



PUBLIC SESSION MINUTES

BOARD OF EDUCATION

Mr. Matthew O’Grady, President

Mr. Thomas Halm, Jr., Vice President

Mrs. Shaina Ciaccio

Ms. Leslie Dee

Mrs. Sharon DeVito

Mr. Craig Heilman

Mrs. Jane Luciano

Mr. Scott Veisz

Mr. Richard Young

ACTING SUPERINTENDENT

Dr. Kathleen A. Foster

ACTING ASSISTANT SUPERINTENDENT OF CURRICULUM & INSTRUCTION

Ms. Kim Tew

SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY

Ms. Beth Brooks

STUDENT GOVERNMENT PRESIDENT

Kai Byron

ROBBINSVILLE BOARD OF EDUCATION
PUBLIC SESSION MINUTES

April 25, 2017

I. CALL TO ORDER PUBLIC MEETING

Board President Matthew O’Grady called the April 25, 2017 meeting of the Robbinsville Board of Education to order at 6:08 PM. He read the *Statement of Public Meetings* and led the flag salute.

II. ROLL CALL

Mrs. Ciaccio	Present	Mr. Heilman	Present	Mr. O’Grady	Present
Ms. Dee	Present	Mr. Halm	Present	Mr. Veisz	Present
Mrs. DeVito	Absent	Mrs. Luciano	Present	Mr. Young	Present

III. MOTION TO CONVENE IN EXECUTIVE SESSION

On motion of Mrs. Luciano and seconded by Mr. Heilman, the Robbinsville Board of Education voted to convene in Executive Session at 6:09 PM to discuss the following topics.

- A. Monthly Harassment, Intimidation and Bullying Report
- B. Student Matter
- C. Negotiations
- D. Personnel

IV. RESUME PUBLIC SESSION

Public Session resumed at 7:30 PM.

V. BOARD PRESIDENT’S REPORT – Mr. Matthew O’Grady

Mr. O’Grady noted that the next bus trip to the State House will take place on May 2, 2017. T-shirts for the event can be purchased for \$8.00.

- Congratulations to PTA Reflections Winners
 - Sharon Elementary School**
 - Benjamin Ronen, "What My Tooth Taught Me," Film, Intermediate Division
 - Cecilia Zintl, "Flying Finger," Music, Intermediate Division
 - Anamitra Kugapalan, "A Repeated Session of Life," Literature, Intermediate Division
 - Pond Road Middle School**
 - Gavin Karas, "Missy in Fall," Photography, Special Artist
 - Isabelle Stoldt, "A Few Of My Favorite Things," Photography, Middle Division Maris Brown, "A Short Giraffe," Literature, Middle Division
 - Saahari Kugapalan, "My Story," Literature, Middle Division
 - Robbinsville High School**
 - Jordyn David, "Within Reach," Visual Arts," High School Division
 - Kristen Karas, "Sailing The Green Seas," Photography, High School Division
- RHS Principal Molly Avery introduced Erin Godfrey, Founder, Happy Harmonizers. She commended her on her service to benefit senior citizens and the Robbinsville Schools Community.
- Ms. Avery congratulated Stephen Buonamassa & Michael Prodanov on their 1st Place win in Video Game Design at Tech Student Association of New Jersey Student Conference.

VI. ACTING SUPERINTENDENT’S REPORT – Dr. Kathie Foster

A. Annual Budget Hearing: 2017-2018 Budget Presentation

Dr. Foster and Ms. Brooks provided the final budget presentation. Board members discussed the following topics.

- Alternative Revenue Sources – Self-sustaining sources, i.e. RED, Student Activity Fees vs. One-time sources, i.e. sale of Windsor School
- Tax increase – Staying within 2% cap
- Return of unexpended funds last year toward debt service resulted in a tax increase of zero
- Impact of town value on tax rate

B. Enrollment Report: April 21, 2017

School	3H	3F	4H	4F	KF	01	02	03	04	05	06	07	08	09	10	11	12	Total
RHS														242	266	239	228	975
PRMS										255	230	310	229					1024
SES	12		11	3	199	205	192	241	227									1090
SPROWTS	6		8															14
Subtotal	18	0	19	3	199	205	192	241	227	255	230	310	229	242	266	239	228	3103
OOD		1		1						1	3	4	2	5	6	7	8	38
Total	18	1	19	4	199	205	192	241	227	256	233	314	231	247	272	246	236	3141

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
RHS	983	999	983	981	981	980	976	975	975	975		
PRMS	979	1011	1014	1013	1016	1014	1018	1023	1022	1024		
SES	1017	1067	1059	1062	1065	1066	1075	1079	1088	1090		
SPROWT	8	15	12	13	13	14	14	14	14	14		
SUBTOTAL	2987	3092	3068	3069	3075	3074	3083	3091	3099	3103		
OOD	25	25	33	33	34	35	35	36	37	38		
TOTAL	3012	3117	3101	3102	3109	3109	3118	3127	3136	3141		

VII. SCHOOL BUSINESS ADMINISTRATOR’S REPORT – Ms. Beth Brooks

VIII. STUDENT GOVERNMENT REPORT – Kai Bryon

Student Government President Kai Bryon reported on the following matters.

Students of the Month: Danielle Coscio, Victoria Mysholowski and Etia Clyde

Teacher of the Month: Mr. Gray

Sports Update: Robbinsville hosted annual Mercer County Relay Track Meet / Baseball participated in the 10th anniversary for Autism Awareness Challenge / Softball – Pink Out game at Tantum Park / Girls Golf – Mercer County Tournament

Club Update: Drama Club – Senior One Acts casting has begun

Academics: AP Testing to begin May 1

IX. STUDENT COUNCIL REPORT – Colin Riley

Colin Riley reported on the following PRMS and SES Student Council matters.

- **PRMS:** Early Act update
- **Project Unify:** Preparing for field day
- **Elaine Wolochek:** Nominated for the Mercer County Professional Counselor Association Caring Award
- **SES:** Thea’s Star of Hope 5K Run

X. COMMITTEE REPORTS

A. Education, Development & Policy – Ms. Leslie Dee

Ms. Dee reported on the following matters discussed during the April 5, 2017 meeting of the Education Policy Committee.

