

**DISTRICT OF ROXBURY TOWNSHIP  
MINUTES OF REORGANIZATION MEETING OF THE BOARD OF EDUCATION  
JANUARY 4, 2021**

VIRTUAL

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 7:32 p.m. remotely (virtual meeting) with Board Secretary, Mr. Joseph Mondanaro and Ms. Carol Scheneck 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  
Daily Record – Newspaper  
Roxbury Website – <http://www.roxbury.org/domain/43>

Municipal Clerk  
Roxbury Public Library

The notice of tonight's meeting has 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 ELECTION RESULTS**

Due to COVID-19 and the guidelines specified in Executive Orders 177 and 179 issued by Philip D. Murphy, Governor of the State of New Jersey, which state, "the November General Election shall be conducted primarily via vote-by-mail ballots", the number of polling places in each town will be reduced for the November 3 election. Therefore, the annual meeting of the voters of the Roxbury Township School District was conducted via vote-by-mail ballots, at the Roxbury Municipal Building and the Roxbury Senior Center on Tuesday, November 3, 2020.

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

	Joseph A. Bocchino, IV	Heather A. Champagne	Anne T. Colucci	Ralph J. Casendino, Jr.	Sharon MacGregor	Write In	Total
Roxbury Township 1	1	0	1	1	0	0	3
Roxbury Township 2	0	0	0	0	0	0	0
Roxbury Township Ward 1-4 Mail-In Ballot	6305	6193	6419	4151	4193	261	27522
Roxbury Township Ward 1-4 Provisional	158	149	156	116	111	18	708
<b>Total:</b>	<b>6464</b>	<b>6342</b>	<b>6576</b>	<b>4268</b>	<b>4304</b>	<b>279</b>	<b>28233</b>

IV. OATH OF OFFICE

The Board Secretary administered the Oath of Office to the newly elected board members:

Mr. Joseph Bocchino IV                      Mrs. Heather Champagne                      Mrs. Anne Colucci

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:                      None

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

OTHERS PRESENT:                      Ms. Nathanya Simon, Esq., Scarinci Hollenbeck LLC  
Mr. Edwin Botero, Mt. Arlington

VI. ELECTION OF A PRESIDENT

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

A. Nominations

Mrs. Colucci 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 Mrs. Colucci for the nomination.

VII. ELECTION OF A VICE PRESIDENT

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

A. Nominations

Mr. Bocchino motioned and Ms. Scheneck 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. Schneck:	Yes

VIII. CORRESPONDENCE

None

IX. PRESENTATIONS

None

X. STUDENT REPRESENTATIVE'S COMMENTS

Student Representative, Ms. Delaney Scalera, commented on the following:

- Roxthon
- Interact Club to help the Sweeney Family

XI. BOARD PRESIDENT'S COMMENTS

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

- Congratulations to Heather Champagne, Anne Colucci and Joseph Bocchino
- Welcome to Delaney Scalera
- Welcome to Mr. Edwin Botero, new Mt. Arlington Representative

XII. SUPERINTENDENT'S REPORT

Superintendent, Mrs. Radulic, reported the following:

- Congratulations to Carol and Dan
- Welcome to Eddie
- Welcome to Delaney
- Congratulations to Joe, Heather and Anne
- Happy New Year! January 14<sup>th</sup> – community communication, thought process and hope
- Our first vaccines! Four staff members by the end of January are already scheduled. It's the beginning of the end of this pandemic
- NJSIAA moving forward with spring sports
- Roxbury Winter Fun: I gave our Curriculum and Instruction group a challenge and, of course, they rose to the occasion and excelled! The C&I team (including newest member, Alyssa Bellardino) created a packet of fun activities that families can do while enjoying the winter season.
- Survey to Roxbury High School students coming this month from Central Office
- New Year's resolution ....I've already seen a difference, have you?

XIII. BUSINESS ADMINISTRATOR'S REPORT

Business Administrator, Mr. Joseph Mondanaro, reported the following:

- Congratulations to Joe Bocchino, Heather Champagne and Anne Colucci
- Welcome to Mr. Botero
- Construction has begun for the bell to be located in front of the Administration building

XIV. RESOLUTION TO MEET IN EXECUTIVE SESSION

Mrs. Colucci motioned and Mrs. Champagne 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 4, 2021 regarding personnel matters, student matters, negotiations and attorney client privilege.

