

**DISTRICT OF ROXBURY TOWNSHIP
MINUTES OF REORGANIZATION MEETING OF THE BOARD OF EDUCATION
JANUARY 6, 2020**

LINCOLN ROOSEVELT SCHOOL - AUDITORIUM
34 North Hillside Avenue, Succasunna, NJ 07876

CALL TO ORDER: 7:30 P.M.

PUBLIC SESSION: 7:30 P.M.

I. MEETING CALLED TO ORDER

The meeting was called to order at 7:31 p.m. in the auditorium of Lincoln Roosevelt School, Mr. Joseph Mondanaro, Board Secretary presiding.

Mr. Mondanaro announced that this Reorganization 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 Website – http://www.roxbury.org/domain/43	

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

II. PLEDGE OF ALLEGIANCE

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

III. SCHOOL ELECTIONS

The annual meeting of the voters of the Roxbury Township School District was held at Nixon Elementary School, the Roxbury Municipal Building, the Berkshire Valley Fire House, the Roxbury Public Library, the Roxbury Senior Center, Jefferson Elementary School, Roxbury High School, Eisenhower Middle School, and Kennedy Elementary School on Tuesday, November 5, 2019.

The unofficial results were as follows for members of the Board of Education, to fill three, 3-year terms.

	Carol Scheneck	Daniel Masi	Michelle Danielson	Write In	Total
Ward 1 District 1	99	100	96	0	295
Ward 1 District 2	146	151	150	3	450
Ward 1 District 3	107	112	109	8	336
Ward 1 District 4	116	111	108	3	338
Ward 1 District 5	70	75	75	3	223
Ward 2 District 1	134	134	132	1	401
Ward 2 District 2	126	118	123	2	369
Ward 2 District 3	164	163	164	6	497
Ward 2 District 4	89	96	95	1	281
Ward 2 District 5	131	130	133	3	397
Ward 3 District 1	139	140	134	1	414
Ward 3 District 2	84	84	86	1	255
Ward 3 District 3	136	133	132	0	401
Ward 3 District 4	103	102	105	0	310

	Carol Scheneck	Daniel Masi	Michelle Danielson	Write In	Total
Ward 3 District 5	88	89	89	5	271
Ward 3 District 6	126	136	129	0	391
Ward 4 District 1	160	160	163	6	489
Ward 4 District 2	154	153	157	3	467
Ward 4 District 3	113	118	114	3	348
Ward 4 District 4	108	115	106	3	332
Ward 4 District 5	155	157	158	2	472
Ward 4 District 6	172	174	172	5	523
Ward 1 Mail-In	83	79	81	13	256
Ward 1 Provisional	0	0	0	0	0
Ward 2 Mail-In	96	95	96	5	292
Ward 2 Provisional	0	0	0	0	0
Ward 3 Mail-In	112	116	116	11	355
Ward 3 Provisional	0	0	0	0	0
Ward 4 Mail-In	106	106	107	11	330
Ward 4 Provisional	0	0	0	0	0
Ward 1-4 Mail-In	0	0	0	0	0
Ward 1-4 Provisional	0	0	0	0	0
Total:	3117	3147	3130	99	9493

Mr. Mondanaro read the unofficial results of the election held on November 5, 2019 as shown in the agenda and then confirmed the totals by announcing the official results.

IV. OATH OF OFFICE

Mr. Mondanaro administered the Oath of Office to the newly elected board members:

Carol A. Scheneck Daniel E. Masi Michelle H. Danielson

V. ROLL CALL

The roll was taken and a quorum deemed present.

MEMBERS PRESENT: Mr. Joseph Bocchino, Mrs. Heather Champagne, Mr. Leo Coakley,
Mrs. Anne Colucci, Mrs. Michelle Danielson, Mr. Dan Masi,
Mrs. Danielle McCabe, Mrs. Kathy Purcell, Ms. Carol Scheneck

MEMBERS ABSENT: Mrs. Rachel Byrne

ADMINISTRATION PRESENT: Mrs. Loretta Radulic, Dr. Charles Seipp, Mrs. Maryann Gibbs,
Mr. Joseph Mondanaro

OTHERS PRESENT: Ms. Nathanya Simon, Esq., Scarinci Hollenbeck LLC

At this time, Mr. Mondanaro heard a motion from Mr. Bocchino to change the order of the agenda to allow for presentations to take place prior to any other business. The motion was seconded by Mr. Coakley and approved by unanimous agreement.