- **First Reading Policies:** 0000.02 Introduction (M); P2320 Independent Study Programs (Abolished); P2415.06 Unsafe School Choice Option (M); P&R 5116 Education of Homeless Children; P8350 Records Retention; P0142.1 Nepotism (M)
- **Second Reading Policies:** P2460 Special Education (M); R 2460.1 Special Education-Location, Identification, and Referral (M); R2460.8 Special Education-Free and Appropriate Education (M); R2460.9 Special Education-Transition from Early Intervention Programs to Preschool Programs (M); R2460.15-Special Education-In-Service Training Needs for Professional and Paraprofessional Staff (M); R2460.16 Special Education-Special Education-Instructional Materials to Blind or Print-Disabled Students (M); P2467-Surrogate Parents and Foster Parents (M)
- **Review of Policy 5111:** Eligibility of Resident/Nonresident Students (M) At the February BOE meeting, the Board asked to review our eligibility requirements for tuition students. We are following code by having move-ins who have not officially taken residence pay half tuition for up to 8 weeks. At the beginning of the 9th week, we can collect full tuition until the student takes residence or withdraws. We do not have the ability to change this and there are currently no tuition students; all were paid in full in the Fall of 2016.
- **April Professional Development Day**
- **District PD:** PD opportunities will be run through the end of the school year. We're excited to continue our work with secondary literacy consultant, have our Year 4 teachers share their action research projects with their peers, provide opportunities for staff to visit each other's classrooms, and continue to build literacy skills in the content areas.
- **Next Meeting:** Tuesday, May 9, 2017

B. Personnel – Mrs. Jane Luciano

In Mrs. DeVito's absence, Mrs. Luciano reported on the following matters discussed during the April 18, 2017 meeting of the Personnel Committee.

- **Welcome Mr. Heilman:** New Committee member
- **Review:** Regular personnel agenda
- **Teacher Retention:** Committee Members discussed possible alternative ways to entice our teaching staff to stay in Robbinsville (apart from higher salary). Jane shared her experience in the corporate world and recognizes that millennials are not always looking for a higher salary but rather job fulfillment, which includes feeling valued and challenged. She suggested we review the distribution of PD funds and try to support the teachers who are looking to expand their talents and leadership and support them.
- **Explore Non-traditional Hiring Approach:** Consider hiring earlier and utilizing the employee as a substitute, for curriculum writing, and leading workshop sessions until there is an open teaching position serving as a way to transition a new candidate into the culture of Robbinsville.
- **Next meeting date:** May 15th – 6:00 PM

C. Finance, Facilities, & Transportation – Mr. Tom Halm

Mr. Halm reported on the following matters discussed during the April meeting of the FFT Committee.

- **Health Benefit Presentation – Joe Colombo, Insurance Agent:** Craig Heilman and Rich Young did not attend this portion of the meeting. Shaina Ciaccio and Jane Luciano attended in their place due to the nature of the presentation and discussion. Among other information, Mr. Colombo provided a

handout highlighting the premium increases for the 2017-2018 school year and the districts claims experience.

- **Upcoming 2018 State Budget Hearings for NJDOE:** There will be a 9:00 AM school bus transporting parents and community members from RHS to the state budget hearings in Trenton on April 24 (Assembly) and May 2 (Senate).
- **Safety Grant:** The safety grant, an April agenda item, has been completed for the 2017-2018 school year and ready for submission.
- **RFP Process for Professional Services:** Ms. Brooks discussed the RFP process for professional services. She stated the May agenda would include the appointment of the professional service contracts for the upcoming school year. Ms. Brooks stated that a formal RFP process could be done on an as needed basis, every year, or something in between. The requirement is for a comparative process, not necessarily an RFP process. The business office started a three year rotation schedule for an RFP process for professional services in 2010-2011. This process was not continued in 2016-2017 and in order to meet the May 2017 agenda for appointment July 1, there is not sufficient time to complete an RFP process. Ms. Brooks recommended to appoint the professional services at the May board meeting and develop a new rotation process for subsequent years. The committee agreed but would like comments from the full board.
- **Residency Policy 5111:** A discussion regarding this policy took place particularly about families who anticipate moving to or from the district remaining in the district without paying tuition or at a reduced tuition rate and also the length of the term. Ms. Brooks will follow up to determine if this is a state requirement or a district set policy that may be altered. The committee also discussed whether the portion of the policy which provides that HS seniors may stay enrolled at no cost to the parents if the move after September 1st should be changed. The policy committee will review.
- **Update-Township Partnering on School Facilities Projects:** Ms. Keener provided an update on two facility projects the township may be able to assist with. The first project, speedbumps at Pond school, would cost the district \$2,000 for materials but would still require the township to perform the services. The district received a quote of \$3,000 for the project. The second project is resurfacing the HS tennis courts. Ms. Brooks will follow up with the township to see if there is money available for this project. In addition, Ms. Brooks will provide the town with safety projects, mostly additional cameras, to be funded by a township safety grant.
- **Update - Solar, Billboard, ESIP and Local Government Energy Audit Submission:** Ms. Brooks stated that the district is in the first phase of planning another ESIP. The first step is performing an energy audit which is free to the district. The energy audit documentation has been submitted to the state. Mike Thulen, ESIP Coordinator for BPU, visited the district to go over the process. He will be attending the May FFT meeting as well. Ms. Brooks is working on getting quotes for a survey of Sharon Elementary School. This will assist the district in finalizing ownership of the property. The survey will include the entire boundary of the school, including the billboard and turnpike property. It was also recommended that the district perform a title search to determine any possible easements.
- **Facility Use Fee Schedule Updates:** Updates to be presented at May FFT
- **Lead in Water Testing Completion/Reimbursement Process:** The testing for lead in all of the schools drinking areas has been completed. There was only one room that needed remediation, the hand sink in the HS teacher's lounge. The district replaced the sink fixture and retested. The results came back clean. **Sharon Pump Station:** The district is responsible for the maintenance and inspections of the Sharon Elementary School pump station. The township manages all the pump stations. It was recently discovered the external water source for outside the building was capped off during the latest addition to the building. The district is working with the architect and plumber to retrace the piping to locate the outside water source shut off valve. Ms. Keener will be attending a presentation by the company that is developing a process to reuse pump station waste water into clean water and/or energy as avenues of generating revenue or saving on expenditures. The district will keep the board updated as more information becomes available.
- **Transportation:** Report by Jen Freeman distributed and reviewed.
- **Food Service – Process for RHS Senior Balances:** Ms. Brooks prepared procedures for RHS senior lunch balances at the end of the school year. Ms. Brooks will check to determine if the board has a policy on lunch balances. If not, a policy will be developed and submitted for board approval.

