

**DISTRICT OF ROXBURY TOWNSHIP  
MINUTES OF REORGANIZATION MEETING OF THE BOARD OF EDUCATION**

**JANUARY 4, 2024**

**LINCOLN ROOSEVELT SCHOOL  
34 North Hillside Avenue, Succasunna, NJ 07876**

CALL TO ORDER: 7:00 P.M.

PUBLIC SESSION: 7:00 P.M.

**I. MEETING CALLED TO ORDER**

The meeting was called to order at 7:00 p.m. in the auditorium at Lincoln Roosevelt School. Business Administrator, Mr. Joseph Mondanaro, presiding.

Mrs. Kolbusch 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
Star Ledger - Newspaper	
Roxbury Website – <a href="http://www.roxbury.org/domain/83">http://www.roxbury.org/domain/83</a>	

The notice of tonight's meeting has been posted in the Board's Business office.

**II. PLEDGE OF ALLEGIANCE**

Mr. Mondanaro asked for a moment of silence for the husband Mr. Arthur Wilson of Mrs. Brenda Wilson, a long time faculty member at Kennedy Elementary School.

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

**III. SCHOOL ELECTION RESULTS**

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, Kennedy Elementary School, and Nixon Elementary School on Tuesday, November 7, 2023.

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

	Heather Champagne	Dan Masi	Kimberly Schwartz	Anne T. Colucci	Camilo Bonilla	Valerie Galdieri	WRITE-IN	Early Voting	MAIL-IN	Provisional
District										

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Roxbury Township Ward 1 District 1	95	87	92	82	73	73	1	7	34	5
Roxbury Township Ward 1 District 2	109	104	95	132	115	117	0	20	50	1
Roxbury Township Ward 1 District 3	84	76	77	90	85	88	6	8	24	3
Roxbury Township Ward 1 District 4	87	87	81	99	91	94	0	17	24	4
Roxbury Township Ward 1 District 5	85	85	81	79	70	71	0	12	31	2
Roxbury Township Ward 2 District 1	97	95	92	122	113	112	0	8	29	3
Roxbury Township Ward 2 District 2	97	91	86	101	87	95	1	9	36	3
Roxbury Township Ward 2 District 3	115	120	104	115	110	111	0	4	46	3
Roxbury Township Ward 2 District 4	97	99	89	61	50	52	0	6	38	1
Roxbury Township Ward 2 District 5	90	93	89	113	107	110	2	11	40	2
Roxbury Township Ward 3 District 1	101	95	93	89	85	84	0	14	48	3
Roxbury Township Ward 3 District 2	65	61	63	97	86	84	0	8	19	2
Roxbury Township Ward 3 District 3	106	107	103	125	119	110	0	7	35	3
Roxbury Township Ward 3 District 4	88	81	78	131	112	119	1	16	61	5
Roxbury Township Ward 3 District 5	65	56	52	68	64	65	1	4	26	0
Roxbury Township Ward 3 District 6	127	137	126	134	122	123	1	18	52	4
Roxbury Township Ward 4 District 1	96	94	89	156	135	145	0	6	37	0
Roxbury Township Ward 4 District 2	98	108	86	128	120	115	9	15	38	3
Roxbury Township Ward 4 District 3	107	109	102	110	107	110	0	6	32	3
Roxbury Township Ward 4 District 4	84	82	79	90	86	86	0	11	27	4
Roxbury Township Ward 4 District 5	139	129	133	108	104	110	0	10	45	1
Roxbury Township Ward 4 District 6	167	173	164	210	202	203	5	35	68	5
Total:	<b>2199</b>	<b>2169</b>	<b>2054</b>	<b>2440</b>	<b>2243</b>	<b>2277</b>	27	252	840	60

**\*PLEASE NOTE: Pursuant to N.J.S.A 19:63-22c, which was amended to include provisions to protect voter privacy, certain election results have been concealed in situations where there were a low number of total votes and voter confidentiality may be at risk.**

#### IV. OATH OF OFFICE

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

Camilo Bonilla

Anne T. Colucci

Valerie Galdieri

#### V. ROLL CALL

MEMBERS PRESENT:

Mr. Camilo Bonilla, Mr. Edwin Botero, Mr. Leo Coakley,  
Mrs. Ann Colucci, Ms. Valerie Galdieri,  
Mrs. Sharon MacGregor-Nazzaro, Mr. Christopher Milde,  
Mrs. Kathy Purcell, Ms. Carol Scheneck, Mr. Brian Staples

MEMBERS ABSENT:

ADMINISTRATION PRESENT: Dr. Frank Santora, Dr. Charles Seipp (arrived at 7:25 p.m.),  
Mrs. Lisa Ferrare, Mr. Joseph Mondanaro, Mrs. Kathy Kolbusch

OTHERS PRESENT:

Mr. Marc G. Mucciolo, Esq., Busch Law Group LLC

#### VI. ELECTION OF A PRESIDENT

Mr. Mondanaro opened the nominations of a new Board President.

##### A. Nominations

Mrs. Purcell nominated Mr. Coakley  
Mrs. Colucci nominated Mr. Coakley

##### B. Close Nominations

Mr. Mondanaro closed the nominations. All in favor.

##### C. Voting by Board Members

The election of Mr. Leo Coakley as Board President was by roll call vote:

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Mr. Bonilla:	Yes	Mr. Milde:	Yes
Mr. Botero:	Yes	Mrs. Purcell:	Yes
Mr. Coakley:	Yes	Ms. Scheneck:	Yes
Ms. Galdieri:	Yes	Mr. Staples:	Yes
Mrs. MacGregor-Nazzaro:	Yes	Mr. Staples:	Yes

VII. ELECTION OF A VICE PRESIDENT

Mr. Coakley opened the nominations of the new Vice President.

A. Nominations

Mrs. Colucci nominated Mr. Milde.

B. Close Nominations

Mr. Coakley closed the nomination. All in favor.

C. Voting by Board Members

The election of Mr. Christopher Milde as Vice President was by roll call vote:

Mr. Bonilla:	Yes	Mr. Milde:	Yes
Mr. Botero:	Yes	Mrs. Purcell:	Yes
Mr. Coakley:	Yes	Ms. Scheneck:	No
Ms. Galdieri:	Yes	Mr. Staples:	Yes
Mrs. MacGregor-Nazzaro:	Yes	Mr. Staples:	Yes

VIII. CORRESPONDENCE

None

IX. CODE OF ETHICS

Board Members read The Code of Ethics aloud.

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

None

XI. ACTION ITEMS

**A. Reorganization (Resolutions 1-40)**

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

**Mrs. Kathy Purcell motioned and Mrs. Sharon MacGregor-Nazzaro seconded the motion that The Reorganization Resolutions 1 through 40 to be accepted as presented.**

The motion was approved by roll call vote.

**Mr. Bonilla: Yes; Mr. Botero: Yes; Mrs. Colucci: Yes; Mrs. Galdieri: Yes;**  
**Mrs. MacGregor-Nazzaro: Yes; Mr. Milde: Yes; Mrs. Purcell: Yes; Ms. Scheneck: Yes to all**  
*however Recuse Resolution #13, #26, #27, #28, #30, #34 and #35; Mr. Staples: Yes;*  
**Mr. Coakley: Yes.**

BOARD BYLAWS AND POLICIES

- \*1. 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. 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.

Board Members will now read the Code of Ethics aloud.

APPROVAL OF PROGRAMS AND TEXTBOOKS

- \*3. RESOLVED, that the existing school programs and textbooks currently in use in the district for the 2023/2024 school year continue for the 2024/2025 school year or until revised by vote of the Board of Education.