VI. PRESENTATIONS

Mr. Dominick Miller, Roxbury High School Principal and Mr. Stuart Mason, Director of Athletics, introduced the athletic teams:

- a) Girls Cross Country is NJAC National Division Champions – Coach Laura Schmidt and Coach Derek Bischoff introduced the athletes:

Gabriella Daskalova	Gianna Norris	Isabella Campiglia	Katie Cammarata
Abigail Dietz	Carly Lontine	Katelyn Molina	Lauren Tom
Breanna Williamson	Allison Fleming		

- b) Field Hockey Team is NJAC National Division Champions – Coaches Diane Douglas, Allie Urban and Melissa Gutkind introduced the athletes:

Shannon Brady	Jagara Brown	Tomi Cacopardo	Carolina Castillo
Carly Corrente	Sophia DiBlasi	Angie Gutierrez	Jennifer Hirsch
Izzy Hughes	Hana Johnston	Charlotte Larkin	Nicole Lisa
Grace Loizou	Katelyn Lopez	Halle Meloskie	Lia Milsom
Erica Nassan	Zoe Pickett	Mackenzie Pickett	Andrea Ponce
Kylie Roberts	Megan Roddy	Alyssa Rodriguez	Mackenzie Smith
Kaite Smith	Emily Stanich	Nikki Tedesco	Courtney Warsaw
Taylor Woolford			

- c) Gymnastics Team is North Jersey Gymnastics League Champions – Coach Kellie Damelio and Coach Caty Gluck introduced the athletes:

Ella Yarznbowicz	Madison Hansen	Paulina Zamora	Jeniah Agosto
Morgan Valdes	Katie Parr	Alexis Merola	Shaday Gibson
Alex Novack	Ashley Miller	Megan Merola	Tiffany Zieba

VII. ELECTION OF A PRESIDENT

Mr. Mondanaro conducted the election of a new Board President.

A. Nominations

Mr. Coakley motioned and Mr. Masi seconded the motion to nominate Ms. Carol Scheneck for Board President. All in favor.

B. Mr. Mondanaro closed nominations.

C. Voting by Board Members:

The election of Ms. Carol Scheneck as Board President was approved by roll call vote:

Mr. Bocchino:	Yes	Mrs. Colucci:	Yes	Mrs. McCabe:	Yes
Mrs. Champagne:	Yes	Mrs. Danielson:	Yes	Mrs. Purcell:	Yes
Mr. Coakley:	Yes	Mr. Masi:	Yes	Ms. Scheneck:	Yes

Ms. Scheneck thanked Mr. Coakley for the nomination.

VIII. ELECTION OF A VICE PRESIDENT

Ms. Scheneck conducted the election of a new Vice President.

A. Nominations

Mr. Bocchino motioned and Mrs. Champagne seconded the motion to nominate Mr. Masi for Vice President. All in favor

B. Ms. Scheneck closed the nominations.

C. Voting by Board Members

The election of Mr. Dan Masi as Vice President was approved by roll call vote:

Mr. Bocchino:	Yes	Mrs. Colucci:	Yes	Mrs. McCabe:	Yes
Mrs. Champagne:	Yes	Mrs. Danielson:	Yes	Mrs. Purcell:	Yes
Mr. Coakley:	Yes	Mr. Masi:	Yes	Ms. Scheneck:	Yes

IX. CORRESPONDENCE

None

X. STUDENT REPRESENTATIVE'S COMMENTS

Student Representative's were as follows:

- Winter sports are going well
- Fundraising ideas are being explored
- Planning for Winter Semi-formal

XI. BOARD PRESIDENT'S COMMENTS

Board President, Ms. Scheneck, commented on the following:

- Thank you to Mr. Coakley who has always been there for the board and 'yes' I have big shoes to fill!
- Welcome to Michelle Danielson
- Handing out a Board Training Sheet for 2020
- Commented on committee meetings

XII. SUPERINTENDENT'S REPORT

Superintendent, Mr. Radulic, reported the following:

- Congratulations to both Carol Scheneck and Dan Masi
- Welcome to Michelle Danielson
- Leo Coakley, we will miss you
- Congratulations to our three championship teams
- Marcia Cordero and Matt Troken – students to NYC for Three Kings Parade

XIII. BUSINESS ADMINISTRATOR'S REPORT

Business Administrator, Mr. Mondanaro, reported the following:

- Beginning to plug the budget numbers into the system
- Reviewing our facilities needs to determine what and when these projects will be undertaken

XIV. RESOLUTION TO MEET IN EXECUTIVE SESSION

Mrs. Colucci motioned and Mr. Coakley seconded the motion that the resolution to meet in Executive Session be approved as presented. The motion was approved by unanimous agreement.

IT IS RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on January 6, 2020 regarding personnel matters, student matters, and attorney client privilege.

XV. PUBLIC SESSION

Public Session reconvened at 9:00 p.m. in the auditorium at Lincoln Roosevelt School, President Scheneck presiding.

XVI. PUBLIC COMMENTS – Action Items – There is a three-minute time limit, per Board Policy

None

XVII. ACTION ITEMS

A. Reorganization (Resolutions 1 – 34)

Mr. Bocchino motioned and Mrs. Colucci seconded the motion that Reorganization Resolutions 1 through 34 be accepted as amended.

The motion was approved by roll call vote.

Mr. Bocchino: Yes to all; **Mrs. Champagne:** Yes to all; **Mr. Coakley:** Yes to all; **Mrs. Colucci:** Yes to all; **Mrs. Danielson:** Yes to all; **Mr. Masi:** Yes to all; **Mrs. McCabe:** Yes to all; **Mrs. Purcell:** Yes to all; **Ms. Scheneck:** Yes to 1 through 11, 13 through 24, 26, 28 through 34 and Recuse to 12, 24, 25, 27

BOARD BYLAWS AND POLICIES

- *1. IT IS RESOLVED, that the existing bylaws and policies of the Roxbury Township Board of Education, established for its own operation and the operation of the school district, will continue until the next reorganization meeting of the Roxbury Township Board of Education or until revised by vote of the Board of Education.

CODE OF ETHICS

- *2. IT IS RESOLVED, that every board member shall abide by the existing Code of Ethics of the Roxbury Township Board of Education as presented which will continue until the next reorganization meeting of the Roxbury Township Board of Education or until revised by vote of the Board of Education.

APPROVAL OF PROGRAMS AND TEXTBOOKS

- *3. IT IS RESOLVED, that the existing school programs and textbooks currently in use in the district for the 2019/2020 school year continue for the 2020/2021 school year or until revised by vote of the Board of Education.

OFFICIAL NEWSPAPERS

- *4. IT IS RESOLVED, that the official newspapers for the Roxbury Township Board of Education be the *Roxbury Register*, *Daily Record*, and the *Star Ledger* as the alternate newspaper.

CALENDAR OF MEETINGS

- *5. IT IS RESOLVED, that the Roxbury Township Board of Education approve the dates and locations for the Roxbury Township Board of Education meetings as listed below. Meetings will be held at Roxbury High School, 1 Bryant Drive, Succasunna, NJ; or Lincoln/Roosevelt School, 34 North Hillside Avenue, Succasunna, NJ. Executive Sessions will commence at 6:30 p.m., and Public Sessions will commence at 7:30 p.m., unless otherwise notified. Formal action may be taken.