- **Old Business - RHS Parking Lot Lights:** All light fixtures were replaced other than 2 doubles, as there may be an underground wiring issue which involves digging up the lot.

D. Community Relations – Mr. Richard Young

Mr. Young reported on the following matters discussed during the April 4, 2017 meeting of the Community Relations Committee.

- Read through of Town Hall Substance Abuse session
- 950 responses to Community Values Survey – Review of data upcoming
- Teacher Retention – Discussion at annual BOE retreat in July

E. Negotiations – Mrs. Shaina Ciaccio

Mrs. Ciaccio reported that, to date, negotiations meetings have taken place on April 3 and April 20. Upcoming sessions are scheduled for May 15 and June 6, 2017.

XI. FIRST HEARING OF THE PUBLIC

A. DEB BELLA

REA President Deb Bella asked how facilities use fees are calculated. Dr. Foster indicated that she will provide a fee schedule. Mr. Halm noted that the schedule is up for review at committee level in May.

B. ED SMARCHEFSKY

Mr. Smarchefsky expressed that he has a plan to change physical education that involves no additional funding and less equipment. He told the Board that he will have a proposal detailing the plan by the May meeting and asked who he should speak with about it. He was advised to schedule a meeting with Dr. Foster and Ms. Tew.

C. NUSHIN KANANI

Mrs. Kanani asked for clarification about what constitutes a one-time revenue source. Ms. Brooks pointed to the sale of Windsor School as an example of a one-time revenue source vs. a more consistent revenue stream such as activity fees. She then asked if the proceeds from the Windsor sale could be applied to roofing and air conditioner repair / replacement. Mr. Halm explained that the district has opted to fix items like this as they break down and to use the Windsor money to build up capital reserve which currently stands at a few hundred thousand dollars. He noted that ideally the district should have about \$1.8M in capital reserve.

D. AARON HOBART

With regard to the budget, Mr. Hobart stated that taking the 2% cap should be standard practice even if there are years in which the budget calls for less than 2%. He indicated that every year the district does not take the 2%, it falls behind since it can never be recouped.

E. GABE LEDERMAN

Mr. Lederman indicated that he works with the township on the pumping station at Sharon Elementary School. He said that on April 27th he will be performing pump water testing at Tantum Park and invited district representatives to stop by to learn more about the advantages of treating wastewater, including energy savings. He said that he would be happy to work with the district and to assist with looking at ways to save the district money.

F. SASWATA MISRA

Mr. Misra asked if the Board would discontinue the football program due to its poor record in order to appropriate funds used to run that program toward academics. Members of the Board did not feel as though that would benefit the district. He said that Robbinsville teachers' salaries are an average of \$11,000 less than some other local districts and compared Robbinsville's SAT scores to Montgomery's noting that Robbinsville's are an average of 200 points less. Mr. O'Grady said that the Board believes in providing opportunities for every student.

G. CARI LANSBURY

PTA Reflections Chair, Cari Lansbury thanked the administration and the Board for their focus on the arts and the whole child. Mrs. Tew expressed appreciation to the PTA for their recent donations for the district-wide professional development wellness day event.

H. NUSHIN KANANI

Mrs. Kanani encouraged residents to become involved on the grass roots level with the district's battle to secure the school funding it is due. She asked if the Board has communicated with zoning officials about the enrollment issue. Mr. O'Grady indicated that while the district works closely with the township, it cannot dictate to them what they should do. He noted that most of the current developments were approved a decade ago but were put on hold due to a lagging economy until recently. He also indicated that the township is proactive in their rezoning efforts making it less likely to yield school age children. He also expressed frustration with the state given that, according to census data, the residents of Robbinsville pay approximately \$32M in income tax to New Jersey and they still refuse to fund according to the formula.

I. AARON HOBART

Mr. Hobart asked about the cost of benefits and the possibility of instituting HSAs now that negotiations are taking place. Mr. O'Grady declined to comment since negotiations are actively taking place.

J. JOAN OSVART

Mrs. Osvart asked if it is correct that the district spent \$773,000 to refurbish the RHS football field. Mr. O'Grady confirmed that \$773,000 is correct and added that the district saved for five years to be able to do so.

XII. APPROVE ANNUAL RESOLUTIONS

A. ADOPTION OF 2017-2018 PROPOSED BUDGET FOR ROBBINSVILLE SCHOOLS

On motion of Mr. Halm and seconded by Ms. Dee, the Robbinsville Board of Education voted 7-0-1 to adopt the 2017-2018 annual budget as indicated. Mr. Veisz abstained. Mrs. DeVito was absent.

Whereas the Robbinsville Board of Education adopted a tentative budget on Monday, March 13, 2017, was submitted to the Mercer County Executive Superintendent of Schools for approval, and whereas the tentative budget was advertised in the legal section of the Trenton Times on April 20, 2017, and whereas the proposed budget was presented to the public during a hearing held in the Robbinsville High School on April 25, 2017, and whereas the total amount of the 2017 - 2018 budget is as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$ 41,047,725	\$ 36,493,692
Special Revenue Fund	\$ 434,007	\$ 0
Debt Service Fund	<u>\$ 5,484,502</u>	<u>\$ 5,381,260</u>
Total Base Budget	\$ 46,966,234	\$ 41,874,952

Be it resolved that the Robbinsville Board of Education adopt the 2017 – 2018 Annual School Budget as detailed above. Be it further resolved that the following amount to be raised by the local tax levy for the General Fund is \$36,493,692 and Debt Service Fund is \$5,381,260 for a total tax levy of \$41,874,952.

