



PUBLIC SESSION MINUTES

BOARD OF EDUCATION

Mr. Michael Reca, President
Mrs. Lainie Potter, Vice President
Mrs. Carol Boyne
Mrs. Sharon DeVito
Mrs. Melissa Foy
Mrs. Florence Gange
Mr. Thomas Halm, Jr.
Mr. Matthew O'Grady
Mrs. Faith Silvestrov

SUPERINTENDENT OF SCHOOLS

Mr. Steven J. Mayer

ASSISTANT SUPERINTENDENT

Dr. Kathleen A. Foster

SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY

Ms. Louise B. Davis

ROBBINSVILLE BOARD OF EDUCATION
PUBLIC SESSION MINUTES

July 28, 2009

I. CALL TO ORDER PUBLIC MEETING

Board President Mike Reca called the July 28, 2009 meeting of the Robbinsville Board of Education to order at 7:16 PM.

II. STATEMENT OF PUBLIC MEETINGS

The New Jersey Open Public Meeting Law was enacted to insure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the Robbinsville Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Trenton Times and the Township of Robbinsville Bulletin Board. In addition, this notice was faxed to the Trenton Times and posted at Windsor School, Sharon School, Pond Road Middle School and Robbinsville High School.

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

All Board members were present. Also present were Superintendent Steven J. Mayer and School Business Administrator Louise B. Davis.

V. SUPERINTENDENT'S REPORT – Mr. Steven J. Mayer

Mr. Mayer expressed his thanks to the community for its ongoing support at Board meetings. In addition, he conveyed his gratitude for the privilege of serving the District. He complimented the Board for its continued commitment to help Robbinsville Public Schools create a reputation for academic excellence.

VI. SCHOOL BUSINESS ADMINISTRATOR'S REPORT – Ms. Louise B. Davis

Ms. Davis indicated that the Central Office is working to close out fiscal year 2009. She thanked the Central Office Staff, members of the Facilities, Finance, and Transportation Committee, as well as Mr. Mayer and Assistant Superintendent Kathie Foster for their efforts with this critical work.

The District Asset Inventory, to be conducted by Industrial Appraisals, commenced earlier in the day. Ms. Davis indicated that a preliminary report would be submitted in time for the audit which begins on August 17, 2009.

VII. BOARD PRESIDENT'S REPORT – Mr. Michael Reca

Mr. Reca introduced incoming Student Council President Dan Orlak. Dan replaces Kevin Stawicki and will serve as the student representative at Board meetings during the 2009-2010 school year.

VIII. MINUTES

On motion of Mr. O’Grady, and seconded by Mrs. Foy, and carried by a vote of 9-0, the Robbinsville Board of Education, upon recommendation of the Superintendent, voted to approve the minutes of the following meetings:

- May 4, 2009 – Public Session
- May 26, 2009 – Public Session
- May 26, 2009 – Executive Session
- June 23, 2009 – Executive Session
- July 14, 2009 – Special Meeting
- July 14, 2009 – Executive Session

The minutes of the June 23, 2009 Public Session were tabled.

IX. COMMITTEE REPORTS

A. COMMUNITY RELATIONS – Mrs. Sharon DeVito

Committee Chair, Sharon DeVito, reported on the following discussion items that took place during the July 7, 2009 meeting of the Community Relations Committee:

- Communication plan involving blast emails, website podcasts including a “State of the District” address by Mr. Mayer, and the addition to the website of a “Spotlight on Our Schools” section comprised of a grade level feature from each building on a monthly basis;
- Community outreach efforts to include regular administration interaction with the Robbinsville Senior Center, PTA meetings to take place during the morning hours, and topic specific presentations to community groups. In addition, a discussion took place re: Senior Citizen passes to school events;
- Get Out to Vote Campaign – Referendum and Annual School Election;
- Community Relations 2009-2010 have been established.