XV. PUBLIC SESSION

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

None

XVII. ACTION ITEMS

**A. Reorganization**

**Mr. Coakley 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 23, 26, and 28 through 34, and Recuse to 12, 24, 25, and 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 State of New Jersey and 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 2020/2021 school year continue for the 2021/2022 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 and/or remotely. 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 25, 2021	Regular	Hybrid, Virtual or In-person as conditions allow
February 22, 2021	Regular	Hybrid, Virtual or In-person as conditions allow
March 15, 2021	Regular	Hybrid, Virtual or In-person as conditions allow
April 12, 2021	Regular	Hybrid, Virtual or In-person as conditions allow
April 26, 2021	Regular	Hybrid, Virtual or In-person as conditions allow
May 10, 2021	Regular	Hybrid, Virtual or In-person as conditions allow
June 7, 2021	Regular	Hybrid, Virtual or In-person as conditions allow
June 21, 2021	Regular	Hybrid, Virtual or In-person as conditions allow
July 19, 2021	Regular	To Be Determined
July 21, 2021 (Wednesday) <sup>1</sup>	Retreat	To Be Determined
August 30, 2021	Regular	To Be Determined
September 20, 2021	Regular	To Be Determined
October 11, 2021	Regular	To Be Determined
November 15, 2021	Regular	To Be Determined
December 13, 2021	Regular	To Be Determined
January 6, 2022 (Thursday)	Reorganization	To Be Determined
<sup>1</sup> July 21, 2021 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	Board President or Board Vice President and 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, 2021 at a fee of \$60,950. 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, 2021 through June 30, 2022. 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, 2021 to June 30, 2022. 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 Risk Management Services, 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 Risk Management Services be approved as Insurance Broker for Property and Casualty and Workers Compensation effective July 1, 2021 to June 30, 2022 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 to be paid by the insurance carriers as per the agreed upon proposals, 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, 2021 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 Architects, 50 Division Street, Suite 503, Somerville, NJ 08876 as school architect of record for the 2021/2022 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 2021/2022 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 2021/2022 fiscal year at a fee of \$1,000.00.

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 2021/2022 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 2021/2022 school year in the amount of \$10,000.00, and

BE IT 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)  
Oppenheimer Funds 403(b)  
Lincoln National Life Insurance Company 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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>Joseph Bocchino IV</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>D. McCabe (Chair), A. Colucci, D. Masi, K. Purcell</u>
Education	<u>J. Bocchino (Chair), E. Botero, D. Masi,</u> <u>H. Champagne, L. Coakley</u>
Facilities	<u>A. Colucci (Chair), L. Coakley, M. Danielson,</u> <u>C. Scheneck</u>
Finance	<u>C. Scheneck (Chair), L. Coakley, A. Colucci,</u> <u>M. Danielson</u>
Personnel	<u>K. Purcell (Chair), A. Colucci, M. Danielson,</u> <u>D. McCabe</u>
Policies/Governance	<u>D. Masi (Chair), J. Bocchino, H. Champagne,</u> <u>C. Scheneck</u>
Negotiations	<u>L. Coakley (Chair), A. Colucci, M. Danielson,</u> <u>K. Purcell</u>
Project Graduation Liaison	<u>Joseph Bocchino IV</u>
Town Council Liaison	<u>Anne Colucci</u>
District Sustainability Team	<u>Anne Colucci, Leo Coakley</u>

**B. Finance**

**Mrs. Colucci motioned and Mrs. Champagne seconded the motion that Finance Resolutions 1 and 2 be accepted as presented in the agenda.**

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 all*

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	Zenna, Kathryn	Youth Mental Health First Aid	4	Virtual	1/13/21	\$175.00	\$175.00
2	Kocoski, Sanja	Youth Mental Health First Aid	4	Virtual	1/13/21	\$175.00	\$175.00
3	Hornung, Desiree	Youth Mental Health First Aid	4	Virtual	1/13/21	\$175.00	\$175.00
4	Leonard, Catherine	Youth Mental Health First Aid	4	Virtual	1/13/21	\$175.00	\$175.00
5	Phillips, Melissa	Youth Mental Health First Aid	4	Virtual	1/13/21	\$175.00	\$175.00
6	Conklin, Lauren	Youth Mental Health First Aid	4	Virtual	1/13/21	\$175.00	\$175.00
7	Katinsky, Jaclyn	Youth Mental Health First Aid	4	Virtual	1/13/21	\$175.00	\$175.00

Notes: \*If in-person session is held, attendance will require employee to follow all safety and social distancing protocols. 1-State/Federal policy requirements, 2-State curricular requirements, 3-State Initiatives, 4-Individual job requirements, T2-paid for by Title II funding, T3 paid for by Title III funding. Substitute coverage is indicated by "S" followed by the number of days for which a substitute is needed.