The budget general fund tax levy, as per N.J.S.A.18A:75-38, includes a tax levy adjustment for increased health care costs in the amount of \$243,460.00 and a request to add \$395,338.00 for increased enrollment.

B. APPROVE MAXIMUM EXPENDITURE FOR 2017-2018 TRAVEL

On motion of Mr. Halm and seconded by Ms. Dee, the Robbinsville Board of Education voted 8-0 to approve the maximum expenditure for travel for the 2017 – 2018 school year for all staff and board members is \$130,000.00 in accordance with N.J.A.C. 6A:23B-1.2(b). The Robbinsville Board of Education also approves that an annual school year threshold of \$1,500.00 per staff member be established for regular business travel where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year. The Robbinsville Board of Education also certifies that as of April 25, 2017 the district has expended \$56,717.88 for approved travel for staff and Board members for the 2017– 2018 school year. Mrs. DeVito was absent.

XIII. MINUTES

On motion of Ms. Dee and seconded by Mrs. Luciano, the Robbinsville Board of Education voted 8-0 to approve the minutes of the following meetings. Mrs. DeVito was absent.

- March 28, 2017 Executive Session (Attachment #1)
- March 28, 2017 Public Session (Attachment #2)

XIV. APPROVE RESOLUTIONS

A. PERSONNEL (A.1 – 3)

On motion of Ms. Dee and seconded by Mr. Halm the Robbinsville Board of Education upon recommendation of the Acting Superintendent voted 8-0 to approve Personnel resolutions A.1-3 on pages 15-17 as indicated. Mr. Veisz abstained on item A2.a. Mrs. DeVito was absent.

B. EDUCATION, DEVELOPMENT, & POLICY (B.1 – 7)

On motion of Ms. Dee and seconded by Mr. Young, the Robbinsville Board of Education upon recommendation of the Acting Superintendent voted 8-0 to approve Education, Development and Policy resolutions B.1-7 as indicated. Mrs. DeVito was absent.

1. HARASSMENT, INTIMIDATION & BULLYING MONTHLY REPORT (Attachment #3)

Motion to accept without modification the Superintendent’s Report on Harassment, Intimidation and Bullying for the period ending April 25, 2017.

2. **ABOLISH POLICY**

Motion to abolish Policy 2320 Independent Study Programs.

3. **REVIEW POLICIES: FIRST READING (Attachments #4 - #10)**

Motion to review the following policies at the level of first reading.

P0000.02 Introduction (Attachment #4)

P0142.01 Nepotism (M) (Attachment #5)

P2415.06 Unsafe School Choice Option (M) (Attachment #6)

P5111 Eligibility of Resident and Non-Resident Students (Attachment #7)

P5116 Education of Homeless Children (Attachment #8)

R5116 Education of Homeless Children (Attachment #9)

P8350 Records Retention (Attachment #10)

4. **REVIEW POLICIES: ADOPTION (Attachments #11 - #17)**

Motion to adopt the following policies.

P2460: Special Education (M) (#11)

R 2460.1: Special Education-Location, Identification, and Referral (M) (#12)

R2460.8: Special Education-Free and Appropriate Education (M) (#13)

R2460.9: Special Education-Transition from Early Intervention Programs to Preschool Programs (M) (#14)

R2460.15: Special Education-In-Service Training Needs for Professional and Paraprofessional Staff (M) (#15)

R2460.16: Special Education-Special Education-Instructional Materials to Blind or Print-Disabled Students (M) (#16)

P2467: Surrogate Parents and Foster Parents (M) (#17)

5. **SPECIAL SERVICES**

a. **Approve Speech & Language Evaluation: Speech Academy, LLC**

Motion to approve Speech Academy LLC of Bordentown, NJ to conduct an independent speech and language evaluation for student # 291225 at the rate of \$650.00.

b. **Approve Academic Instruction: Children's Hospital of Philadelphia**

Motion to approve Children's Hospital of Philadelphia to provide academic instruction at the rate of \$53.84 per hour on an as needed basis for students unable to attend school during the 2016-2017 school year.

c. **Approve Tuition Contract: Eden Institute**

Motion to approve a tuition contract with Eden Institute in the amount of \$18,219.96 for student # 260544 for the period dating from April 24, 2017 through June 30, 2017.

d. **Approve 504 Component: Frontline Education**

Motion to approve a contract with Frontline Education in the amount of \$1,953.88 to incorporate a 504 component to IEP Direct data system. The cost has been prorated for the remainder of 2016-2017.

e. **Approve Contract Extension: Allison Ingram**

Motion to approve a contract extension for Allison Ingram not to exceed \$32,661.25 to provide speech and language services for the period dating from May 1, 2017 through June 21, 2017.

f. Approve Contract: Dr. Kenneth Shore

Motion to approve Dr. Kenneth Shore to conduct independent psychological evaluations on an as needed basis at the rate of \$750.00.

6. APPROVE FIELD TRIPS

a. Field Trips -Robbinsville High School

Motion to approve the following field trip(s) for Robbinsville High School to take place during the 2016-2017 school year as indicated.

<u>Month/Year</u>	<u>Class</u>	<u>Destination</u>	<u>Cost / Pupil</u>	<u>Purpose</u>
4/17	TSA	TCNJ	\$35.00	Competition
5/17	French Classes	Jammin Crepes	\$20.00	Culinary Awareness
5/17	French Classes	C'est la Vie Bakery	\$20.00	Culinary Awareness
5/17	RHS Drama	NYC	\$10.00	Performance Workshop
6/17	RHS Project Unify	TCNJ	N/A	Unified Youth Summit

b. Field Trips –Pond Road Middle School

Motion to approve the following field trip(s) for Pond Road Middle School to take place during the 2016-2017 school year as indicated. The district will incur no admission/transportation costs.

