

**DISTRICT OF ROXBURY TOWNSHIP  
REGULAR MEETING OF THE BOARD OF EDUCATION  
DECEMBER 19, 2011**

6:30 PM – PUBLIC SESSION

8:00 PM – EXECUTIVE SESSION

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

*SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS*

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

I. MEETING CALLED TO ORDER

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

II. PUBLIC SESSION

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

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

Roxbury Register - Newspaper

Daily Record - Newspaper

Roxbury Web Site - <http://www.roxbury.org/boe/minutes/meetings.html>

Municipal Clerk

Roxbury Public Library

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

III. ROLL CALL

IV. PLEDGE OF ALLEGIANCE

V. CORRESPONDENCE

VI. PRESENTATIONS

None

VII. STUDENT COUNCIL REPRESENTATIVE'S COMMENTS

VIII. BOARD PRESIDENT'S COMMENTS

IX. SUPERINTENDENT'S REPORT

December 19, 2011

- X. BUSINESS ADMINISTRATOR'S REPORT
- XI. PUBLIC COMMENTS – Action Items
- XII. ACTION ITEMS

**A. Negotiations**

*The following motion recommended by the Superintendent and the Board Secretary, is non-controversial, a matter of routine business and will be voted on by one motion.*

**\*SALARY GUIDES**

1. RESOLVED, that the Roxbury Township Board of Education accept the Roxbury Education Association salary guides as presented for Teachers, Secretaries, and Paraprofessionals for the 2011/2012 through 2013/2014 school years.

**B. Personnel**

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

**\*APPROVAL OF EXTENSION OF CONTRACTS**

1. 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.
2. 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.

**\*APPROVAL OF NURSING SCHOOL PLAN**

3. RESOLVED, that the Roxbury Board of Education approves the 2011/2012 School Nursing Plan for submission to the County Office.

**\*RESIGNATION – COACH - RHS**

4. RESOLVED, that the resignation for personal reasons of *Mr. Kevin Poggi*, Assistant Boys' Outdoor Track Coach at Roxbury High School, be accepted effective December 20, 2011.

**\*LEAVE OF ABSENCE – SUPPORT STAFF**

5. RESOLVED, that *Ms. Patricia Summers*, Guidance Secretary at Roxbury High School, be granted a medical leave of absence effective January 5, 2012 using available sick days until released by her physician and, thereafter, an unpaid leave of absence.

**\*APPOINTMENT – SUBSTITUTE TRANSPORTATION STAFF**

6. RESOLVED, that the following individuals be appointed as substitute Bus Drivers effective December 20, 2011 for the 2011/2012 school year at a salary of \$15.00 an hour on an as-needed basis.

Michele Calvey      Alfonse Rispoli

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

**\*APPOINTMENT – SUBSTITUTE CAFETERIA WORKERS**

7. RESOLVED, that the following individuals be appointed as substitute Cafeteria Workers at Roxbury High School effective December 20, 2011 for the 2011/2012 school year at a salary of \$10.65 an hour on an as-needed basis.

Lisa Kosinski      Stacey Mahoney

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

**\*APPOINTMENT – SUBSTITUTE TEACHERS**

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

Christopher Dally	Michelle Mayhood	Elena Tate
Deborah Devery	Sean Milde	Marybeth Urban

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

**\*APPOINTMENT – SUBSTITUTE SECRETARY**

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

Karen Tompkins

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

**\*APPOINTMENT – COMMUNITY SCHOOL STAFF - RHS**

10. RESOLVED, that the staff listed below be approved as Community School Robotics Chaperone volunteers at Roxbury High School for the 2011/2012 school year.

D.J. Roman  
Justin Cappuzzo

11. RESOLVED, that the staff listed below be approved as Community School volunteer Ski/Snowboard Chaperones at Roxbury High School for the 2011/2012 school year.

Nicole Barbato	JoEllen LaVerda	Laura Myers
Lee Hayden	Anne Marsac	Eric Schmidt
Lisa Hudlow	Michael McPhee	Jason Tannenholz
Kati Jaeger	Bud Mulderrig	

12. RESOLVED, that the staff listed below be appointed for the 2011/2012 Community School Applied Music program. Salary is paid out of collected tuition.

Eric Schmidt	\$22/half hour	Private guitar lessons
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**\*APPOINTMENTS - ATHLETICS**

13. RESOLVED, that the Roxbury Township Board of Education approves the appointment of the following Athletic Department Volunteers for the 2011/2012 school year. A Certification for Paraprofessional Aide – Athletic Volunteer form has been signed and is on file.

