***SENIOR CITIZEN OUTREACH**

- IT IS RESOLVED, that as part of the Senior Citizen Outreach, the Roxbury Township Board of Education approves issuing athletic passes to Senior Citizens and also provides tickets, when available, for concerts, plays, and invites for them to volunteer in the schools and enroll in classes at Roxbury High School when there is availability.

***COLLABORATIVE FIELD EXPERIENCE**

- IT IS RESOLVED, that *Ms. Emily Stropnicky*, a student at William Paterson University, be permitted to complete her speech language specialist (SLS) externship experience at Roxbury School District.

C. Personnel

Mr. Monaghan motioned, and Mrs. D’Abbraccio seconded the motion that Personnel Resolutions 1 and 2 be tabled.

The motion was approved by roll call vote.

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

***APPROVAL OF EXTENSION OF CONTRACTS**

Resolutions 1 and 2 were tabled.

- RESOLVED, that the Roxbury Township Board of Education approves to extend the contract of Interim Superintendent, Mr. James O’Neill, from February 29, 2012 to June 30, 2012.*
- RESOLVED, that the Roxbury Township Board of Education approves to extend the contract of Interim School Business Administrator, Ms. Marlene Wendolowski, from February 29, 2012 to June 30, 2012.*

Mr. Moschella motioned, and **Mr. Ramage** seconded the motion that **Personnel Resolutions 3 through 19** be accepted as presented, and as corrected.

The motion was approved by roll call vote.

Mrs. Castriotta: Yes 3, 5, 6, 7, 8, 10, 11, 13, 14, 15, 16, 17, and No to 4, 9, 12, 18, 19;
Mrs. D’Abbraccio: Yes to 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and Abstain to 13, 14, 15, 16, 17, 18, 19;
Mr Lucas: Yes to all; **Mr. Monaghan:** Yes to all; **Mr. Moschella:** Yes to all;
Mr. Ramage: Yes to all; **Mr. Rogers:** Yes to 3, 5, 6, 7, 8, 13, 14, 15, 16, 17, 19, and No to 4, 9, 10, 11, 12, 18; **Ms. Scheneck:** Yes to all, however Recuse to Rebecca Pietras only in Resolution 5; **Mrs. Brooks:** Yes to all

***APPOINTMENTS**

- IT IS RESOLVED, that *Mr. Bryan Bailey* be appointed as a part-time Security Guard at Roxbury High School effective November 22, 2011 for the 2011/2012 school year. Mr. Bailey is replacing Mr. Bruce Bumm.

Salary: \$15.00/Hour – 20 Hours/Week

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

- IT IS RESOLVED, that the following individual be appointed as a Lead Guidance Counselor for the Roxbury Township School District retroactive to November 1, 2011 for the 2011/2012 school year pending completion of negotiations.

Name	2010/2011 Salary*
Bacchetta, Emilie	\$2,024
*Salary to be determined pending completion of negotiations	

- IT IS RESOLVED, that the following personnel be appointed to Musical Play Positions at Roxbury High School for the 2011/2012 school year. The Board will be reimbursed through fund raising and ticket sales.

Name	Position	2010/2011 Salary*
Lynch, Lorraine	Director	\$3,250
Hachey, Patrick	Musical Director	2,750
Pietras, Rebecca	Choreographer	2,750
Hartsuiker, Richard	Pit Band/Conductor	2,250
Salyerds, Daniel	Vocal Director/Accompanist	2,000
Salyerds, Daniel	Tech Crew Director	1,400
Hachey, Patrick	Set Design	1,200
Pessolano, Marie	Painting/Visual	1,000
Rogers, Patricia	Costumes	800
*Salary to be determined pending completion of negotiations		

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

Kristin Morrissey Deirdra Sparano

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

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

David Allu Sean Cope Leatha Cottman Dana Direnzo
Tiffany Martino Jennifer Robertson Robert Diton

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

8. IT IS RESOLVED, that the following individuals be appointed as substitute Cafeteria Workers at Roxbury High School effective November 22, 2011 for the 2011/2012 school year at a salary of \$10.65 an hour on an as-needed basis.

Cheryl Ashton Melissa Rodriguez

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

***APPROVAL OF SPECIALIZED ATHLETIC CONSULTANTS, ADVISORS – RHS**

9. IT IS RESOLVED, that the Roxbury Township Board of Education approves the individuals listed below as Specialized Athletic Consultants, Advisors at Roxbury High School for the 2011/2012 school year. Salaries are paid from the Wrestling Parents' Club.

Name	Sport	Salary
Chad Rossy	Wrestling	\$300 - \$400
Santino Mangiro	Wrestling	\$300 - \$400
Chad Eckert	Wrestling	\$300 - \$400
Marc Palanchi	Wrestling	\$300 - \$400

***SALARY ADJUSTMENT**

10. IT IS RESOLVED, that the Confidential Secretaries have their salaries adjusted at 2% as indicated below retroactive to July 1, 2011 for the 2011/2012 school year.