APPROVAL OF SETTLEMENT AGREEMENT

\*2. IT IS RESOLVED, upon the recommendation of the Superintendent of Schools and Board Attorney, that the Settlement Agreement and Release in the matter of OAL DKT. NO.: EDS-9478-20, AGENCY REF. NO.: 2021-32054 and OAL DKT. NO.: EDS-9479-20, AGENCY REF. NO.: 2021-32136 be approved and the Board President or Board President's designee is authorized to sign the same on behalf of the Board.

**C. Personnel**

**Mrs. Purcell motioned and Mrs. Danielson seconded the motion that Personnel Resolutions 1 through 9 be accepted as presented in the agenda.**

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 all*

*(NOTE: Approval of these resolutions authorizes the Superintendent to submit to the County Superintendent applications for emergent hiring and the candidate's attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. seq., N.J.S.A. 18A:39-17 et. seq., or N.J.S.A. 18A:6-4.13 et. seq. for those candidates listed below. All appointments are pending verification of employment history pursuant to New Jersey P.L. 2018, c. 5 (N.J.S.A. 18A:6-7.6, et. seq.); contingent upon receipt of proper certification; and all salary placements are pending receipt of college transcripts verifying degree status.)*

**APPROVAL OF RATE OF PAY - SUBSTITUTE POSITIONS**

- \*1. IT IS RESOLVED, that the Roxbury Township Board of Education approves the following rate of pay schedule for substitute positions for the 2020-2021 school year:

<i>Category</i>	<i>Rate of Pay 2020-2021 School Year</i>
Leave Replacement Teacher (must hold proper NJ certification in content area)	\$54,000 (prorated at \$291.90 per diem)
Interim Substitute Teacher (must hold appropriate NJ certification in content area)	\$291.90 per diem
Transitional Substitute Teacher: up to 20 consecutive days in same position; 21-40 days maximum with county superintendent's approval (Alternate or Traditional Route candidate holding a county substitute credential pending issuance of NJ certification)	\$36,000 (prorated at \$200.00 per diem)
Substitute Teacher: in assignment exceeding 20 consecutive days; 40 days maximum in non-content area (holding a NJ standard/CE/CEAS certification)	\$200.00 per diem
Substitute Nurse / Permanent Substitute Nurse	\$235.00 per diem
Permanent Substitute Teacher (holding a NJ standard/CE/CEAS certification)	\$125.00 per diem
Substitute Teacher (holding a NJ standard/CE/CEAS certification)	\$100.00 per diem
Substitute Teacher (holding a county substitute credential)	\$90.00 per diem
Substitute Instructional Paraprofessional	\$90.00 per diem
Substitute Bus Aide	\$15.00 hourly
Substitute Bus Driver	\$21.50 hourly
Substitute Cafeteria (Lunch) Aide	\$13.95 hourly
Substitute Computer Technician	\$16.00 hourly
Substitute Maintenance / Groundskeeper	\$15.00 - \$25.00 hourly
Substitute Secretary	\$13.00 hourly
Substitute Secretary (Central Office)	\$16.00 hourly
Substitute Security Guard / Matron	\$16.50 hourly
Substitute Security Guard (with Permit to Carry)	\$20.00 hourly

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

*Organized by Name*

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Action</i>	<i>Final day of employment</i>	<i>Discussion</i>
* 1	James, Hope	TR	Bus Driver	Resignation for retirement purposes	1/31/21	
* 2	Plata, Domingo	B&G	Maintenance Worker (HVAC)	Resignation for personal reasons	1/14/21	

LEAVES OF ABSENCE

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

	<i>Name</i>	<i>Leave Start Date</i>	<i>Paid Leave</i>	<i>Unpaid FMLA/ NJFLA^</i>	<i>Return Date</i>	<i>Discussion</i>
* 1	4779	1/4/21	n/a	FMLA/NJFLA	2/16/21	
2	7345	1/4/21	n/a	FMLA/NJFLA	1/19/21	
* 3	5867	12/9/20	Using available sick days	FMLA	Upon release by physician	Anticipated return on 2/2/21
4	7313	1/4/21	n/a	FMLA/NJFLA	1/19/21	

<sup>^</sup>Leave becomes unpaid when sick/personal days depleted or released by physician, whichever occurs first.