OFFICIAL NEWSPAPERS

- \*4. 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. 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 Lincoln-Roosevelt School, 34 North Hillside Avenue, Succasunna, NJ; or Roxbury High School, 1 Bryant Drive, 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 22, 2024	Regular	Lincoln-Roosevelt Auditorium
February 12, 2024	Regular	Lincoln-Roosevelt Auditorium
March 4, 2024	Regular	Lincoln-Roosevelt Auditorium
March 7, 2024 #	BOE Training	Lincoln-Roosevelt Auditorium
March 25, 2024	Regular	Lincoln-Roosevelt Auditorium
April 15, 2024	Regular	Lincoln-Roosevelt Auditorium

April 29, 2024	Regular	Lincoln-Roosevelt Auditorium
May 13, 2024	Regular	Roxbury High School Auditorium
June 3, 2024	Regular	Lincoln-Roosevelt Auditorium
June 24, 2024	Regular	Lincoln-Roosevelt Auditorium
July 22, 2024	Regular	Lincoln-Roosevelt Auditorium
July 24, 2024 ##	Board Retreat	Lincoln-Roosevelt Auditorium
August 19, 2024	Regular	Lincoln-Roosevelt Auditorium
September 16, 2024	Regular	Lincoln-Roosevelt Auditorium
October 14, 2024	Regular	Lincoln-Roosevelt Auditorium
November 18, 2024	Regular	Lincoln-Roosevelt Auditorium
December 9, 2024	Regular	Lincoln-Roosevelt Auditorium
January 6, 2025 ###	Reorganization	Lincoln-Roosevelt Auditorium
# March 7, 2023 Board Member Training will commence at 6:30 p.m. ## July 24, 2024 Board Retreat will commence at 6:00 p.m. ### January 6, 2025 Reorganization meeting will commence at 7:00 p.m.		

BE IT FURTHER RESOLVED, that the public places for postings 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.

AND BE IT FURTHER RESOLVED, that this resolution supersedes and amends Finance Resolution XV.A.30 approved August 21, 2023.

**DEPOSITORY OF SCHOOL FUNDS**

\*6. 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. 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 – ASSISTANT BOARD SECRETARY

\*8. RESOLVED, that *Mrs. Kathy Kolbusch* be appointed Assistant School Business Administrator/Board Secretary for the Roxbury Township Board of Education. 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 - PUBLIC SCHOOL ACCOUNTANT

\*9. 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, 2024 at a fee of \$64,685. This represents a 2% increase over the prior year.

APPOINTMENT – TREASURER OF SCHOOL MONIES

\*10. RESOLVED, that *Ms. Lisa Palmieri* be appointed Treasurer of School Monies for the Roxbury Township Board of Education for the period July 1, 2024 through June 30, 2025. 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 – LEGAL COUNSEL

\*11. WHEREAS, the Roxbury Township Board of Education requires the services of Legal 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 legal matters for this Board,

BE IT 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, 2023 to June 30, 2024. All services rendered by attorneys of the Firm shall be billed at the hourly rate of \$175.00 for all matters. Work by law clerks and paralegals at the hourly rate of \$102.00.

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BE IT FURTHER RESOLVED, that the Roxbury Township Board of Education approve Nathanya G. Simon of the firm Scarinci & Hollenbeck, LLC as Special Education Counsel per the same terms and rates of current retainer.

- \*12. WHEREAS, the Roxbury Township Board of Education requires the services of Legal 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

BE IT RESOLVED, that the firm of Busch Law Group, LLC, 450 Main Street, Metuchen, NJ 08840, be appointed as General Counsel for this Board of Education for the period January 4, 2024 to June 30, 2024. All services rendered by attorneys of the Firm shall be billed at the hourly rate of \$175.00 for all matters. Work by law clerks and paralegals at the hourly rate of \$85.00.

BE IT FURTHER RESOLVED, that the Roxbury Township Board of Education approve Marc G. Mucciolo of the firm Busch Law Group, LLC as General Counsel.

- \*13. WHEREAS, the Roxbury Township Board of Education requires the services of Legal 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

BE IT RESOLVED, that the firm of Busch Law Group, LLC, 450 Main Street, Metuchen, NJ 08840, be appointed as Labor Counsel for this Board of Education for the period January 4, 2024 to June 30, 2024. All services rendered by attorneys of the Firm shall be billed at the hourly rate of \$175.00 for all matters. Work by law clerks and paralegals at the hourly rate of \$85.00.

BE IT FURTHER RESOLVED, that the Roxbury Township Board of Education approve Marc G. Mucciolo of the firm Busch Law Group, LLC as Labor Counsel.

#### APPOINTMENT – INSURANCE RISK MANAGER

- \*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 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 BE IT 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, 2024 to June 30, 2025 according to Public School Contracts Laws (N.J.S.A. 18A:18A-5).

