



**ROBBINSVILLE BOARD OF EDUCATION  
MONTHLY MEETING**

**TUESDAY, FEBRUARY 26, 2013 – 7:00 PM  
RHS STUDENT ACTIVITIES CENTER**

**PUBLIC SESSION MINUTES**

**BOARD OF EDUCATION**

**Mr. Michael Reca, President**

**Mrs. Carol Boyne, Vice President**

**Mrs. Shaina Ciaccio**

**Dr. Vincent J. Costanza**

**Mrs. Sharon DeVito**

**Mrs. Florence Gange**

**Mr. Thomas Halm, Jr.**

**Mr. Matthew O'Grady**

**Mrs. Faith Silvestrov**

**SUPERINTENDENT OF SCHOOLS**

**Dr. Steven J. Mayer**

**ASSISTANT SUPERINTENDENT**

**Dr. Kathleen A. Foster**

**SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY**

**Mr. Robert DeVita**

**STUDENT GOVERNMENT PRESIDENT**

**Bruce Sapp**

**ROBBINSVILLE BOARD OF EDUCATION**  
**PUBLIC SESSION MINUTES**

**February 26, 2013**

**I. CALL TO ORDER PUBLIC MEETING**

Board President Mike Reca called the February 26, 2013 meeting of the Robbinsville Board of Education to order at 6:02 PM. He read the *Statement of Public Meetings* and led the flag salute.

**II. ROLL CALL**

Mrs. Boyne	P	Mrs. DeVito	P	Mr. O'Grady	P
Mrs. Ciaccio	P	Mrs. Gange	P	Mr. Reca	P
Dr. Costanza	P	Mr. Halm	P	Mrs. Silvestrov	P

**III. MOTION TO CONVENE IN EXECUTIVE SESSION**

On motion of Mr. O'Grady and seconded by Dr. Costanza, the Board voted 9-0 to enter into Executive Session at 6:03 PM to discuss the following matters.

- Review of Harassment, Intimidation & Bullying Occurrences as required in N.J.S.A. 18A:37-15(b)6
- Negotiations

**IV. MOTION TO RESUME PUBLIC SESSION**

On motion of Mrs. Silvestrov and seconded by Mr. O'Grady, the Board voted 8-0-1 to resume Public Session at 7:42 PM. Mrs. Gange was not present when the vote was taken.

**V. BOARD PRESIDENT'S REPORT – Mr. Mike Reca**

Mr. Reca apologized for the delay in reopening public session. He introduced Orsola Andersen, Marketing & Communications Manager of the MIDJersey Chamber of Commerce. Ms. Andersen provided a brief history of the Robbinsville Hamilton Sunrise Rotary Club and spoke about importance and mission of the Inter-Act and Early Act clubs. President Donna Williams presented the Board of Education an award plaque for their continued support of the organization.

**VI. SUPERINTENDENT'S REPORT – Dr. Steven J. Mayer**

Dr. Mayer called for a moment of silence to honor the life and recent passing of Human Resource Manager Diane Dwyer.

This was followed by a mid-year review of the 2012-2013 Board Goals. Dr. Mayer provided the Board with evidence of progress on the following goals and their objectives:

1. Foster a strong academic culture in Robbinsville where a high value on achievement motivates students to perform at high levels.
2. Create conditions where good citizenship and strength of character are an integral part of the school community's culture.
3. Promote trust in the community so that the school district (central office, Board, school administration, and teaching faculty) is a credible, trustworthy entity where the interests of all students and parents are honored and valued.

4. Develop effective short and long term facilities plans in order to optimize the learning environment for district students.
5. Continue to secure sources of revenue for the school district beside property taxes.

Dr. Mayer concluded his report with a budget presentation and the Preliminary Budget Hearing. He indicated that a special Board meeting would take place on March 5, 2013 to adopt the preliminary budget and that the final budget would be adopted at the March 26, 2013 monthly meeting.

Board members asked questions about and discussed staffing needs. Dr. Mayer noted that he appreciates School Business Administrator Bob DeVita's efforts to, among other things, shore up facilities dollars.