B. EDUCATION, DEVELOPMENT & POLICY – Mrs. Lainie Potter

Lainie Potter, Committee Chair, detailed the following matters discussed during the July 13, 2009 meeting of the Education, Development & Policy Committee:

- Procedures for managing policy updates – audit of policy manual to identify gaps;
- Organizational Chart review;
- Student Activity Fee Issue – Procedural rather than related to policy – Revisions to be determined by Administration;
- STEM Curriculum including K-3 Math, Technology, International Business Firm, Intro. Business, Advertising will be presented to the Board for approval in July and August;
- Humanities Curriculum work includes Music (Elementary & Middle level revisions), Drawing I & II, Italian III & IV, Chinese III, Language Arts (Grades 4 & 5), World Language (grades 7 & 8);

- Adoption of revised NJ Core Curriculum Content Standards in LAL and Mathematics has been postponed until 2010;
- Strauss Esmay website access by Board Members;
- Annual Board Retreat – Priorities include Policy Update Process, Update of Policy Manual, Adoption of policies in a timely manner; Auditing Curriculum Cycle;
- Review of Board By-Laws.

C. PERSONNEL – Mrs. Faith Silvestrov

Committee Chair, Faith Silvestrov, reported on the following Personnel matters discussed at Committee Level:

- New Hires;
- Leave Requests / Resignations;
- Approval of Coaches;
- Organizational Chart – In need of additional refinement;
- District Office Staffing – Needs are currently being evaluated with a focus on optimizing resources;
- Non-Affiliate Compensation / Personnel – Recommendation of 4% increase;
- Hiring Process – A review of the hiring process with an eye on standardization and best practices.

D. NEGOTIATIONS – Mr. Thomas Halm, Jr.

- No report at this time

E. FINANCE, FACILITIES, & TRANSPORTATION – Mr. Matthew O’Grady

Committee Chair, Matt O’Grady, reported on the following matters related to FFT:

- Food Service: After RFP review and presentations by Sodexo and Chartwells, the Committee recommended that the district enter in to a one-year contract with five annual renewal options with Chartwells;
- Discussion items related to Facilities included the following:
 - Insect and Pest Plan and Application
 - Fire Department Inspection
 - Placards for windows
 - Weed control at all three schools
 - Resurface the gym floor in hs
 - Extended water to football field
 - Repair Pond Sign again
 - Repair Sharon Boiler
 - There will be a meeting on Tuesday with counsel and Birdsall re: dirt matter
 - Field signs regarded nonschool usage and hours of access
 - Flag poles and flag handling

- Staffing for Allclean
 - Will file substandard space
- Transportation: The district will provide shuttle service and use of the Sharon parking lot for the upcoming Trains, Planes, and Automobiles event;
 - Referendum: The Demographic Study should be complete by September. A discussion involving potential township owned parcels took place. The referendum is likely to take place in the first or second quarter of 2010.
 - Finance: Closure of Fiscal Year 2009, Bill list and approval process.

X. HEARING OF PUBLIC

A. Walter Dabrowski

Mr. Dabrowski asked for clarification on the Transfer Report (Page 11 of the Agenda). He questioned whether surplus funds are being transferred. Ms. Davis indicated that the items listed on the Transfer Report are not related to surplus rather, they are individual line items within the budget.

B. John Ruch

Mr. Ruch discussed the upcoming Sesquicentennial celebration and thanked the District for providing shuttle service.

XI. RESOLUTIONS BEING PRESENTED FOR APPROVAL

A. PERSONNEL (A.1a,b; 2a-e; 3a-c; 4a-h; 5)

On motion of Mrs. Silvestrov, and seconded by Mr. O’Grady, and carried by a vote of 9-0, the Robbinsville Board of Education, upon recommendation of the Superintendent, voted to approve the following resolutions related to Personnel: A.1-5. This motion includes all items listed on the Addendum.

BE IT RESOLVED by the Robbinsville Board of Education that the following **PERSONNEL** resolutions, as recommended by the Superintendent, be approved as indicated:

1. EMPLOYMENT OF STAFF – Robbinsville High School – 2009-2010

a. Teacher of Special Education

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the employment of Kristina Mannino as a Teacher of Special Education at Robbinsville High School effective September 1, 2009. Ms. Mannino will be compensated at an annual salary of \$46,418 (BA / Step 1).

b. Teacher of Special Education / English

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the employment of Samantha Zettlemoyer as a Teacher of Special Education / English effective September 1, 2009. As a replacement for

James Hunter, Ms. Zettlemyer will be compensated at an annual salary of \$46,619 (BA / Step 1).