<u>Month/Year</u>	<u>Class</u>	<u>Destination</u>	<u>Cost / Pupil</u>	<u>Purpose</u>
5/17	7 th Grade	Arm & Hammer Park	\$10.00	Statistics/Geometry

c. Field Trips – Sharon Elementary School

Motion to approve the following field trip(s) for Sharon Elementary School to take place during the 2016-2017 school year as indicated.

<u>Month/Year</u>	<u>Class</u>	<u>Destination</u>	<u>Cost / Pupil</u>	<u>Purpose</u>
5/17	First Grade	AMC Hamilton	\$9.00	Wildlife Documentary

7. APPROVE WORKSHOPS

Motion to approve a list of upcoming professional development workshops as indicated.

<u>Participant</u>	<u>Workshop Title</u>	<u>Event Date(s)</u>	<u>Registration</u>	<u>Travel Reimbursement</u>
Ginny King	Best Current Practices for School Medical Emergencies	4/27/2017	\$ 0.00	\$ 0.00
Rose McGlew	DI Global Finals	5/23-28/2017	\$ 750.00	\$ 672.61
Tracy Rowohlt	Child Labor Law Online Course	6/5/2017	\$ 110.00	\$ 0.00
Tracy Rowohlt	OSHA 10 + Course	6/6-7/2017	\$ 228.00	\$ 81.13
Kimberly Keener	Honeywell Users Group Symposium 2017	6/10-14/2017	\$ 0.00	\$ 556.20
Total			\$ 1,088.00	\$ 1,309.94

C. FINANCE, FACILITIES & TRANSPORTATION (C.1 – 2)

Mr. O’Grady expressed the Board’s appreciation for donations to the Scholarship Fund and to Virtual Enterprise.

On motion of Mr. Halm and seconded by Ms. Dee, the Robbinsville Board of Education upon recommendation of the Acting Superintendent voted 8-0 to approve Finance, Facilities and Transportation resolutions C.1-2 as indicated. Mrs. DeVito was absent.

1. FINANCE

a. Bills and Claims (Attachment #18)

Motion to approve payment of the Bills & Claims List in the amount of \$3,722,761.72 for the period ending April 25, 2017 as indicated.

Accounts Payable	
Fund	
11 - General Fund	\$ 1,204,836.99
12 - Capital Outlay	\$ -
20 - Special Revenue	\$ 35,823.59
30 - Capital Projects	\$ -
40 - Debt Service	\$ -
60 - Food Service Fund	\$ 90,478.86
61 - R.E.D.	\$ 15,006.39
Unemployment	\$ 15,623.95
Hand Checks	\$ 1,215,466.72
Subtotal	\$ 2,577,236.50
Payroll 4.15.17	\$ 1,145,525.22
Total	\$ 3,722,761.72

b. Certification of Board Secretary

Pursuant to N.J.A.C. 6A:23-2.12I3 I, Beth Brooks, Board Secretary/School Business Administrator, certify that as of March 31, 2017 no line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23-22.12(a).

c. Report of the Board Secretary (Attachment #19)

Motion to accept the Report of the Board Secretary for the period ending March 31, 2017.

d. Report of the Treasurer (Attachment #20)

Motion to accept the Report of the Treasurer for the period ending March 31, 2017.

e. Transfer Report: April 25, 2017

Motion to approve transfers totaling \$150,744.83 for the period ending April 25, 2017 as indicated.

Account From	Account To	Description	Amount
11-204-100-106-07-04 LLD aide	11-213-100-106-07-04 RC aide	Student needs	\$ 600.00
11-204-100-101-07-04 LLD Teacher	11-212-100-106-07-04 MD aide	Student needs	\$ 1,850.00
11-000-216-100-07-01 Speech	11-000-219-104-07-04 CST Staff	Staff movement	\$ 18,000.00
11-204-100-106-07-04 LLD aide	11-000-217-100-07-04 1 to 1 aide	Student needs	\$ 12,700.00
11-204-100-106-07-04 LLD aide	11-214-100-106-07-04 Autistic aide	Student needs	\$ 6,000.00
11-000-270-512-07-02 PRMS Athletics	11-000-270-162-07-27 Pupil Transportation	Internal drivers doing athletic runs	\$ 10,000.00

Account From	Account To	Description	Amount
11-000-270-512-06-03 RHS Athletics	11-000-270-162-07-27 Pupil Transportation	Internal drivers doing athletic runs	\$ 10,000.00
11-204-100-101-07-04 LLD Teacher	11-213-100-101-07-03 PRMS RC salary	Projected leave cost	\$ 4,000.00
11-204-100-101-07-04 LLD Teacher	11-120-100-101-07-02 Grades 1-4	Leave costs	\$ 23,000.00
11-000-100-565-04-01 Tuition to MCSSD	11-150-100-320-04-01 Academic support	Additional contacted academic support	\$ 10,000.00
11-401-100-800-01-01 RHS Co-curricular Misc.	11-000-270-512-07-04 Class Trips	Model UN competition transportation	\$ 2,846.00
11-000-100-565-04-01 MCSSD Tuition	11-000-100-567-04-01 Private School Tuition	Newly placed student OOD	\$ 20,346.56
11-000-221-104-07-09 Salaries	11-000-291-299-07-00 Sick Payout	Additional sick payout	\$ 3,195.00
11-000-217-320-04-01 Contracted Services	11-000-216-320-04-01 Speech Contracted Srvcs.	Leave costs	\$ 20,000.00
11-000-261-610-05-06 Windsor Supplies	11-000-262-624-05-06 Windsor oil	Close out final oil bill	\$ 887.27
11-140-100-101-01-05 Freshmen Academy	11-401-100-100-01-05 RHS Chaperones	Additional chaperones	\$ 5,320.00
11-401-100-600-01-01 Co-Curricular Supplies	11-401-100-100-01-01 Co-Curricular Salaries	Line Shortage	\$ 2,000.00
TOTAL April 2017 Transfers:			\$ 150,744.83

f. Authorize Purchase: 2018 Chevrolet Mid Bus 24 Passenger

Motion to authorize the purchase of a 2018 Chevrolet 24 passenger school bus in the amount of \$62,771.20 from Wolfington Body Company, Inc. Secured through ESCNJ Co-op Bid #16/17-35, this purchase will be funded by proceeds from the Robbinsville Extended Day program.