## **VII. SCHOOL BUSINESS ADMINISTRATOR'S REPORT – Mr. Robert DeVita**

Mr. DeVita reported that the ESIP financing will close on February 27, 2013 after which a meeting with contractors will take place to determine scheduling for the program. With regard to the construction projects at Sharon Elementary and Pond Road Middle Schools, DeVita noted that a bond auction will occur on February 28, 2013. Moreover, he said that the project will be comprised of two components. Phase I will include renovations to Sharon Elementary School cafeteria and the Pond Road media center (bids will go out in March and be awarded in April). Completion of this aspect of the project is anticipated by September 2013. Bids for Phase II, a 24 classroom addition at Sharon Elementary School, will go out in June or July.

## **VIII. STUDENT GOVERNMENT REPORT – Tori Sankey**

In Bruce Sapp's absence, Vice President Tori Sankey reported on the following matters.

- Congratulations to Mr. Fry - Teacher of the Year
- March 14 – Grade 8 Planning Night
- February 20 – Zumba Night
- February 20 – 22 – Pickleball Tournament
- RHS Activities including ski trip, Mr. RHS, Cotillion, Disney Trip, Benefit Concert
- Update on clubs including FEA and Project Unify
- Sports Update – Hockey (Won Round I of States), Wrestling (Regional Competition at RHS)
- Hurricane Sandy Relief Efforts – Raised \$350 for Union Beach School District
- Random Acts of Kindness Week

## **IX. MINUTES (Attachments)**

On motion of Mr. O'Grady and seconded by Dr. Costanza to, the Robbinsville Board of Education upon recommendation of the Superintendent voted to approve the minutes of the following meetings 6-0-3. Mrs. Gange, Mr. Halm, and Mrs. Silvestrov abstained.

- January 22, 2013 Public Session
- January 22, 2013 Executive Session

## **X. COMMITTEE REPORTS**

### **A. COMMUNITY RELATIONS – Mrs. Sharon DeVito**

Mrs. DeVito reported that the Community Relations Committee reviewed their mission statement and discussed taking specific sections of the community and determining the most effective ways to keep each section informed.

## **B. EDUCATION, DEVELOPMENT & POLICY – Dr. Vincent Costanza**

Dr. Costanza reported on the following matters discussed during the February 12, 2013 meeting of the Education Policy Committee.

- Policies – First Reading
- 2013-2014 Preliminary Budget Review
- Long Term Staffing for Instructional Program
- February 19, 2013 In-service Day

## **C. PERSONNEL – Dr. Vincent Costanza**

Dr. Costanza reported on the following discussion items from the February 19, 2013 meeting of the Personnel Committee.

- 2013-2014 Preliminary Budget Review
- Review of Central Office Staffing Audit and Proposal
- Review of Staffing Model to Support the Instructional Program
- Review of Personnel Agenda

## **D. FINANCE, FACILITIES, & TRANSPORTATION – Mrs. Carol Boyne**

Mrs. Boyne reported on the following matters discussed during the February 20, 2013 meeting of the Finance, Facilities and Transportation Committee.

- Construction Update
  1. The committee reviewed concepts for both parts of the referendum bids that will go out (renovation work at Sharon and classrooms at Pond – early March bid and addition at Sharon and cafeteria at Pond – end June / early July). The plan to renovate the Sharon kitchen will be to keep the existing one in place until the new one is completed. There is concern about the lead time to receive the new kitchen equipment since it is all custom built. There is a request to hold a special meeting on April 11 to approve the renovation bid. This would provide two additional weeks of lead time to obtain the new kitchen equipment.
  2. The committee reviewed the differences in hiring a Construction Manager vs. a Clerk of the Works vs. additional services provided by Spiezle to monitor the day to day construction.
    - a. CM is the most expensive (2 – 3% of construction costs). Because our project is relatively small we would end up with their “B team”. Concerns about person on site at the end of the project when you need them the most.
    - b. Clerk of the Works would cost about \$180,000 and is an individual with previous CM or project management experience.
    - c. Spiezle will submit some proposals to provide a person that would be on site. One model would have the person here but only billing us for the time they work on our project.
  3. The committee discussed providing authority to the Superintendent and Business Administrator to approve change orders up to a certain dollar amount. The architect also advised that the BOE develop a process to decide on potential change orders above that threshold in a timely manner so as to not impede the progress of construction. A delay of 3 – 4 weeks could occur if the decision had to wait until the next scheduled BOE meeting. FFT would like to ask the entire BOE for permission to provide recommendations for this at the next BOE meeting in March.