#### APPOINTMENT – HEALTH BENEFITS BROKER

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- \*15. 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, BE IT RESOLVED, by the Roxbury Township Board of Education that Integrity Consulting Group be approved as Health Benefits Broker effective January 1, 2024 through December 31, 2024. according to Public School Contracts Laws (N.J.S.A. 18A:18A-5).

APPOINTMENT – ARCHITECT

- \*16. 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 2024/2025 school year with individual projects to be approved separately.

APPOINTMENT - MEDICAL INSPECTOR (SCHOOL PHYSICIAN)

- \*17. 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 2024/2025 school year at an annual cost of \$25,500.00.

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

- \*18. RESOLVED, that the Roxbury Township Board of Education appoints Phoenix Advisors, LLC as Continuing Disclosure Agent and Independent Registered Municipal Advisor (“IRMA”) for the 2024/2025 fiscal year at a fee of \$1,100.00.

APPROVAL OF PETTY CASH FUND AND CUSTODIAN OF FUNDS

- \*19. RESOLVED, that the Roxbury Township Board of Education approves the Petty Cash Fund for the 2024/2025 school year in the amount of \$3,350.00, and

BE IT 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

- \*20. RESOLVED, that the Roxbury Township Board of Education approve the Athletic Fund for the 2024/2025 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

- \*21. 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

- \*22. 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:

Brighthouse Life Insurance Company 403(b)  
Corebridge Financial fka AIG Retirement Services 403(b)  
Equitable 403(b)/457  
Invesco 403(b)  
Lincoln National Financial Group 403(b)  
Lincoln Investment Planning 403(b)/457  
MetLife 403(b)/457  
Security Benefit 403(b)

BE IT 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

- \*23. 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.

CONTINUATION OF COOPERATIVE PRICING AGREEMENTS

- \*24. Whereas the Roxbury Township Board of Education has previously entered into Cooperative Pricing Agreements with the following list of providers hereinafter referred to as "Lead Agency" for the conduct of certain functions relating to the purchase of work materials and supplies for their respective jurisdictions, and

Whereas the Lead Agency entering into contracts on behalf of the Roxbury Township Board of Education shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1) et seq. and all other provisions of the revised statutes of the State of New Jersey, now, therefore, be it

RESOLVED, that the Roxbury Township Board of Education approve continuation of the use of the contracts awarded by the following organizations for the 2024/2025 school year in accordance with Public Contracts law

Morris County Cooperative Pricing Council	County of Bergen
Educational Services Commission of New Jersey, ESCNJ	NJEDge
ESC of Morris County	MCECCPS
Hunterdon County Educational Services Commission	Sourcewell National Cooperative
Educational Data Services Inc.	NASPO Value Point

APPROVAL OF STANDARD OPERATING PROCEDURES

- \*25 RESOLVED, that the Roxbury Township Board of Education approve the Financial Standard Operating Procedures.

APPOINTMENT – ATTENDANCE OFFICER(S)

- \*26. 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 2024/2025 school year.

APPOINTMENT - EDUCATIONAL STABILITY LIAISON

- \*27. RESOLVED, that the Roxbury Township Board of Education appoint the Assistant Superintendent as the Educational Stability Liaison for the Roxbury School District for the 2024/2025 school year.

APPOINTMENT - 504 COMPLIANCE OFFICER

- \*28. RESOLVED, that the Roxbury Township Board of Education appoint the Assistant Superintendent as 504 Compliance Officer for the Roxbury School District for the 2024/2025 school year.

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

- \*29. 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 2024/2025 school year.

APPOINTMENT – AFFIRMATIVE ACTION OFFICERS

- \*30. RESOLVED, that the Roxbury Township Board of Education appoint the Human Resources Director and/or an Administrative Designee as Affirmative Action Officers for the 2024/2025 school year, and for the purpose of the Multi-Year Equity Plan.

APPOINTMENT - SCHOOL SAFETY SPECIALIST

- \*31. 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 2024/2025 school year.