2. EMPLOYMENT OF STAFF – Pond Road Middle School – 2009-2010

a. Teacher of Grade 5

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the employment of Kimberly Brudner as a Teacher of Grade 5 at Pond Road Middle School effective September 1, 2009. Ms. Brudner will be compensated at an annual salary of \$46,618 (BA / Step 1).

b. Maternity Leave Replacement

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the employment of Debra Winn as a maternity leave replacement for Lauri Foster, Grade 8 -Teacher of Mathematics, effective September 1, 2009 – October 30, 2009. Ms. Winn will be compensated at an annual pro-rated salary of \$46,618 (BA / Step 1).

c. Teacher of Special Education

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the employment of Daniel Macionis as a Teacher of Special Education at Pond Road Middle School effective September 1, 2009. As a replacement for Laura Seidel, Mr. Macionis will be compensated at an annual salary of \$52,360 (MA+15 / Step 3).

d. Teacher of Special Education

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the employment of Nicole Mandrillo as a Teacher of Special Education at Pond Road Middle School effective September 1, 2009. Ms. Mandrillo will be compensated at an annual salary of \$51,343 (MA / Step 5).

e. Maternity Leave Request

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve a maternity leave request for Katie Gildea, Teacher of Grade 5, effective October 19, 2009. Mrs. Gildea intends to use accumulated sick time from October 19, 2009 through October 30, 2009. She requests unpaid leave from November 2, 2009 through January 29, 2010 and will return to work on Monday, February 1, 2010.

3. EMPLOYMENT OF STAFF – Sharon Elementary School – 2009-2010

a. Kindergarten Teacher

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the employment of Nicole Amato as a Teacher of Kindergarten at Sharon Elementary School effective September 1, 2009. Ms. Amato will be compensated at an annual salary of \$47,321 (BA / Step 2).

b. Internal Transfer

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the transfer of Christine Piovoso. Currently serving as a Teacher of Preschool, Ms. Piovoso will join the Second Grade Team at Sharon Elementary School effective September 1, 2009. She replaces Maureen Epstein.

c. Technology Specialist

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the employment of Deborah Lopez as a Technology Specialist at Sharon Elementary School effective date to be determined pending criminal history review. As a replacement for Carl Alb, Ms. Lopez will be compensated at an annual salary of \$48,873.

4. EMPLOYMENT OF STAFF – Other Matters – 2009-2010

a. Confidential Support Staff Renewals – Central Office

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the appointment of the following Confidential Support Staff, as indicated, for the 2009-2010 school year (July 1, 2009 – June 30, 2010):

<u>Name</u>	<u>Level</u>	<u>Salary</u>
Catherine Daughenbaugh	Transportation Supervisor	\$57,041
Eileen Delaney	Superintendent Secretary	\$45,909
Diane Dwyer	Personnel Coordinator	\$44,800
Carolyn Flocco	Payroll Coordinator	\$46,800
David Gallagher	Facilities Manager	\$65,095
Frances McKenna	SBA Secretary	\$45,800
Pamela Watson	Accounts Payable	\$49,653

b. Staff Resignations

That the Robbinsville Board of Education, upon recommendation of the Superintendent, accept the resignation of the following individuals:

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Date Effective</u>
James Hunter	Special Education Teacher	RHS	July 2, 2009
Maureen Epstein	Second Grade Teacher	Sharon	July 1, 2009
Jill Patterson	Spanish Teacher	RHS	July 23, 2009

The Robbinsville Board of Education wishes Mr. Hunter, Ms. Epstein, and Mrs. Patterson the best of luck with their future endeavors.

c. Advanced Placement on the Salary Guide

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the following individuals for advanced placement on the salary guide as follows:

<u>Name</u>	<u>From /Step</u>	<u>To /Step</u>	<u>Pay Period Effective</u>
Scott Brettell	BA / 5	BA+15 / 5	September 15, 2009
Christopher Purdum	BA / 5	BA+15 / 5	September 15, 2009

d. Retro-pay – Advanced Placement on the Salary Guide – Prior Year Adjustments

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the following individuals to receive retroactive salary adjustments for completion of coursework during prior school years to correspond with advanced placement on the salary guide.