Meeting Date	Type	Location
January 6, 2020	Reorganization	Lincoln Roosevelt School - Auditorium
January 27, 2020	Regular	Lincoln Roosevelt School - Auditorium
February 10, 2020	Regular	Lincoln Roosevelt School - Auditorium
March 2, 2020	Workshop	Lincoln Roosevelt School - Auditorium
March 12, 2020 (Thursday)	Training	Roxbury High School - Guidance Conf. Rm
March 16, 2020	Regular	Lincoln Roosevelt School - Auditorium
April 6, 2020	Workshop	Lincoln Roosevelt School - Auditorium
April 27, 2020	Regular	Lincoln Roosevelt School - Auditorium
May 18, 2020	Regular	Roxbury High School - Auditorium
June 8, 2020	Workshop	Roxbury High School – Auditorium
June 22, 2020	Regular	Roxbury High School – Auditorium
July 20, 2020	Regular	Roxbury High School – Media Center
July 22, 2020 (Wednesday)	Retreat	Office of Public Works, Dell Ave., Kenvil, NJ
August 31, 2020	Regular	Roxbury High School – Media Center
September 21, 2020	Regular	Lincoln Roosevelt School - Auditorium
October 12, 2020	Regular	Lincoln Roosevelt School - Auditorium
November 23, 2020	Regular	Lincoln Roosevelt School - Auditorium
December 14, 2020	Regular	Lincoln Roosevelt School - Auditorium
January 4, 2021	Reorganization	Lincoln Roosevelt School - Auditorium
†March 12, 2020 Workshop/Training will commence at 6:30 p.m. ‡July 22, 2020 Retreat will commence at 6:00 p.m.		

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 Website, Roxbury Township Municipal Office, Roxbury Township Public Library, and each school in the district.

DEPOSITORY OF SCHOOL FUNDS

- *6. IT IS RESOLVED, that the Roxbury Township Board of Education approve TD Bank, 11000 Atrium Way, Mount Laurel, NJ 08054 as the official depository of school funds for the accounts listed below:

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

APPOINTMENT - BOARD SECRETARY

- *7. IT IS RESOLVED, that *Mr. Joseph Mondanaro* be appointed School Business Administrator/Board Secretary for the Roxbury Township Board of Education. The terms and conditions of his employment are to be determined and approved at a future meeting of the Roxbury Township Board of Education.

APPOINTMENT - PUBLIC SCHOOL ACCOUNTANT

- *8. IT IS RESOLVED, that the Roxbury Township Board of Education approve Nisivoccia LLP, Certified Public Accountants & Advisors as auditors (public school accountant) for the year ended June 30, 2020 at a fee of \$59,755. This represents a 2% increase over the prior year.

APPOINTMENT – TREASURER OF SCHOOL MONIES

- *9. IT IS RESOLVED, that *Ms. Lisa Palmieri* be appointed Treasurer of School Monies for the Roxbury Township Board of Education for the period July 1, 2020 through June 30, 2021. The terms and conditions of her employment are to be determined and approved at a future meeting of the Roxbury Township Board of Education.

APPOINTMENT – SPECIAL EDUCATION COUNSEL

- *10. WHEREAS, the Roxbury Township Board of Education requires the services of Special Education Counsel on a regular basis, and

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 firm of Scarinci Hollenbeck Attorneys At Law is presently handling special education matters for this Board,

NOW THEREFORE IT IS RESOLVED, that the firm of Scarinci & Hollenbeck LLC, 110 Valley Brook Avenue, P.O. Box 790, Lyndhurst, NJ 07071, be appointed as Special Education Counsel for this Board of Education for the period July 1, 2020 to June 30, 2021. All services rendered by attorneys of the Firm shall be billed at the hourly rate of \$170.00 for all matters. Work by law clerks and paralegals at the hourly rate of \$102.00.

APPOINTMENT – GENERAL COUNSEL

- *11. IT IS RESOLVED, that the Roxbury Township Board of Education approve Nathanya G. Simon of the firm Scarinci & Hollenbeck, LLC as General Counsel per the same terms and rates of current retainer as counsel for Special Education.

APPOINTMENT – LABOR COUNSEL

- *12. IT IS RESOLVED, that the Roxbury Township Board of Education approve Nathanya G. Simon of the firm Scarinci & Hollenbeck, LLC as Labor Counsel per the same terms and rates of current retainer as counsel for Special Education.