APPOINTMENT – SAFETY AND HEALTH DESIGNEE

- \*32. RESOLVED, that the Roxbury Township Board of Education appoint the Nurse Coordinator as Safety and Health Designee for the Roxbury School District for the 2024/2025 school year.

APPOINTMENT – DRUG FREE SCHOOLS OFFICERS

- \*33. 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 2024/2025 school year.

APPOINTMENT - TITLE IX COORDINATOR

- \*34. RESOLVED, that the Roxbury Township Board of Education appoint the Human Resources Director as the Title IX Coordinator for the Roxbury School District for the 2024/2025 school year.

APPOINTMENT - COVID-19 SAFETY COORDINATOR

- \*35. RESOLVED, that the Roxbury Township Board of Education appoint the Superintendent of Schools as the COVID-19 Safety Coordinator for the Roxbury School District for the 2024/2025 school year.

APPOINTMENT - HARASSMENT, INTIMIDATION & BULLYING (HIB) COORDINATOR

- \*36. RESOLVED, that the Roxbury Township Board of Education appoint the Director of Guidance as the Harassment, Intimidation & Bullying (HIB) Coordinator for the Roxbury School District for the 2024/2025 school year.

APPOINTMENTS OF THE BUSINESS ADMINISTRATOR

- \*37. RESOLVED, that the Roxbury Township Board of Education appoint the School Business Administrator/Board Secretary, as the following for the 2024/2025 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

- \*38. RESOLVED, that the Roxbury Township Board of Education appoint the Director of Buildings and Grounds, as the following for the 2024/2025 school year:

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

DELEGATE APPOINTMENTS

- \*39. 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 BE IT RESOLVED, that the Roxbury Township Board of Education here and now assigns the following delegate appointments:

New Jersey School Boards Association Delegate:  
NJSBA Alternate  
MCSBA Representative  
MCSBA Alternate  
Educational Services Commission of Morris County

CHAIRPERSON APPOINTMENTS

- \*40. 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,

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THEREFORE BE IT RESOLVED, that the Roxbury Township Board of Education here and now assigns the following Committees and Committee Chairperson appointments:

Community Relations/Shared Services	Mrs. Sharon MacGregor-Nazzaro (Chair) Mr. Christopher Milde Mr. Edwin Botero Ms. Valerie Galdieri
Education	Mr. Brian Staples (Chair) Ms. Carol Scheneck Mrs. Sharon MacGregor-Nazzaro Mrs. Kathy Purcell
Facilities	Mrs. Anne Colucci (Chair) Mr. Edwin Botero Mrs. Kathy Purcell Ms. Valerie Galdieri
Finance	Ms. Carol Scheneck (Chair) Mr. Edwin Botero Mrs. Anne Colucci Mr. Camilo Bonilla
Personnel	Mrs. Kathy Purcell (Chair) Mrs. Anne Colucci Mr. Brian Staples Mr. Camilo Bonilla
Policies/Governance	Mr. Christopher Milde (Chair) Ms. Carol Scheneck Mrs. Sharon MacGregor-Nazzaro Mr. Brian Staples
Negotiations	Mr. Leo Coakley (Chair) Mrs. Anne Colucci Mrs. Kathy Purcell Mr. Edwin Botero Ms. Valerie Galdieri
Project Graduation Liaison	Mr. Edwin Botero
Town Council Liaison	Mrs. Anne Colucci
District Sustainability Team	Mr. Leo Coakley and Mrs. Kathy Purcell
NJSBA Delegate	Mrs. Christopher Milde
NJSBA Alternate	Mr. Leo Coakley Mrs. Anne Colucci
MCSBA Representative	Mrs. Kathy Purcell
MCSBA Alternate	Mrs. Anne Colucci
Educational Services of Morris County	Mr. Leo Coakley

**Mr. Coakley asked for a motion to meet in the Executive Session and read aloud the statue below.**

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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 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 matters covered by attorney client privilege during the aforementioned Executive Session; and

**Mr. Brian Staples motioned and Mr. Edwin Botero seconded the motion that the resolution to meet in Executive Session at this time 7:26 p.m. be approved as presented.**

**The motion was approved by unanimous agreement.**

**Public Session Reconvened at 7:53 p.m.**

**B. Finance (Resolution 1-2)**

**Ms. Carol Scheneck motioned and Mr. Edwin Botero seconded the motion that The Finance Resolutions 1 through 2 to be accepted as presented.**

The motion was approved by roll call vote.