Eric Weaver	Boys' Basketball
Bruce Eisdorfer	Ice Hockey

**\*SALARY ADJUSTMENT**

14. RESOLVED, that the individual listed below have their salary adjusted as of January 1, 2012 for the 2011/2012 school year pending completion of negotiations.

Name	2010/2011 Salary & Step - From	2010/2011 Salary & Step - To
Debby Ransegnola-Cope	Grade III Step 6 \$42,124*	Grade IV Step 6 \$43,431* (prorated)
*Step and salary to be determined pending completion of negotiations		

**RESIGNATION**

15. RESOLVED, that the resignation for personal reasons of *Ms. Michele Stone*, Cafeteria Aide at Lincoln/Roosevelt School, be accepted effective December 23, 2011.

**EXTENSION OF CHILD REARING LEAVE OF ABSENCE – PROFESSIONAL STAFF**

16. RESOLVED, that *Ms. Megan McCarthy*, Fourth Grade Teacher at the Nixon School and currently on an unpaid child rearing leave of absence, be granted an extension of her leave effective January 3, 2012 through January 27, 2012.
17. RESOLVED, that *Ms. Danielle Witt*, First Grade Teacher at the Kennedy School and currently on an unpaid child rearing leave of absence, be granted an extension of her leave effective January 3, 2012 through June 30, 2012.

**LEAVE OF ABSENCE – PROFESSIONAL STAFF**

18. RESOLVED, that *Ms. Tracy Ehrich*, Special Education Teacher at the Eisenhower Middle School, be granted a disability/child care leave of absence effective March 23, 2012 using available sick days until released by her physician and, thereafter, an unpaid leave of absence through June 30, 2012.
19. RESOLVED, that *Ms. Lisa Manuppelli*, Language Arts Teacher at the Eisenhower Middle School, be granted a medical leave of absence retroactive to November 8, 2011 using available sick days until released by her physician and, thereafter, an unpaid leave of absence through January 31, 2012.
20. RESOLVED, that *Ms. Jennifer Smith*, Fifth Grade Teacher at the Lincoln/Roosevelt School, be granted a disability/child care leave of absence effective April 2, 2012 using available sick days until released by her physician and, thereafter, an unpaid leave of absence under the Family Leave Act through January 1, 2013.
21. RESOLVED, that *Ms. Margaret Walsh*, Second Grade Teacher at the Kennedy School and currently on a medical leave of absence, be granted an extension of her leave effective January 3, 2012 using available sick days until released by her physician and, thereafter, an unpaid leave of absence through March 30, 2012.

**LEAVE OF ABSENCE – SUPPORT STAFF**

22. RESOLVED, that *Ms. Kristin Bonnefond*, Autistic Aide at Nixon School, be granted an unpaid medical leave of absence under the Family Leave Medical Act retroactive to December 13, 2011 until released by her physician.

**APPOINTMENT COMMUNITY SCHOOL STAFF**

23. RESOLVED, that the staff listed below be approved as Community School volunteer Ski/Snowboard Chaperones at the Eisenhower Middle School for the 2011/2012 school year.

Jackie Gibbs

Jackie Thomas

Stuart Thomas

**AFTER SCHOOL INSTRUCTION**

24. RESOLVED, that the individual listed below be approved as an after-school Basic Skills Instructor at the Lincoln/Roosevelt School 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 Ed Jobs.

Amy Muller

Lincoln/Roosevelt School

**C. Finance**

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

**\*TRANSFERS**

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

**\*BILLS LIST**

2. RESOLVED, that the Roxbury Township Board of Education approve the monthly bills list totaling \$1,653,268.80, as presented.

**\*BOARD SECRETARY'S REPORT**

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

**\*TREASURER'S REPORT**

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

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

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

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary's and Treasurer's monthly financial reports, that no major accounts and fund balances in the 2011/2012 budget have been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**\*TRAVEL REQUESTS**

6. 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) Renee	Zengel	AP Workshop – Studio Art	4	Robbinsville, NJ	March 3, 2012	\$205.00 Registration See Note
b) Jeffrey	Swanson	iPad Workshop for School Leaders	4	Monroe Twp., NJ	February 15, 2012	\$180.00 Registration See Note
c) Michael	D'Amico	2012 Winter Energy Education National Training Conference	4	San Antonio, TX	February 26-28, 2012	\$60.00 Meals \$104.00 Misc.
d) Marilyn	McSpiritt	The Ultimate One Day Diabetes Course	1	Parsippany, NJ	February 3, 2012	\$179.00 Registration See Note
e) Eric	Renfors	iPad Workshop for School Leaders	4	Monroe Twp., NJ	January 11, 2012	\$180.00 Registration See note
<p>Notes:                      See Note – does not include mileage and sustenance as they are contractual.                      1–State/Federal policy requirements, 2–State curricular requirements, 3–State initiatives, 4–Individual job requirements                      Substitute coverage is indicated by "S" followed by the number of days for which a substitute is needed.</p>						