APPOINTMENT – INSURANCE RISK MANAGER

- *13. WHEREAS, such services are extraordinary and unspecifiable 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, agreement has been reached with Arthur J. Gallagher & Company, 55 Newton Sparta Road, Newton, New Jersey for such services, and the Board finds this is in the best interest of the Board of Education,

NOW THEREFORE IT IS RESOLVED, by the Roxbury Township Board of Education that Arthur J. Gallagher & Company be approved as Insurance Broker for Property and Casualty and Workers Compensation effective July 1, 2020 to June 30, 2021 according to Public School Contracts Laws (N.J.S.A. 18A:18A-5).

APPOINTMENT – HEALTH BENEFITS BROKER

- *14. WHEREAS, such services are extraordinary and unspecifiable 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, agreement has been reached with Integrity Consulting Group, 104 Interchange Plaza, Suite 202, Monroe Twp., NJ 08831, for such services at a cost not to exceed \$63,378, and the Board finds this is in the best interest of the Board of Education,

NOW THEREFORE, IT IS RESOLVED, by the Roxbury Township Board of Education that Integrity Consulting Group be approved as Health Benefits Broker effective January 1, 2020 through December 31, 2021. according to Public School Contracts Laws (N.J.S.A. 18A:18A-5).

APPOINTMENT – ARCHITECT

- *15. IT IS RESOLVED, that the Roxbury Township Board of Education appoint SSP Architectural Group, 1011 Route 22, Suite 203, Bridgewater, NJ 08807 as school architect of record for the 2020/2021 school year with individual projects to be approved separately.

APPOINTMENT - MEDICAL INSPECTOR (SCHOOL PHYSICIAN)

- *16. IT IS RESOLVED, that the Roxbury Township Board of Education appoints Skylands Orthopaedics, 57 US Highway 46, Hackettstown, NJ 07840-2695, as Medical Inspector (School Physician) for the 2020/2021 school year at an annual cost of \$25,500.00.

APPOINTMENT OF CONTINUING DISCLOSURE AGENT AND INDEPENDENT REGISTERED MUNICIPAL ADVISOR ("IRMA")

- *17. IT IS RESOLVED, that the Roxbury Township Board of Education appoints Phoenix Advisors, LLC as Continuing Disclosure Agent and Independent Registered Municipal Advisor ("IRMA") for the 2020/2021 fiscal year at a fee of \$850.00.

APPROVAL OF PETTY CASH FUND AND CUSTODIAN OF FUNDS

- *18. IT IS RESOLVED, that the Roxbury Township Board of Education approves the Petty Cash Fund for the 2020/2021 school year in the amount of \$2,350.00, and

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

APPROVAL OF ATHLETIC FUND AND CUSTODIAN OF FUNDS

- *19. IT IS RESOLVED, that the Roxbury Township Board of Education approve the Athletic Fund for the 2020/2021 school year in the amount of \$10,000.00, and

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

APPROVAL OF DIRECT DEPOSIT

- *20. IT IS RESOLVED, that the Roxbury Township Board of Education approves a mandatory direct deposit program in accordance with District Policy 6511, Direct Deposit, and N.J.S.A. 52:14-15h. TD Bank shall be used to implement the direct deposit program.

APPROVAL OF TAX-SHELTERED ANNUITY COMPANIES

- *21. IT IS RESOLVED, that the Roxbury Township Board of Education approves the following list of companies as providers of tax-sheltered annuities available to the employees of the Roxbury Board of Education through payroll deduction:

AXA Equitable 403(b)/457
Oppenheimer Funds 403(b)
Lincoln Financial Advisors 403(b)
Lincoln Investment Planning 403(b)/457
Variable Annuity Life Insurance Company (VALIC) 403(b)
MetLife 403(b)/457
The Legend Group 403(b)
Security Benefit 403(b)

IT IS FURTHER RESOLVED, that PenServ Plan Services act as Third Party Administrator for the Roxbury Township Board of Education for all providers of tax sheltered annuities available to the employees of the Roxbury Township Board of Education through payroll deduction.