**Mr. Bonilla: Yes; Mr. Botero: Yes; Mrs. Colucci: Yes; Mrs. Galdieri: Yes;  
Mrs. MacGregor-Nazzaro: Yes; Mr. Milde: Yes; Mrs. Purcell: Yes; Ms. Scheneck: Yes;  
Mr. Staples: Yes; Mr. Coakley: Yes.**

APPROVAL OF THE UNIFORM STATE MEMORANDUM OF AGREEMENT BETWEEN  
EDUCATION AND LAW ENFORCEMENT OFFICIALS

\*1. RESOLVED, that the Roxbury Township Board of Education approve the revised Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials for 2023/2024, and submission of the Agreement to the Roxbury Township Police Department, County Prosecutor and County Superintendent of Schools.

TRAVEL REQUESTS

\*2. 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 further 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.	Dressel, Michele	NJAPSA: Winter Academy Conference - Updates in	4	Monroe, NJ	1/19/24	\$149.00	\$196.10

		Assessment and Identification of SLD					
2.	Gallagher, Amy	NJAPSA: Winter Academy Conference - Updates in Assessment and Identification of SLD	4	Monroe, NJ	1/19/24	\$149.00	\$195.06
3.	Mosher, Katherine	NJAPSA: Winter Academy Conference - Updates in Assessment and Identification of SLD	4	Monroe, NJ	1/19/24	\$149.00	\$206.63
4.	Redwood, Susan	NJAPSA: Winter Academy Conference - Updates in Assessment and Identification of SLD	4	Monroe, NJ	1/19/24	\$149.00	\$196.47
5.	Thompson, Carie	NJAPSA: Winter Academy Conference - Updates in Assessment and Identification of SLD	4	Monroe, NJ	1/19/24	\$149.00	\$195.25
6.	Ventricelli, Kathryn	NJAPSA: Winter Academy Conference - Updates in Assessment and Identification of SLD	4	Monroe, NJ	1/19/24	\$149.00	\$195.16
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.							

**C. Personnel (Resolutions 1-6)**

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

*(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.)*

**Mrs. Kathy Purcell motioned and Mr. Brian Staples seconded the motion that The Personnel Resolutions 1 through 6 to be accepted as presented.**

Mr. Botero asked a question.  
Mr. Coakley responded.

The motion was approved by roll call vote.

**Mr. Bonilla: Yes; Mr. Botero: Abstain; Mrs. Colucci: Yes; Mrs. Galdieri: Yes; Mrs. MacGregor-Nazzaro: Yes; Mr. Milde: Yes; Mrs. Purcell: Yes; Ms. Schneck: Yes; Mr. Staples: Yes; Mr. Coakley: Yes.**

**APPROVAL OF SETTLEMENT AGREEMENTS**

1. RESOLVED that the Roxbury Board of Education approve the Settlement Agreement of Employee No. 5990.

- RESOLVED that the Roxbury Board of Education approve the Settlement Agreement of Employee No. 6107.

LEAVES OF ABSENCE

- RESOLVED, that the Roxbury Township Board of Education approve the following:

	<i>Employee</i>	<i>Leave Start Date</i>	<i>Paid Leave</i>	<i>Unpaid FMLA/ NJFLA ^</i>	<i>Return Date</i>	<i>Discussion</i>
* 1	14052	1/5/24	Using available sick days	FMLA, if needed	Upon release by physician	
^Leave becomes unpaid when sick/personal days depleted or released by physician, whichever occurs first.						