- ESIP Update – Lease purchase financing bid awarded to Bank of America at 2.16% / Motion to approve lease purchase at an amount not to exceed \$4,775,000.
- Transportation – Error in routing software resulting in one family erroneously receiving transportation to be corrected for next school year
- RED – Comparison of RED prices with comparable programs / RED has significantly lower pricing structure and a superior program

A discussion regarding change orders for the construction project took place. One Board member asked how a not to exceed amount is determined. Mr. DeVita indicated that, given the current BOE meeting schedule of one meeting per month, the architect recommended establishing a process for change orders. Additional discussion at the committee level will take place regarding the amount. The Board also discussed the possibility of convening emergency meetings based upon the nature of the problem however, it was agreed that this tact could significantly impede the district's ability to move the project forward in a timely manner.

#### **E. NEGOTIATIONS – Mr. Thomas Halm**

Mr. Halm reported that the Board is waiting for the salary guides from WTEA in order to proceed with ratification of the guides. He stated that the Board is hopeful to have them by the March 26<sup>th</sup> Board meeting after which the payout process can begin.

#### **F. AD HOC SECURITY – Mr. Matthew O'Grady**

At Mr. Recca's request, the Board will provide a monthly update of the Ad hoc Security Committee. Mr. O'Grady reported on the following matters.

- RFP Timeline for the Comprehensive Security Audit
- All aspects related to student safety have been considered
- Dr. Costanza will attend a state task force meeting on school security
- Dr. Mayer will attend a school security conference sponsored by NJASA on March 13, 2013
- Double locks will be installed at the entrance of each building by September 2013

#### **XI. HEARING OF THE PUBLIC - None**

#### **XII. APPROVAL OF RESOLUTIONS**

##### **A. PERSONNEL (A.1 – 3)**

On motion of Mrs. Gange and seconded by Dr. Costanza and carried by a vote of 9 – 0, the Robbinsville Board of Education on recommendation of the Superintendent voted to approve resolutions A.1 – 3 on pages 17 – 21.

##### **B. EDUCATION, DEVELOPMENT, & POLICY (B.1 –5)**

On motion of Dr. Costanza and seconded by Mrs. Silvestrov and carried by a vote of 9 – 0, the Robbinsville Board of Education upon recommendation of the Superintendent voted to approve Education, Development & Policy resolutions B.1 – 5.

##### **1. HARASSMENT, INTIMIDATION & BULLYING MONTHLY REPORT**

The Robbinsville Board of Education accepts without modification the Superintendent's Report on Harassment, Intimidation and Bullying for the month of January 2013.

**2. POLICIES AND REGULATIONS – FIRST READING**

Review the following policies and regulations at the level of first reading.

- P0132 – Executive Authority
- P2415 – No Child Left Behind Programs (M)
- P2468 – Independent Educational Evaluations (New)
- P3230 – Outside Activities (Teaching Staff)
- P3281 – Inappropriate Staff Conduct (Teaching Staff)
- R3281 – Inappropriate Staff Conduct (Teaching Staff)
- P4230 – Outside Activities (Support Staff)
- P4281 – Inappropriate Staff Conduct (Support Staff)
- R4281 – Inappropriate Staff Conduct (Support Staff)
- P7430 – School Safety (M)
- P7441 – Electronic Surveillance in School Buildings and on School Grounds (New)
- R8420.1 – Fire and Fire Drills (M)
- P8505 – School Nutrition (M)
- P9150 – School Visitors

**3. SPECIAL SERVICES**

**a. Burlington County Special Services School District: Behavioral / Curriculum Services**

Authorize Burlington County Special Services School District’s Educational Service Unit to provide behavioral and curriculum services to student #150223 for the period of March 1, 2013 through June 21, 2013. Services will occur four hours per month at a rate of \$120.00 per hour.