APPROVAL OF THE USE OF STATE CONTRACTS

- *22. IT IS RESOLVED, that the Roxbury Township Board of Education approve the use of state contracts as appropriate until the next reorganization meeting of the Roxbury Township Board of Education.

APPROVAL OF STANDARD OPERATING PROCEDURES

- *23 IT IS RESOLVED, that the Roxbury Township Board of Education approve the Financial Standard Operating Procedures.

APPOINTMENT – ATTENDANCE OFFICER(S)

- *24. IT IS RESOLVED, that the Roxbury Township Board of Education appoint the High School Assistant Principal of Attendance and the K-8 Principals as Attendance Officers for the 2020/2021 school year.

APPOINTMENT - 504 COMPLIANCE OFFICER

- *25. IT IS RESOLVED, that the Roxbury Township Board of Education appoint the Assistant Superintendent as 504 Compliance Officer for the Roxbury School District for the 2020/2021 school year.

APPOINTMENT – CHILD PROTECTION AND PERMANENCY (CP&P)/HOMELESS LIAISON

- *26. IT IS RESOLVED, that the Roxbury Township Board of Education appoint the Director of Special Services as Child Protection and Permanency (CP&P)/Homeless Liaison for the 2020/2021 school year.

APPOINTMENT – AFFIRMATIVE ACTION OFFICERS

- *27. IT IS RESOLVED, that the Roxbury Township Board of Education appoint the Human Resources Director and/or an Administrative Designee as Affirmative Action Officers for the 2020/2021 school year, and for the purpose of the Multi-Year Equity Plan.

APPOINTMENT - SCHOOL SAFETY SPECIALIST

*28. IT IS RESOLVED, that the Roxbury Township Board of Education appoint its Director of Security as the School Safety Specialist for the Roxbury School District for the 2020/2021 school year.

APPOINTMENT – SAFETY AND HEALTH DESIGNEE

*29. IT IS RESOLVED, that the Roxbury Township Board of Education appoint the Nurse Coordinator as Safety and Health Designee for the Roxbury School District for the 2020/2021 school year.

APPOINTMENT – DRUG FREE SCHOOLS OFFICERS

*30. IT IS RESOLVED, that the Roxbury Township Board of Education appoint the Student Assistance Counselor at Roxbury High School and the Student Assistance Counselor at Eisenhower Middle School as Drug Free Schools Officers for the 2020/2021 school year.

APPOINTMENTS OF THE BUSINESS ADMINISTRATOR

*31. IT IS RESOLVED, that the Roxbury Township Board of Education appoint the School Business Administrator/Board Secretary, as the following for the 2020/2021 school year:

Investments Officer	Public Agency Compliance Officer (P.A.C.O.)
Public Contracts Officer	Purchasing Agent
Custodian of Records	

APPOINTMENTS OF THE DIRECTOR OF BUILDINGS AND GROUNDS

*32. IT IS RESOLVED, that the Roxbury Township Board of Education appoint the Director of Buildings and Grounds, as the following for the 2020/2021 school year:

Asbestos Management Officer	Indoor Air Quality Coordinator
Integrated Pest Management Coordinator	Right to Know Officer
Chemical Hygiene Officer	AHERA Coordinator

DELEGATE APPOINTMENTS

*33. 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 IT IS RESOLVED, that the Roxbury Township Board of Education here and now assigns the following delegate appointments:

New Jersey School Boards Association Delegate:	<u>Dan Masi</u>
NJSBA Alternate	<u>Heather Champagne</u>
MCSBA Representative	<u>Heather Champagne</u>
MCSBA Alternate	<u>Anne Colucci</u>
Educational Services Commission of Morris County	<u>Carol Scheneck</u>

CHAIRPERSON APPOINTMENTS

*34. 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 IT IS RESOLVED, that the Roxbury Township Board of Education here and now assigns the following Committees and Committee Chairperson appointments:

Community Relations/Shared Services	<u>H. Champagne (Chair), J. Bocchino, D. Masi, D. McCabe</u>
Education	<u>J. Bocchino (Chair), R. Byrne, D. Masi, C. Scheneck, H. Champagne</u>
Facilities	<u>A. Colucci (Chair), L. Coakley, M. Danielson, C. Scheneck</u>
Finance	<u>C. Scheneck (Chair), L. Coakley, A. Colucci, M. Danielson</u>
Personnel	<u>K. Purcell (Chair), L. Coakley, A. Colucci, M. Danielson</u>
Negotiations	<u>L. Coakley (Chair), A. Colucci, M. Danielson, K. Purcell</u>
Policies / Governance	<u>D. Masi (Chair), J. Bocchino, L. Coakley, H. Champagne</u>
Project Graduation Liaison	<u>J. Bocchino</u>
Town Council Liaison	<u>A. Colucci</u>
District Sustainability Team	<u>J. Bocchino, H. Champagne</u>

B. Negotiations (Resolution 1)

Mr. Coakley motioned and Mr. Bocchino seconded the motion that Negotiations Resolution 1 be accepted as presented in the agenda.

The motion was approved by roll call vote.

Mr. Bocchino: Yes; **Mrs. Champagne:** Yes; **Mr. Coakley:** Yes; **Mrs. Colucci:** Yes;
Mrs. Danielson: Yes; **Mr. Masi:** Yes; **Mrs. McCabe:** Yes; **Mrs. Purcell:** Yes;
Ms. Scheneck: *Abstain*

ADVISOR APPOINTMENT

*1. WHEREAS, the Roxbury Township Board of Education utilizes a Committee structure to investigate and make recommendations regarding district activities to the Roxbury Township Board of Education,

THEREFORE IT IS RESOLVED, that the Roxbury Township Board of Education here and now assigns Richard Alexander to serve as an advisor on the Negotiations Committee.

C. Finances (Resolution 1)

Mrs. Colucci motioned and Mr. Coakley seconded the motion that Finance Resolution 1 be accepted as presented in the agenda.

The motion was approved by roll call vote.

Mr. Bocchino: Yes; **Mrs. Champagne:** Yes; **Mr. Coakley:** Yes; **Mrs. Colucci:** Yes;
Mrs. Danielson: Yes; **Mr. Masi:** Yes; **Mrs. McCabe:** Yes; **Mrs. Purcell:** Yes;
Ms. Schneck: Yes, however, Recuse to item (3) only

TRAVEL REQUESTS

- *1. IT IS RESOLVED, that the Roxbury Township Board of Education approve unavoidable travel costs as presented 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 are in compliance with the state travel reimbursement guidelines as established by the Department of Treasury and Board of Education policy in accordance with N.J.A.C. 6A-23B-1.1 et seq.

	Name	Workshop Title		Place	Date of Workshop	Registration Fee	Total Estimated Expenses
1	Blough, Chris	American Meteorological Society Annual Meeting - Conference on Education	4 S-3	Boston, MA	1/12/20 1/13/20 1/14/20 1/15/20	\$665.00	\$1,599.70
2	Simonetti, James	Protecting Students and the School Community After School Sports & Special Events Security	4	Morristown, NJ	1/15/20	\$0.00	\$5.32
3	Mason, Stuart	Protecting Students and the School Community After School Sports & Special Events Security	4	Morristown, NJ	1/15/20	\$0.00	\$5.32
Notes: 1-State/Federal policy requirements, 2-State curricular requirements, 3-State Initiatives, 4-Individual job requirements, T2-paid for by Title II funding. Substitute coverage is indicated by "S" followed by the number of days for which a substitute is needed.							

D. Personnel (Resolutions 1-5)

Ms. Schneck gave best wishes to Mr. Dirk Kelly upon his retirement and thanked him for his 30 years as a teacher.

Mrs. Purcell motioned and Mr. Coakley seconded the motion that Personnel Resolutions 1 through 5 be accepted as amended.

The motion was approved by roll call vote.