<u>Name</u>	<u>From /Step</u>	<u>To /Step</u>	<u>Retro-pay From/To</u>
Kim Keener	BA+15 / 4	MA / 4	May 2009 – June 2009
Christopher Purdum	BA / 5	BA+15 / 5	May 2007 – June 2009

e. Substitute Teachers – 2009-2010

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the employment of the following substitute teacher(s) for the 2009-2010 school year as indicated:

Certified Substitutes at \$80.00 per diem:

Jean Marie Alban	Nicole Grembowitz	Rita Marcocci
Gordon Asmuth	Marylou Harman	Andrea Moore
Mark Bossie	James Harrison	Steven Per
Dawn Bradley	Jennifer Hellman	Daniel Sosinski
Ann Crilly	Beth Hopkins	Divya Swami
David Cullen	HeeSook Inn	Linda Thomas
Kimberly Cushman	Sherrie Johnson	Gregory Zak
Stacy Ferrier	Heather Lieberman *	Andrea Zalenski
Albert Gayzik	Stacy MacDougall	

*Pending Criminal History Clearance

Non-Certified Substitutes at \$75.00 per diem:

Regina Altamore	Toni Kowalski	Prabhakaran Padmasri
Kim Benson	David Lorenzo	Stephanie Persicketti
Vincent Carabin	Lisa Maleson	Joanne Pilla
Gargi Chanda	Kim Maslak	Andrew Pollner
Colleen Cox	Kim McKeown	Darren Schulman
Meghan Crilly	Katie McSorley	Angelica Septien
Kristie Decowski	Daniel Mesday	Marla Serafino
Christine Delaney	Bernadette Moehringner	Brandon Taylor
Allison Duffy	Celeste Mott	Jennifer Tufford
Heather Green	Fariha Mukhtar	Kelly Twamley
Deborah Hoare	Guy Nardo	Anthony Venanzi
Oruj Islam	Janet Nardo	Elaine Wills
Tracy Kale	Diane Orlak	

f. Substitute Secretaries – 2009-2010

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the employment of the following substitute secretaries at the rate of \$9.25 / hr. for the 2009-2010 school year as indicated:

Christine Bralynski	Deborah O'Connor	Marie Stechman
Heather Green	Judy Petroni	Eileen Katzman

g. Substitute Aides – 2009-2010

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the employment of the following substitute aides at the rate of \$75.00 per diem for the 2009-2010 school year as indicated:

Lorraine Bernas	Deborah O'Connor
Ellen Jones	Virginia Olinsky

h. Substitute School Nurse – 2009-2010

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the employment of Jacqueline Stephens as a Substitute School Nurse at the rate of \$150.00 per diem for the 2009-2010 school year.

5. EXTRA WORK / EXTRA PAY – 2009-2010

a. English Content Facilitator – RHS

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve Jason Armstrong as an English Content Facilitator for the 2009-2010 school year. Mr. Armstrong will receive a negotiated stipend of \$1,500.

b. Environmental Club – RHS – 2008-2009

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve Theresa Censoplano as an advisor for the Environmental Club at the contracted rate of \$1,700 for the 2008-2009 school year.

c. Athletic Coaches – RHS – 2009-2010

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the following individuals for RHS coaching positions at the contracted stipend rates indicated for the Fall season of the 2009-2010 school year.

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Stipend</u>
Ralph Sheffield	Football (Volunteer)	N/A	N/A
Tom Brettell	Fall Weightroom Supervisor	3	\$ 850
Matt Mayo	Fall Weightroom Supervisor	3	\$ 850
Byron Conover	Boys Freshman Soccer	1	\$ 4706
Byron Conover	Boys Head Basketball	1	\$ 6901
Lauren Boyer	Girls Asst. Basketball	1	\$ 4915
Pam Owens	Girls/Boys Head Swimming	1	\$ 6692
Wendy MacCarthy	Girls/Boys Asst. Swimming	1	\$ 4706

d. Family Math Workshop Facilitators – Sharon Elementary

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve Brenda John Goodstein and Ellen Malissa as Family Math Workshop Facilitators at the contracted rate of \$34 per hour. Each workshop will include six two-hour sessions. Mrs. Goodstein and Mrs. Malissa will facilitate two six-week sessions apiece during the 2009-2010 school year.