REASSIGNMENTS / TRANSFERS (CERTIFICATED STAFF)

- RESOLVED, that the staff listed below be transferred to a new location and/or assignment for the 2023/2024 school year as indicated:

	<i>Name</i>	<i>Former Assignment &amp; Loc.</i>		<i>New Assignment &amp; Loc.</i>		<i>Effective Date</i>	<i>Discussion</i>
1	Deeb, Lorey	Special Education Teacher (RC)	NES TCH.SPE.RES.NA.15	Special Education Teacher (REACH)	KES TCH.SPE.RCH.BD.01	1/16/24	Student needs; new REACH position

APPOINTMENTS - LEAVE REPLACEMENTS

- RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track positions:

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Alonso, Jessica	LRS	Leave-repl Gr. 6 Math Teacher	\$300.00 per diem	1/5/24	5/17/24	Replacement in position TCH.LR.GR6.NA.10
^ Employment start date is pending completion of documentation in accordance with the law or district policy.							

SALARY ADJUSTMENTS - CERTIFICATED STAFF

- RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2023/2024 school year, with the understanding that these assignments are subject to change based on scheduling adjustments.

	<i>Name</i>	<i>Loc of Prog/Class</i>	<i>Program/ Class</i>	<i>Extra Blocks assigned:</i>	<i>Effective</i>	<i>Salary Guide / Step</i>	<i>Addl. Salary not to exceed</i>	<i>Discussion</i>
1	Babetski, David	EMS	Gr. 7 Civics	1 block daily during Block 2	1/5/24-6/13/24	23/24 MA+30 Step 9	\$7,631	#
2	Brennan, Lauren	EMS	Gr. 8 ICR ELA	1 block daily during Block 1	1/5/24-6/13/24	23/24 MA+15 Step 10	\$7,713	^
3	Capra, Robert	EMS	Gr. 7 Civics	1 block daily during Block 6	1/5/24-6/13/24	23/24 MA+30 Step 22	\$11,006	#

4	Darling, Samantha	EMS	Gr. 8 ICR ELA	1 block daily during Block 2	1/5/24-6/13/24	23/24 BA Step 4-6	\$6,323	^
5	Hubbard, Cindy	EMS	Gr. 8 ICR ELA	1 block daily during Block 5	1/5/24-6/13/24	23/24 MA Step 19	\$9,330	^
6	Maiello, Erin	EMS	Gr. 8 ICR Social Studies	1 block daily during Block 7	1/5/24-6/13/24	23/24 MA Step 23	\$10,866	^
7	Meola, Louis	EMS	Gr. 8 Civics	1 block daily during Block 7	1/5/24-6/13/24	23/24 MA+30 Step 20	\$10,100	#
8	Reilly, Sean	EMS	Gr. 8 Civics	1 block daily during Block 3	1/5/24-6/13/24	23/24 MA Step 9	\$7,265	#
# Coverage for position TCH.EMS.SST.NA.07. ^ Coverage for position TCH.SPE.RES.NA.14.								

**D. Executive Session**

**Mrs. Anne Colucci motioned and Mr. Edwin Botero seconded the motion that the Executive Session Resolution 1 be accepted as presented.**

The motion was approved unanimously.

- \*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 22, 2024 at 6:30 p.m. at Lincoln Roosevelt School; and

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 Regular Meeting will commence at 7:30 p.m.

- XII. PUBLIC COMMENTS – None Agenda Items - There is a three-minute time limit, per Board Policy.

None

- XIII. BOARD MEMBER COMMENTS

Mr. Coakley welcomed Mr. Marc G. Mucciolo, Esq., Busch Law Group LLC. and the new Board members; reviewed the Committee dates and times.

Mrs. Colucci thanked her daughter for the support, and Mr. Bonilla and Ms. Galdieri for running with her; looking forward to working with everyone.



January 4, 2024

Mrs. Purcell welcomed Mr. Bonilla and Ms. Galdieri; thanked Mr. Coakley for accepting the Board President nomination.

Ms. Scheneck is very happy to see Mr. Coakley has remained as a Board President.

Dr. Santora wished everyone a Happy New Year; congratulated new and returning Board members; gave a shout out to the freshman boys basketball team on their recent win.

Mrs. Purcell welcomed Mr. Marc G. Mucciolo, Esq., Busch Law Group LLC.

XIV. ADJOURNMENT

Ms. Valerie Galdieri motioned and Mr. Camilo Bonilla seconded the motion to adjourn the meeting at this time 8:05 p.m. The motion was approved by unanimous agreement.

Respectfully submitted,



Mrs. Kathy Kolbusch  
Assistant Board Secretary