4. IT IS RESOLVED, that the Roxbury Township Board of Education approve the following leaves under the Families First Coronavirus Response Act (FFCRA):

	<i>Name</i>	<i>Leave Start Date</i>	<i>Emergency Paid Sick Leave</i>	<i>Paid Expanded Family &amp; Medical Leave</i>	<i>Other Paid Leave</i>	<i>Return Date</i>	<i>Discussion</i>
1	22-035	12/15/20	yes	yes	n/a	1/4/21	
2	21-939	11/30/20	no	yes	n/a	1/4/21	Amends return date app'd 12/14/20 D.4.7

- \*5. IT IS RESOLVED, that Employee Number 4689 is placed on administrative leave with pay beginning December 8, 2020 through January 20, 2021 in accordance with the provisions of NJSA 18A:6-8.3.

APPOINTMENTS - LEAVE REPLACEMENTS

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

	Name	Loc	Position	Salary	Start Date	End Date	Discussion
* 1	Denburg, Andrew	RHS	Leave-repl Music Teacher	\$54,000 prorated^	11/16/20	2/11/21	Amends <i>End Date</i> of 12/23/20 app'd 11/23/20, XV.D.8.2.  Non-tenure track. Replacement in position TCH.RHS.MUS.IN.01
2	Reinknecht, Cindy	JES	Leave-repl Special Education Teacher (RC)	\$54,000 prorated^	12/9/20	12/14/20	Amends <i>End Date</i> app'd 12/14/20, XV.D.9.1.  Non-tenure track. Replacement in position TCH.SPE.RES.NA.40

^ 20/21 Leave Replacement Teacher Rate Bd. aprvd 1/4/21

APPOINTMENTS - HOURLY EMPLOYEES

7. 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	Curtiss, Karen	NES	Lunchroom / Cafeteria Aide	N/A	\$14.85	2.5	5	180	\$6,683 prorated	1/13/21	6/30/21	Rehire in position AID.CAF.NI X.NA.02
2	Sparano, Brianna	FES	Special Education Paraprof	REA Paraprof Step 5	\$17.64	4 on M, 6 on T-F	5	187	\$18,663 prorated	1/5/21^	6/30/21	LLD Program replacement in position AID.SPE.PT. NA.36

^ Employment start date is pending completion of documentation in accordance with the law or district policy.  
\* Salary and hourly rate pending completion of negotiations.

APPOINTMENTS - SUBSTITUTES

8. IT IS RESOLVED, that the Roxbury Township Board of Education approve the following on an as needed basis:

	Name	Loc.	Position	Salary	Start Date	End Date	Discussion
1	Reinknecht, Cindy	JES	Interim Substitute Teacher (Special Ed, RC)	\$291.90 per diem	12/15/20	1/29/21	Replacement in position TCH.SPE.RES.NA.40
* 2	Brooks, Emily	District	Substitute Teacher, Paraprofessional and Secretary	20/21 Sub Rate Bd. aprvd 1/04/2021	01/05/21	6/30/21	

^ Start date is pending completion of documentation in accordance with the law or district policy.

SALARY ADJUSTMENTS - HOURLY EMPLOYEES

9. 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	Rodriguez, Carlos	TR	Bus Driver	Teamster Step 1	\$22.85 *	6.25	T-F	153	\$21,850 * prorated	1/4/21	6/30/21	Amends hours, salary app'd 11/23/20 D.9.3
* Salary and hourly rate pending completion of negotiations.												

**D. Executive Session**

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

The motion was approved 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 hybrid on January 25, 2021 at 6:30 p.m. remotely and at Roxbury High School; 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 Regular Meeting will commence at 7:30 p.m.

**XVIII. PUBLIC COMMENTS**

Marla Landiere congratulated the board and commented on board inclusivity training.

Rachel Smith commented regarding board training in diversity.

**XIX. BOARD MEMBERS COMMENTS**

Mrs. Colucci commented on the Roxbury Dance Recital, the production of *A Christmas Carol* and former students singing Christmas carols.



January 4, 2021

XX. ADJOURNMENT

Mrs. McCabe motioned and Mrs. Champagne seconded the motion to adjourn the meeting at this time, 8:45 p.m. The motion was approved by unanimous agreement.

Respectfully submitted,



Mr. Joseph Mondanaro  
Board Secretary