Name	Salary
Freda, Patricia	\$61,561
Kasper, Aileen	58,250
Mainiero, Susan	51,248
Rhodes, Ann	46,915
Thiel, Stephanie	60,169

11. IT IS RESOLVED, that the Computer Technicians have their salaries adjusted at 2% as indicated below retroactive to July 1, 2011 for the 2011/2012 school year.

Name	Salary
Conlan, James	\$42,071
Hellner, Tom	49,298
Percevault, Beth	56,100
Shields, Mic	64,506
Woods, Tom	50,014

12. IT IS RESOLVED, that the individual listed below have their salary adjusted as follows effective July 1, 2011 through August 30, 2011 pending completion of negotiations.

Name	From	To
Sue Gehrum	Grade III Step 6 \$43,888*	Grade V Step 6 \$47,854*
*Step and salary to be determined pending completion of negotiations		

AND IT IS FURTHER RESOLVED, that the individual listed below have their salary adjusted as of September 1, 2011 for the 2011/2012 school year pending completion of negotiations.

Name	From	To
Sue Gehrum	Grade III Step 6 \$43,888*	Grade IV Step 6 \$45,195*
*Step and salary to be determined pending completion of negotiations		

LEAVE OF ABSENCE

13. IT IS RESOLVED, that *Ms. Audrey Wallock*, Kennedy School Principal, be granted a medical leave of absence effective November 14, 2011 using available sick days through January 6, 2012.
14. IT IS RESOLVED, that *Ms. Dolores Hayowyk*, Third Grade Teacher at the Jefferson School, be granted a medical leave of absence effective November 30, 2011 using available sick days through January 15, 2012.
15. IT IS RESOLVED, that *Ms. Ann Bopp*, Cook/Manager at Franklin School, be granted an unpaid leave of absence under the Family Leave Medical Act retroactive to November 7, 2011 through December 9, 2011.

APPOINTMENTS

16. IT IS RESOLVED, that *Ms. Jennifer Atanasio* be appointed as a substitute Cafeteria Aide at Nixon School effective November 22, 2011 for the 2011/2012 school year.

Salary: \$12.50/Hour on an as-needed basis

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

17. IT IS RESOLVED, that *Ms. Deirdra Sparano* be appointed as a substitute Cafeteria Aide at Nixon School effective November 22, 2011 for the 2011/2012 school year.

Salary: \$12.50/Hour on an as-needed basis

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

AFTER SCHOOL INSTRUCTION

18. IT IS RESOLVED, that the individuals listed below be approved as after-school Basic Skills Instructors for the 2011/2012 school year at a salary of \$35 per hour not to exceed three instructional hours and one prep hour per week. Salary is to be paid through Education Job Funds.

Jackie Sheplak- Lewis	Lincoln/Roosevelt
Jamie Osbun	Lincoln/Roosevelt
Eileen Lockburner	Lincoln/Roosevelt
Erin Maiello (substitute)	Lincoln/Roosevelt
Nicole Regner (substitute)	Lincoln/Roosevelt
Diana Santo (substitute)	Lincoln/Roosevelt
Toni Gelok	Franklin
Kathy Miller	Franklin
Maria Tryon D'Agostino	Franklin
Courtney Wenarsky	Franklin
Madeleine Tarleton (substitute)	Franklin
Stacey Carroll	Jefferson
Kristin O'Brien	Jefferson
Patricia Klein (substitute)	Jefferson
Larissa Krumbiegel (substitute)	Jefferson
Michelle Marzocca (substitute)	Jefferson
Katerina Peck (substitute)	Jefferson
Elizabeth Szegeti	Kennedy
Brenda Wilson	Kennedy
Joyce Brookes (substitute)	Kennedy
Heather Letteri (substitute)	Kennedy
Justine Matz (substitute)	Kennedy
Tara Midili (substitute)	Kennedy
Joyce Jose	Nixon
Dawn Krincek	Nixon

APPOINTMENT – PROFESSIONAL STAFF

19. IT IS RESOLVED, that *Ms. Shelly Connell* be appointed to the position of leave replacement Second Grade Teacher at the Jefferson School effective December 12, 2011 through May 28, 2012 and, thereafter, on an as needed basis for the 2011/2012 school year. Ms. Connell is replacing Ms. Kirsten Goodnick who is currently on a child rearing leave of absence. Step and salary to be determined pending completion of negotiations.

Degree:	Ed.D., Morgan State University, 2007 MS, Morgan State University, 2000 BS, University of Maryland Eastern Shore, 1997
Certification:	Elementary School Teacher in Grades K-5
Salary:	Step 1 of the 2010/2011 DR Guide, \$57,897 (prorated)

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

D. Executive Session

Mrs. D’Abbraccio motioned, and Mr. Lucas seconded the motion that Executive Session Resolution 1 be accepted as presented.

The motion was approved by roll call vote.

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

***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 December 5, 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, 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.

XV. PUBLIC COMMENTS– (There is a three minute time limit, per Board Policy)

Ms. McDonald commented on the language arts and writing for current 6th grade students.

November 21, 2011

XVI. ADJOURNMENT

It was motioned by Mr. Moschella and seconded by Mrs. D'Abbraccio to adjourn the Public Session at this time, 9:50 p.m.

Respectfully submitted,

Mr. Paul Stabile
Assistant Business Administrator