Mr. Bocchino: Yes to all; **Mrs. Champagne:** Yes to all; **Mr. Coakley:** Yes to all;
Mrs. Colucci: Yes to all; **Mrs. Danielson:** Yes to all; **Mr. Masi:** Yes to all; **Mrs. McCabe:** Yes to all;
Mrs. Purcell: Yes to all; **Ms. Schneck:** Yes to all

RESIGNATIONS, RETIREMENTS, TERMINATIONS

1. IT IS RESOLVED, that the Roxbury Township Board of Education approve the following:

	Name	Loc	Position	Action	Final day of employment	Discussion
*1	Kelly, Dirk	RHS	Social Studies Teacher	Resignation for the purpose of retirement	2/29/20	
*2	Williams, Ryan	RHS	Asst Boys' Lacrosse Coach	Resignation for personal reasons	12/30/19	Season was to begin 3/6/20

LEAVES OF ABSENCE

*2. IT IS RESOLVED, that Employee Number 4687 is placed on administrative leave with pay retroactive to December 19, 2019 through January 31, 2020 in accordance with the provisions of NJSA 18A:6-8.3.

APPOINTMENTS

3. IT IS RESOLVED, that the Roxbury Township Board of Education approve the following:

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
1	Perhacs, Jennifer	LRS	Special Education Teacher (RC) (FTE 0.66)	19/20 BA Step 4 of 3-4	\$35,816 prorated	12/6/19	6/30/20	Amends Start Date app'd 12/16/19, D.7.3

APPOINTMENTS - LEAVE REPLACEMENTS

4. IT IS RESOLVED, that the Roxbury Township Board of Education approve the following:

	Name	Loc	Position	Salary	Start Date	End Date	Discussion
1	Moschella, Christine	NES	Leave-repl Gr. 4 Teacher	19/20 Leave Replacement Teacher Rate Bd. aprvd 10/14/19: \$54,000 prorated	11/13/19	1/10/20	Amends End Date app'd 11/18/19, D.7.2. Non-tenure track. Continuation of replacement in position TCH.NIX.GR4.NA.01

APPOINTMENTS - HOURLY EMPLOYEES

5. IT IS RESOLVED, that the Roxbury Township Board of Education approve the following:

	Name	Loc	Position	Guide / Step	Hourly Rate	Hrs / Day	Days / Wk	Days / Year	Annual Salary	Start Date	End Date	Discussion
1	Iturralde, Kaytel	LRS	Special Education Paraprof	REA Paraprof Step 6	\$18.05	5.75	5	185	\$19,201 prorated	1/21/20 [^]	6/30/20	Replacement in RC Program position AID.SPE.PT.NA.17
2	Moschella, Christine	NES	Special Education Paraprof	REA Paraprof Step 8	\$19.34	5.75	5	185	\$20,573 prorated	1/13/20	6/30/20	Replacement in RC Program position AID.SPE.PT.NA.17

[^] Employment start date is pending completion of documentation in accordance with the law or district policy.

December 16, 2019

E. Executive Session (Resolution 1)

Mr. Bocchino motioned and Mrs. McCabe seconded the motion that Executive Session Resolution 1 be accepted as presented in the agenda.

The motion was approved by roll call vote by unanimous agreement

- *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 anticipating to hold a Regular Meeting on January 27, 2020 at 6:30 p.m. at Lincoln Roosevelt School, 34 North Hillside Avenue, Succasunna, New Jersey; and

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

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

XVIII. PUBLIC COMMENTS – There is a three-minute time limit, per Board Policy

None

XIX. BOARD MEMBERS COMMENTS

Mr. Bocchino gave 'kudo's' to the Kennedy Elementary School secretaries.

Mr. Coakley thanked everyone for their kind words.

Mr. Masi wished everyone Happy New Year and thanked Mr. Coakley and the Mt. Olive Alumni panel.

XX. ADJOURNMENT

Mrs. McCabe motioned and Mrs. Champagne seconded the motion to adjourn the meeting at this time, 9:15 p.m. The motion was approved by unanimous agreement.

Respectfully submitted,



Mr. Joseph Mondanaro
Board Secretary