e. **Safety Patrol Advisors – Sharon Elementary**

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve Diane Mitchell and Kimberly White as Safety Patrol Advisors for the 2009-2010 school year. Each will receive a negotiated stipend of \$310.

f. **Early Act Advisors – Sharon Elementary**

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve Renee Bianchi and Mary K. Tomayo as Early Act Advisors for the 2009-2010 school year. Each will receive a negotiated stipend of \$1,140.

g. **Staff Compensation for Due Process Hearing**

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve compensation in the amount of \$34.00 per hour for the following individuals to prepare and testify with the Board Attorney for a current due process hearing:

Peggy Damm	Debby Muench
Sandy Holmes	Jody Nestel
Carolyn Mahon	Karen Vida

h. **Expert Witness Compensation for Due Process Hearing**

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve compensation in the amount of \$ 100.00 per hour (up to \$500 per diem) to Dr. Marjorie Heyman, Expert Witness, for testimony provided in a current due process hearing.

i. **Preschool Curriculum Revision**

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve Debbie Binder and Kim Robinson to write the Preschool Curriculum with the NJDOE Preschool Consultant at the contracted rate of \$34.00 per hour not to exceed 20 hours total program.

B. EDUCATION, DEVELOPMENT, & POLICY (B.1 – 4)

On motion of Mrs. Boyne, and seconded by Mrs. Foy, and carried by a vote of 9-0, the Robbinsville Board of Education, upon recommendation of the Superintendent, voted to approve the following resolutions related to Education, Development & Policy: B.1-4.

BE IT RESOLVED by the Robbinsville Board of Education that the following **EDUCATION, DEVELOPMENT, & POLICY** resolutions, as recommended by the Superintendent, be approved as indicated:

1. CURRICULUM / PROGRAM & POLICY

a. **Curriculum Review & Approval**

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the following curriculum for implementation beginning in 2009-2010 (See Attachments):

Drawing I
Digital Design I
Digital Design II
World Language – Grades 7 & 8 (Revisions / Summary)

b. Junior Practicum Observations – Rider University

i. Grade 6 & 7 Social Studies

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve Rider University Junior Practicum students to observe 6th and 7th grade Social Studies classes for the fall semester.

ii. PRMS Music Classes & Chorus

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve Westminster Choir College, Rider University Junior Practicum students to observe middle school music classes and chorus for the fall semester.

2. PERMISSION TO BEGIN PRACTICE – RHS FOOTBALL

That the Robbinsville Board of Education, upon recommendation of the Superintendent, authorize the Robbinsville High School Football Team to begin practice on August 12, 2009. Approval has been granted from NJSIAA with the following guidelines:

No equipment;
No scrimmages;
Three hours total;
Does not count towards six days of practice rule;
To be followed by a twenty-four hour rest period

3. WORKSHOPS, CONFERENCES & PROFESSIONAL DEVELOPMENT

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the teachers / administrators listed for upcoming professional development workshops scheduled to take place during the 2009-2010 school year. (See Attachments)

4. DEPARTMENT OF SPECIAL SERVICES – 2009-2010

a. Extended Year Program

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the tuition contract with Mercer County Special Services School District for the following students for summer 2009 Extended School Year for the total amount of \$94,802.40.

<u>Student #</u>	<u>Amount</u>	<u>School</u>
09-01-MRE	\$7,207.20	Cappello School
09-03MRE	\$6,098.40	Cappello School
09-04MRE	\$6,375.60	Cappello School
09-05MRE	\$6,375.60	Cappello School
09-06MRE	\$6,098.40	Cappello School
09-07MRE	\$6,375.60	Cappello School
09-08MRE	\$6,375.60	Mercer Elementary

09-09MRE	\$6,375.60	Mercer Elementary
09-22MRE	\$6,098.40	Mercer Elementary
09-15MRE	\$6,375.60	Mercer Elementary
09-10MRE	\$6,098.40	Mercer Elementary
09-11MRE	\$6,098.40	Mercer Elementary
09-12MRE	\$6375.60	Mercer Jr/Sr High School
09-13MRE	\$6375.60	Mercer Jr/Sr High School
09-14MRE	\$6,098.40	Mercer Jr/Sr High School

b. Tuition Contract – Marie H. Katzenbach – Extended Year Program

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the tuition contract with Marie H. Katzenbach School for the Deaf for student #09-22RE for the Summer 2009 Extended School Year at the rate of \$3,500.00 for July 6 2009 thru August 14, 2009.