g. Accept SAIF Safety Grant

Motion to accept a grant from the New Jersey School Insurance Group in the amount of \$3,006.08. The funds are designated to increase the swipe security system at Sharon Elementary School.

h. Accept Donations: RHS Scholarship Fund

Motion to accept donations totaling \$4,050.00 for the Robbinsville High School Scholarship Fund as indicated. The Board is appreciative for this generous support.

<u>Donor</u>	<u>Amount of Donation</u>
Richard D. Leber	\$2,500.00
Stephen L. Hildebrand Memorial	\$1,000.00
Washington Wellness Center, PC	\$ 500.00
Helen Fosam	\$ 50.00
Total	\$4,050.00

i. Accept Donations: RHS Virtual Enterprise

Motion to accept donations totaling \$5,000.00 on behalf of RHS Virtual Enterprise as indicated. The Board is grateful for the donors' generosity.

<u>Donor</u>	<u>Amount of Donation</u>
Investors Foundation, Inc.	\$2,500.00
Roma Bank Community Foundation	\$2,500.00
Total	\$5,000.00

2. FACILITIES

a. Approve Completion of Fire and Security Drills: March 2017

Motion to approve Fire and Security Drills for the 2016-2017 school year as indicated. One fire and one security drill are required monthly.

RHS	Fire Drill	Lockdown/ Active Shooter	Evacuation	Shelter in Place	Other / Tabletop
September	09/16/16	-	09/16/16	-	-
October	10/31/16	10/27/16	-	-	-
November	11/30/16	11/18/16	-	-	-
December	12.22.16	-	-	-	12.13.16 Tabletop
January	01/31/17	-	-	01/31/17	-
February	02/24/17	-	-	-	02/27/17 – Chaos Lockdown between classes
March	03/30/17	-	-	03/31/17	-
April					
May					
June					

PRMS	Fire Drill	Lockdown / Active Shooter	Evacuation	Shelter in Place	Other / Tabletop
September	09/21/16	-	-	9/20/16	-
October	10/31/16	-	-	-	10/27/16 Tabletop
November	11/18/16	11/18/16	-	-	-
December	12/22/16	12/16/16	-	-	-
January	01/12/17	-	-	-	01/26/17 Tabletop
February	02/08/17	02/28/17	-	-	-
March	03/30/17	-	-	-	03/31/17 Security Captain Drill
April					
May					
June					

SES	Fire Drill	Lockdown/ Active Shooter	Evacuation	Shelter in Place	Other / Tabletop
September	09/16/16	-	-	09/23/16	-
October	10/27/16	10/28/16	-	-	-
November	11/17/16	11/18/16	-	-	-
December	12/14/16	-	-	-	12/7/16 Tabletop with Walkie Talkies
January	01/04/17	-	-	01/23/17	-
February	02/21/17	02/28/17	-	-	-
March	03/09/17	-	-	-	03/01/17 AED, Evac. Chairs & Emergency Response Team
April					
May					
June					

b. Building Use (Attachments #21 - #26)

Motion to approve the Buildings and Grounds Use of Facilities Schedule for the months of May and June 2017.

XVI. HEARING OF THE PUBLIC

A. KEVIN GRETZEK

Mr. Gretzek welcomed Mr. Veisz to the Board and asked him to share a bit about his background.

B. NUSHIN KANANI

Mrs. Kanani asked if anyone on the Board is planning to attend an upcoming township meeting.

C. AARON HOBART

Mr. Hobart stated that he agrees with designating the proceeds from the sale of Windsor School for capital reserve.

XVII. OLD BUSINESS

- **Golf Outing:** Date has been changed to August 15th
- **Table Top Drill:** Ms. Dee asked what is involved in a table top drill. Dr. Foster explained that it is a discussion / plan about what happens in unusual circumstances, i.e. lockdown while students are in the cafeteria.

XVIII. NEW BUSINESS

- Mrs. Ciaccio announced that she is pregnant and will not be running for a third term.
- Ms. Dee reminded attendees about the State of Robbinsville / Pay it Forward event to benefit the Dauer family on May 9th.

XIX. ADJOURNMENT

On motion of Ms. Dee and seconded by Mr. Heilman, the Robbinsville Board of Education voted to adjourn the April 25, 2017 monthly meeting at 9:47 PM.

Respectfully submitted,

Beth Brooks
School Business Administrator / Board Secretary

First Name	Last Name	Title	Location	Action	Effective Date	Ending Date	Return Date	Step	Salary	GAAP Code	Notes for Discussion
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1. *Employment of Staff: April 2017*

a. *Administrators/Supervisors/Non Affiliates: (Principals, Assistant Principals)*

b. *Certificated Staff: (Teachers)*

APPOINT

Courtney	Mayes	Teacher	RHS	Appoint	9/1/2017	6/30/2018		BA 1	\$52,301.00	11-140-100-101-07-01	Full time, tenure track
Allison	Reimel	Teacher	SES	Appoint	5/5/2017	6/30/2017		BA 1	\$52,301.00	11-120-100-101-07-02	LR for DiRusso(Belets). Salary prorated for time worked

APPROVE

Anne	Green	SLS	SES	Approve	4/5/2017	6/30/2017					FMLA leave of absence
Jennifer	Lipschutz	Nurse	RHS	Approve	5/12/2017				-\$152.35		To reflect .5 day unpaid
AnnMarie	Potts	SLS	CST	Approve					\$3,195.00	11-000-291-299-07-00	Sick Time Payout
Joy	Wolfe	Teacher	RHS	Approve	6/30/2017						Resign