**\*APPROVAL OF BOARD BUDGET GOALS**

7. RESOLVED, that in order to provide all Roxbury students with a comprehensive 21<sup>st</sup> century future focused education the Roxbury Township Board of Education accepts the following Board Budget Goals for the 2012/2013 school year.
- Academic Goal
    - ✓ Maintain the diversity of the current program including co-curricular and athletic activities
    - ✓ Implement a full-year Spanish course at the Eisenhower Middle School
  - Technology Goal
    - ✓ Ensure and support the effective utilization of technology in the classroom to enhance student achievement
  - Facilities Goal
    - ✓ Adequately fund the facilities needs of the district
  - Finance Goal
    - ✓ Construct a budget that is under the state cap of 2%

**\*POLICY**

8. RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 3425.1, Modified Early Return to Work Program – Teaching Staff Members, for first reading. (Exhibit 1)
9. RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation 3425.1, Modified Duty Early Return to Work Program – Teaching Staff Members, for first reading. (Exhibit 2)

10. RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 4425.1, Modified Duty Early Return to Work Program – Support Staff Members, for first reading. (Exhibit 3)
11. RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation R 4425.1, Modified Duty Early Return to Work Program, Support Staff Members, for first reading. (Exhibit 4)
12. RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 7460, Energy Conservation, for first reading. (Exhibit 5)
13. RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation R 7460, Energy Conservation and Building Management, for first reading. (Exhibit 6)

**D. Facilities**

*The following motion recommended by the Superintendent and the Board Secretary, is non-controversial, a matter of routine business and will be voted on by one motion.*

**\*SAFE ROUTES**

1. WHEREAS, the New Jersey Department of Transportation provides a federal-aid Safe Routes to School (SRTS) Program that encourages children to safely walk and bike to school and,

WHEREAS the 2012 SRTS program funds are available for the development of infrastructure projects such as sidewalks, crosswalks, etc. and,

WHEREAS these funds are available in the form of a competitive grant that supports the initiatives of the program through joint support and coordination with School District and Municipal partnerships and,

WHEREAS the Roxbury Board of Education enthusiastically supports shared services and programs with the Township of Roxbury for the betterment of our community and,

WHEREAS the Roxbury Board of Education and the Municipality recognize the need to improve the walk areas of \_\_\_\_\_ and \_\_\_\_\_ (being introduced verbally at the Board meeting held this 19<sup>th</sup> day of December 2011);

NOW THEREFORE BE IT RESOLVED that the Roxbury Township Board of Education enthusiastically endorses the joint application with the Municipality to help improve the safety of walking routes to our schools and to the initiative outlined in the joint application to improve these areas to provide for safe passage of our children to and from school

**E. Education**

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

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

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

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
KAN002	Child and Career Development Center	\$8,090.60	11/28/11-06/08/12
BAS006	Banyan School	\$27,178.00	12/01/11-06/30/12
BAS006	Essex Pediatric Rehabilitation, LLC	\$6,720.00	12/01/11-06/30/12

**\*TUITION CONTRACT**

2. RESOLVED, that the Roxbury Township Board of Education approve a tuition contract for a student from the Dover School District to attend the full-day Preschool Disabled Program held at the Jefferson School for the 2011/2012 school year. The revenue expected from this contract is \$17,511.20.

**\*AUTHORIZATION TO ESTABLISH EXTRACURRICULAR CLUB – RHS**

3. RESOLVED, that authorization to establish the following extracurricular club at Roxbury High School on a two-year trial basis be approved effective December 20, 2011 through December 21, 2013.

Ping Pong Club

**AUTHORIZATION TO ESTABLISH EXTRACURRICULAR CLUB**

4. RESOLVED, that authorization to establish the following extracurricular club at Eisenhower Middle School on a two-year trial basis be approved effective December 20, 2011 through December 21, 2013.

String Philharmonia

**F. Executive Session**

**\*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 January 9, 2011 at 6:30 p.m. in the Lincoln/Roosevelt School Auditorium; and

December 19, 2011

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

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

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

XIII. MINUTES

- A. Minutes of the Regular Meeting and Executive Session of November 21, 2011
- B. Minutes of the Workshop Meeting and Executive Sessions of December 5, 2011

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

XV. EXECUTIVE SESSION

- Recess
- Reconvene – The meeting will be reconvened in Executive Session in the Media Center

XVI. PUBLIC SESSION - (IF NECESSARY)

XVII. ADJOURNMENT