c. Tuition Contracts – MCSSSD – Extended Year Services

i. Home-based Physical / Occupational Therapy

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve contract with Mercer County Special Services School District Community Resource Team to provide home-based Physical Therapy, Occupational Therapy and Speech/Language Therapy to student #09-38RE from July 6 thru August 13, 2009 at the rate of \$88 per session 1 time each week for 5 weeks for a total of \$1,320.00.

ii. Home-based Special Education Services

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve contract with Mercer County Special Services School District to provide home-based Special Education services to student #09-38RE from July 6 thru August 13, 2009 at the rate of \$88 per hour for 8 hours per week for a total of \$3,520.00.

d. Tuition Contract – New Road School – Extended Year Program

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve a tuition contract with New Road School for student # 09-27RE at the rate of \$5,977.80 for 2009 Extended School Year.

e. Tuition Contract – Somerset Hills Schools, Inc. – Extended Year Program

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the tuition contract with Somerset Hills Schools, Inc. for student #09-40RE for the 2009 Extended School Year at the rate of \$11,910.00.

f. Tuition Contract – Eden Institute – Extended School Year

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the tuition contract with Eden Institute, Inc for student #09-29RE for the 2009 Extended School Year at the rate of \$308.00 per diem for a total of \$10,780.00.

g. Tuition Contract – New Road School – 2009-2010

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the tuition contract with New Road School for the following students: student # 09-25RE and student # 09-27RD at the rate of \$35,866.80 per each student for the 2009-2010 regular school year from September 02, 2009 thru June 17, 2010.

h. Tuition Contract – Somerset Hills Schools, Inc. – 2009-2010

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the tuition contract with Somerset Hills Schools, Inc for student #09-40RE for the 2009-2010 school year at the rate of \$74,239.00.

i. Tuition Contract – Eden Institute – 2009-2010

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the tuition contract with Eden Institute, Inc for student #09-29RE for the regular 2009-2010 school year at the rate of \$56,980.00.

j. Contract with Applied Behavioral Concepts, Inc. – After School Services 2009-2010

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the contract with Applied Behavioral Concepts, Inc to provide specialized after school services to student #09-12MRE for three afternoons of service per week at the rate of \$120 per day from September 2009 through August 2010 for a total of \$18,720.00 for the year.

k. Payment of Undercharge – Eden Institute, Inc. – 2006-2007

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the payment of the undercharge for Eden Institute, Inc. for the 2006-2007 school year for student #09-29RE at the rate of \$8.41 per diem, \$1,513.80 for the ten month school year, \$479.37 for the extended school year for a total of \$1,993.17.

DISCUSSION:

A discussion related to summer sports practice ensued. Athletic Director Curtis Wyers explained that sports teams are permitted to practice during the summer months. When the issue of liability arose, Mr. Wyers indicated that District liability during the summer is covered in the same manner as it is during the school year. He stressed that practice is optional and that work and family obligations are not held against players. Start dates for fall sports are as follows:

Football – August 12, 2009
All Other – August 22, 2009

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

On motion of Mrs. Boyne, and seconded by Mr. Halm, and carried by a vote of 9-0, the Robbinsville Board of Education, upon recommendation of the Superintendent, voted to approve the following resolutions related to Finance, Facilities, & Transportation: C.1a – h, C.2.

BE IT RESOLVED by the Robbinsville Board of Education that the following **FACILITIES, FINANCE & TRANSPORTATION** resolutions, as recommended by the Superintendent, be approved as indicated:

1. FINANCE

a. Bills and Claims List (See Attachment)

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve payment of the Bills & Claims Lists for July 2009:

2008-2009 A/C Payable:	\$ 809,389.24
2009-2010 Monthly Obligations:	\$ 460,505.89
Total:	\$1,269,895.13

b. Certification of Board Secretary

Pursuant to N.J.A.C. 6A:23-2.12(c)3 I, Louise B. Davis, Board Secretary/School Business Administrator, certify that as of June 2009, 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. Treasurer's Report