LEAVE OF ABSENCE

Randi	Bucca	SLS	SES	Revise	4/18/2017						Revise start date for leave.
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2. *Placement on the Salary Guide:*

a. *Non Certificated Staff: (Aides, Secretary, Maintenance, Technology, Custodians, Lunch and Bus)*

APPOINT

Catherine	Veisz	PT IA	SES	Approve	4/26/2017	6/30/2017			\$12,601.50	11-212-100-106-07-04	Salary prorated for time worked (replace Wilk)
Amy	Gilbert	PT IA	SES	Approve	5/5/2017	6/30/2017			\$12,601.50	11-212-100-106-07-04	Leave Replacement Reimel Salary prorated for time worked

APPROVE

Eileen	Delaney	Secretary	PRMS	Approve					-\$573.86	11-000-240-105-07-03	To reflect 3 unpaid days.
Lucia	Fischer	PT IA	SES	Approve					-\$136.23	11-212-100-106-07-04	To reflect 2 unpaid days.
Meghan	Hutt	PT IA	PRMS	Approve					-\$68.12	11-212-100-106-07-04	To reflect 1 unpaid day.

b. *Substitutes*

APPOINT

Brunetta	Allen	Cert Sub		Appoint	4/26/2017	6/30/2017			\$85.00/per day		Pending paperwork/fingerprint clearance
Lauren	Bade	Cert Sub		Appoint	4/26/2017	6/30/2017			\$85.00/per day		Pending paperwork/fingerprint clearance
Geeta	Dash	Non Cert Sub		Appoint	4/26/2017	6/30/2017			\$75.00/per day		Pending paperwork/fingerprint clearance
Brianna	Dioses	Non Cert Sub		Appoint	4/26/2017	6/30/2017			\$75.00/per day		Pending paperwork
Victoria	Halloran	Non Cert Sub		Appoint	4/26/2017	6/30/2017			\$75.00/per day		Pending paperwork/fingerprint clearance
Taylor	Kelly	Non Cert Sub		Appoint	4/26/2017	6/30/2017			\$75.00/per day		Pending county cert/paperwork
Eric	McKee	Cert Sub		Appoint	4/26/2017	6/30/2017			\$85.00/per day		Pending paperwork/fingerprint clearance
Taylor	Milanowycz	Non Cert Sub		Appoint	4/26/2017	6/30/2017			\$75.00/per day		Pending paperwork/fingerprint clearance
Saeyedeh	Mousavian	Cert Sub		Appoint	4/26/2017	6/30/2017			\$85.00/per day		Pending paperwork/fingerprint clearance
Sandra	Myers	Cert Sub		Appoint	4/26/2017	6/30/2017			\$85.00/per day		Pending paperwork
Kaitlyn	Seymour	Non Cert Sub		Appoint	4/26/2017	6/30/2017			\$75.00/per day		
Andrea	Weeks	Cert Sub		Appoint	4/26/2017	6/30/2017			\$85.00/per day		PT Instructional Aide

First Name	Last Name	Title	Location	Action	Effective Date	Ending Date	Return Date	Step	Salary	GAAP Code	Notes for Discussion
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3. Extra Work/Extra Pay:

a. Athletics:

APPOINT

Richard	Hayes	Volunteer	RHS	Appoint	11/15/2017	3/15/2017					Basketball Volunteer. Pending fingerprint clearance
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REVISE

Thomas	Snyder	Coach	PRMS	Revise Salary	3/1/2017	6/30/2017		2	\$2,668.00	11-402-100-100-03-01	Baseball
Joseph	Washington	Asst. Coach	RHS	Revise Salary	3/15/2017	6/30/2017		2	\$5,062.00	11-402-100-100-06-01	Track
Jason	Gray	Coach	RHS	Revise Salary	3/9/2017	4/21/2017		1	\$3,518.70	11-402-100-100-06-01	Rescind Girls Head Golf Coach
Caitlyn	Curran	Coach	RHS	Revise Job	3/5/2017	3/21/2017		3	\$3,590.00	11-402-100-100-06-01	Rescind Softball Coach
Caitlyn	Curran	Coach	RHS	Revise Job	4/24/2107	6/30/2017		1	\$1,795.00	11-402-100-100-06-01	Appoint Girls Golf Head Coach

b. Co-Curricular:

APPROVE

Lois	Baldwin	Teacher	RHS	Approve	9/1/2017	6/30/2018			\$34.00/per hour	11-000-221-176-09-90	World Language Coach. Not to exceed 80 hours.
Heidi	Berkey	Teacher	SES	Approve	4/27/2017				\$34.00/per hour	11-000-221-104-09-91	Wellness Edcamp 4 hours
Angela	Brihn	Teacher	SES	Approve	4/27/2017				\$34.00/per hour	11-000-221-104-09-91	Wellness Edcamp 4 hours
Stacey	Cammarano	Teacher	PRMS	Approve	9/1/2017	6/30/2018			\$34.00/per hour	11-000-221-176-09-90	ELA Coach. Not to exceed 60 hours.
Jessica	Castronovo	Teacher	SES	Approve	9/1/2017	6/30/2018			\$34.00/per hour	11-000-221-176-09-90	Science Coach. Not to exceed 60 hours.
Nicole	Rokoszak	Teacher	PRMS	Approve	9/1/2017	6/30/2018			\$34.00/per hour	11-000-221-176-09-90	ELA Coach. Not to exceed 60 hours.
JennaMarie	Colicchia	Teacher	RHS	Approve	4/27/2017				\$34.00/per hour	11-000-221-104-09-91	Wellness Edcamp 1.5 hours
Claire	Corliss	Teacher	SES	Approve	4/27/2017				\$34.00/per hour	11-000-221-104-09-91	Wellness Edcamp 4 hours
Megan	Correia	Teacher	RHS	Approve	9/1/2017	6/30/2018			\$34.00/per hour	11-000-221-176-09-90	Science Coach. Not to exceed 60 hours.
Renee	Cucinotti	Teacher	SES	Approve	9/1/2017	6/30/2018			\$34.00/per hour	11-000-221-176-09-90	Math Coach. Not to exceed 60 hours.
Caitlyn	Curran	Volunteer	RHS	Approve	4/27/2017				\$34.00/per hour	11-000-221-104-09-91	Wellness Edcamp 1.5 hours
Brian	Dempsey	Teacher	RHS	Approve	4/27/2017				\$34.00/per hour	11-000-221-104-09-91	Wellness Edcamp 1.5 hours
Sylwia	Denko	Teacher	SES	Approve	4/27/2017				\$34.00/per hour	11-000-221-176-09-90	Wellness Edcamp to be paid from Technology coaching hours
Sylwia	Denko	Teacher	SES	Approve	9/1/2017	6/30/2018			\$34.00/per hour	11-000-221-176-09-90	Technology Coach. Not to exceed 40 hours.
Karen	DeRossett	Teacher	PRMS	Approve	4/27/2017				\$34.00/per hour	11-000-221-104-09-91	Wellness Edcamp 4 hours
Carolyn	Dilts	Teacher	PRMS	Approve	4/27/2017				\$34.00/per hour	11-000-221-104-09-91	Wellness Edcamp 4 hours
Marissa	Dilts	Teacher	SES	Approve	9/1/2017	6/30/2018			\$34.00/per hour	11-000-221-176-09-90	ELA Coach. Not to exceed 60 hours.
Natalie	DiSantis	Teacher	SES	Approve	4/27/2017				\$34.00/per hour	11-000-221-104-09-91	Wellness Edcamp 4 hours
Sean	Flynn	Teacher	RHS	Approve	4/27/2017				\$34.00/per hour	11-000-221-104-09-91	Wellness Edcamp 1.5 hours
Richard	Gildner	Teacher	RHS	Approve	4/27/2017				\$34.00/per hour	11-000-221-104-09-91	Wellness Edcamp 1.5 hours
Anna	Hernandez	Teacher	RHS	Approve	4/27/2017				\$34.00/per hour	11-000-221-104-09-91	Wellness Edcamp 4 hours
Pete	Klapsogearge	Teacher	SES	Approve	9/1/2017	6/30/2018			\$34.00/per hour	11-000-221-176-09-90	ELA Coach. Not to exceed 60 hours.
Kelly	Kosch	Teacher	PRMS	Approve	9/1/2017	6/30/2018			\$34.00/per hour	11-000-221-104-09-91	Not to exceed 20 hours for PLC planning
Kathleen	Manning	Teacher	PRMS	Approve	4/27/2017				\$34.00/per hour	11-000-221-104-09-91	Wellness Edcamp 4 hours
Michael	Passafaro	Teacher	PRMS	Approve	4/27/2017				\$34.00/per hour	11-000-221-176-09-90	Wellness Edcamp to be paid from Technology coaching hours
Michael	Passafaro	Teacher	PRMS	Approve	9/1/2017	6/30/2018			\$34.00/per hour	11-000-221-176-09-90	Technology Coach. Not to exceed 40 hours.
Loryn	Schneid	Teacher	SES	Approve	4/27/2017				\$34.00/per hour	11-000-221-104-09-91	Wellness Edcamp 4 hours

First Name	Last Name	Title	Location	Action	Effective Date	Ending Date	Return Date	Step	Salary	GAAP Code	Notes for Discussion
MaryJane	Seiler	Teacher	RHS	Approve	4/27/2017				\$34.00/per hour	11-000-221-104-09-91	Wellness Edcamp 1.5 hours
Jillian	Vaz	Teacher	SES	Approve	9/1/2017	6/30/2018			\$34.00/per hour	11-000-221-176-09-90	Math Coach. Not to exceed 60 hours.
Margaret	Zargiel	Teacher	SES	Approve	4/27/2017				\$34.00/per hour	11-000-221-104-09-91	Wellness Edcamp 4 hours

RATIFY

Sharon	Davis	Guidance Counselor	RHS	Ratify	3/18/2017				\$34.00/hr.	11-000-218-104-01-90	8th Grade Meetings for a total of 8 hours.
Anna	Hernandez	Guidance Counselor	RHS	Ratify	3/18/2017				\$34.00/hr.	11-000-218-104-01-90	8th Grade Meetings for 1 hour.
Karen	Lubbers	Guidance Secretary	RHS	Ratify	3/18/2017				\$23.56/hr.	11-000-218-104-01-90	8th Grade Meetings for a total of 8.25 hours.
Lindsay	Richard	Guidance Counselor	RHS	Ratify	3/18/2017				\$34.00/hr.	11-000-218-104-01-90	8th Grade Meetings for a total of 8 hours.
Laurie	Rotondo	Guidance Supervisor	RHS	Ratify	3/18/2017				\$34.00/hr.	11-000-218-104-01-90	8th Grade Meetings for a total of 8.5 hours.
JoAnne	Walker	Guidance Counselor	RHS	Ratify	3/18/2017				\$34.00/hr.	11-000-218-104-01-90	8th Grade Meetings for a total of 8 hours.

c. Other:

RATIFY

Jessica	Pagodin	Chaperone	RHS	Approve	4/20/2017	4/23/2017			\$273.00/per night	11-401-100-100-01-05	Model UN. Total of 3 nights
Shilpa	Vast	Advisor	RHS	Ratify	3/21/2017	4/30/2017			\$273.00/per night	11-401-100-100-01-05	Robotics Competition Not to exceed 8 nights.
Joy	Wolfe	Advisor	RHS	Ratify	3/21/2017	4/30/2017			\$273.00/per night	11-401-100-100-01-05	Robotics Competition Not to exceed 8 nights.
Peter	Wolfe	Advisor	RHS	Ratify	3/21/2017	4/30/2017			\$273.00/per night	11-401-100-100-01-05	Robotics Competition Not to exceed 8 nights.