That the Robbinsville Board of Education, upon recommendation of the Superintendent, accept the Treasurer's Report for the period ending May 2009. (See Attachment)

d. Transfer Report

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve the following transfers totaling **\$833,426.98** for the period ending June 30, 2009 (See Attachment).

e. Approval to Establish Petty Cash Accounts – 2009-2010

That the Robbinsville Board of Education, upon recommendation of the Superintendent, grant approval to establish Petty Cash Accounts in the amount of \$200.00 per account for the 2009-2010 school year as follows:

RHS	Sharon Elementary
PRMS	Administration

f. Memberships

i. Membership Request – Garden State Coalition

That the Robbinsville Board of Education, upon recommendation of the Superintendent, authorize District membership in the Garden State Coalition of Schools, a statewide organization and leading advocate for public schools, at an annual cost of \$1,895.00.

ii. **Termination of Membership – Mercer County AVA Commission**

That the Robbinsville Board of Education, upon recommendation of the Superintendent, terminate membership in the Mercer County Audio Visual Association – a division of Central Jersey Instructional Media Service effective August 1, 2009. The District will not participate during the 2009-2010 school year.

g. **Donations**

i. **Permission to Accept Donation – Band Trailer**

That the Robbinsville Board of Education, upon recommendation of the Superintendent, grant permission to accept donation of a 8.5' x 24' Royal Cargo trailer from the Robbinsville PTSA. Purchased from Burlington Truck Center, Inc. at a cost of \$7,399.00, the trailer will be used for transporting band equipment to related activities and events. The Board accepts this donation with thanks and gratitude.

ii. **Permission to Accept Donation - Trees**

That the Robbinsville Board of Education, upon recommendation of the Superintendent, grant permission to accept a donation of 15 trees from the Township of Robbinsville with thanks and gratitude.

iii. **Permission to Authorize Donation – Shuttle Bus Service**

That the Robbinsville Board of Education, upon recommendation of the Superintendent, authorize a donation of shuttle bus service, including one driver, from Sharon Elementary School to the Robbinsville Airport for the Robbinsville Township Sesquicentennial Celebration scheduled to take place on August 8, 2009 at a cost not to exceed \$450.00. Donations are given with a hold harmless understanding.

iv. **Permission to Authorize Donation – Athletic Uniforms / Equipment**

That the Robbinsville Board of Education, upon recommendation of the Superintendent, authorize a donation of obsolete and unusable athletic uniforms and equipment to Mercer Street Friends and the Robbinsville Recreation Department during the 2009-2010 school year. Donations are given with a hold harmless understanding.

h. **Contracts**

i. **Enter into Service Contract Agreement – Broad U.S.A., Inc.**

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve a one-year service contract with Broad U.S.A., Inc. in the amount of \$36,606.00 to provide service and maintenance for the Direct-Fired Absorption Chiller/Heaters at Robbinsville High School effective immediately. (See Attachment)

ii. **Enter into Contract Agreement – Waste Management, Inc.**

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve a one-year contract agreement with Waste Management, Inc. in the amount of \$21,072.00 to institute a recycling program at Robbinsville High School effective immediately. (See Attachment)

i. Food Service Program

On motion of Mr. O'Grady, and seconded by Mrs. Foy, and carried by a vote of 9-0, the Robbinsville Board of Education, upon recommendation of the Superintendent, voted to approve, pending legal review, a food service contract with Compass Group USA, Inc. through its Chartwells Division: C.Ii.

i. Enter into Contract Agreement – Compass Group USA, Inc.

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve a Contract with Compass Group USA, Inc, through its Chartwells Division, to provide Food Service Management to the District effective July 1, 2009 through June 20, 2010. (See Attachment)

ii. Resolution to Accept Contract – Compass Group USA, Inc.

BE IT RESOLVED that Robbinsville Board of Education (herein referred to as the Local Education Agency or LEA) approves Chartwells School Dining Services (herein referred to as the Food Service Management Company or FSMC) as its Food Service Management Company for the 2009 - 2010 school year.

BE IT FURTHER RESOLVED that the Food Service Management Company shall receive, in addition to the costs of operation, an administrative fee of \$36,000/year and a management fee of \$.05 per reimbursable meal and meal equivalent to compensate the Food Service Management company management costs. These fees shall be billed monthly as a cost of operation. The Local Education Agency guarantees the payment of such costs and fee to the Food Service Management Company.

BE IT FURTHER RESOLVED that total meals are calculated by adding reimbursable meal pattern meals (breakfast, lunch and after school snack meals) served and meal equivalents. The number of School Breakfast Program, After School Snack Program, and National School Lunch program meals served to the children shall be determined by actual count. Cash receipts, other than from Sales of National Lunch Program and School Breakfast Program meals and After School Snack Program meals served to the children, shall be divided by \$1.00 to arrive at an equivalent meal count.

BE IT FURTHER RESOLVED that the per meal management fee of \$.05 will be multiplied by total meals.

BE IT FURTHER RESOLVED that the Food Service Management Company guarantees the Local Education Agency a minimum profit return of \$50,000 for the school year 2009 - 2010. This guarantee is contingent upon the guarantee terms and requirements as stated below from the FSMC's state-approved contract.

2) GUARANTEE

a) Guaranteed Return. Chartwells guarantees that the return to the LEA from the Food Service Program for the school year will be fifty thousand dollars (\$50,000). If the annual operating statement shows a return less than fifty thousand dollars (\$50,000), Chartwells will reduce its Management and Administrative Fees by the difference between the actual and the guaranteed amount, but in no event shall the reimbursement obligation exceed the amount of Chartwells' Management and Administrative Fees, as set forth above. The Guaranteed Return is based on the following conditions and assumptions remaining in effect for the school year.

3) CONDITIONS

(a) Reimbursement rates for NSLP and SBP meals will not be less than the rates in place for the 2009-2010 school year.

(b) The value of government-donated commodities and/or cash in lieu thereof will not be less than the value of government-donated commodities and/or cash in lieu thereof received during the 2009-2010 school year.

(c) The number of days meals are served during the school year will not be less than 172 days.

(d) The number of serving periods, locations, serving times and types of service will not change materially.

(e) The student enrollment for the Term of the Contract will not be less than 2,650 students.

(f) The level of wages, salaries and fringe benefits will not exceed those included in Chartwells' proposal.

(g) The actual costs charged to the Food Service budget by the District shall not exceed the projected operating expenses as set forth in Chartwells' proposal.

(h) The selling prices of Menu Pattern Meals and a la carte selections will not be less than those included in the proposal.

(i) Service will not be interrupted as a result of fire, work stoppage, strike or school closing.

(j) The District and its representatives including but not limited to, school principals, teachers and District employees shall fully cooperate with Chartwells in the implementation of the Food Service Program. The District shall fully cooperate with Chartwells to limit the expansion of competitive food sales in order to maximize the gross receipts and other non-cash sales of the Food Service Program.

(k) The LEA shall have timely submitted all applications for reimbursement for free and reduced price meals, except where such failure is due to an act or omission of Chartwells.

(l) The number of approved free and approved reduced price applications will be no less than that estimated in Chartwells' proposal.

In the event the foregoing conditions are not met during the school year,

Chartwells' guarantee obligation shall be reduced by an amount equivalent to any increased cost or loss of revenue attributable to the changes in such conditions.

DISCUSSION

A discussion took place regarding the Food Service Contract with Chartwells. Board President Mike Rea applauded the selection process, particularly the inclusion of student representatives on the committee. Mr. Mayer indicated that all current Food Service employees will be offered employment. He also noted that there will be no raise in food prices during Chartwells' first year.

2. FACILITIES

a. Building Use

That the Robbinsville Board of Education, upon recommendation of the Superintendent, approve and ratify the Buildings and Grounds Use of Facilities Schedule for the months of July and August 2009. (See Attachments)

XII. HEARING OF PUBLIC

None

XIII. OLD BUSINESS

None

XIV. NEW BUSINESS

None

XV. ADJOURNMENT

On motion of Mrs. DeVito, and seconded by Mr. O'Grady, and carried by a vote of 9-0, the Robbinsville Board of Education voted to adjourn the July 28, 2009 monthly meeting at 7:52 PM.

Respectfully submitted:

Louise B. Davis
School Business Administrator / Board Secretary