**4. FIELD TRIPS**

**a. Field Trips – Robbinsville High School**

Approve the following field trip(s) for Robbinsville High School as indicated. The district will incur no admission or transportation costs.

**Blue Mountain Ski-Palmerton, PA**

Date:	2/16/13
Number of Pupils Participating:	100
Teacher/Other Chaperones:	2 / 5
Approximate Cost per Pupil:	\$80.00 - \$120.00
Time Scheduled to Leave/Return:	7:00 am / 8:00 pm
Bus Service:	Starr Tours
Class / Group:	Ski Club
Purpose:	Have fun. Go fast.

**McGraw-Hill Co.-New York, NY**

Date:	4/10/13
Number of Pupils Participating:	6
Teacher/Other Chaperones:	2 / 0
Approximate Cost per Pupil:	\$TBD
Time Scheduled to Leave/Return:	TBD am / TBD pm
Bus Service:	BOE (to train station)
Class / Group:	Virtual Enterprise (B.Y.O.C.)
Purpose:	Virtual Enterprise Nat’l. Business Plan competition

**TCNJ-Ewing, NJ**

Date: 4/10/13  
 Number of Pupils Participating: 19  
 Teacher/Other Chaperones: 2 / 1  
 Approximate Cost per Pupil: \$30.00  
 Time Scheduled to Leave/Return: 7:30 am / 2:00 pm  
 Bus Service: BOE  
 Class/Group: RHS TSA

Purpose: NJ State Technology Association Competition. Students will compete in many events against top technology students in New Jersey.

**China Town-New York City, NY**

Date: 5/1/13  
 Number of Pupils Participating: 45  
 Teacher/Other Chaperones: 2 / 0  
 Approximate Cost per Pupil: \$25.00  
 Time Scheduled to Leave/Return: 8:00 am / 1:30 pm  
 Bus Service: Irvin Raphael Inc.  
 Class / Group: Chinese Classes

Purpose: Students will explore the streets and exotic sights of Chinatown, learning about Chinese history, culture, traditions and dining etiquette.

**Lincoln Financial Field-Philadelphia, PA**

Date: 6/5/13  
 Number of Pupils Participating: 39  
 Teacher/Other Chaperones: 5 / 0  
 Approximate Cost per Pupil: \$50.00  
 Time Scheduled to Leave/Return: 8:30 am / 5:30 pm  
 Bus Service: Irvin Raphael Inc.  
 Class / Group: Marketing/Sports Marketing

Purpose: This trip takes place during the “Sports Marketing” part of the course. The tour includes information pertaining to licensing, marketing and terms discussed in the classroom.

**b. Field Trips – Pond Road Middle School**

Approve the following field trip(s) for Pond Road Middle School as indicated. The district will incur no admission or transportation costs.

**Middlesex County College-Edison, NJ**

Date: 3/12/13  
 Number of Pupils Participating: 22  
 Teacher/Other Chaperones: 4 / 10  
 Approximate Cost per Pupil: \$0.00  
 Time Scheduled to Leave/Return: 6:30 am / 5:30 pm  
 Bus Service: Irvin Raphael Inc.  
 Class/Group: Science Olympiad

Purpose: Compete with other Middle Schools at State level

**Great Adventure-Jackson, NJ**

Date: 4/26/13  
 Number of Pupils Participating: 260  
 Teacher/Other Chaperones: 20 / 100+  
 Approximate Cost per Pupil: \$9.00 - \$30.00  
 Time Scheduled to Leave/Return: 9:00 am / 6:15 pm  
 Bus Service: Irvin Raphael Inc.  
 Class / Group: 6<sup>th</sup> Grade

Purpose: Students will be able to apply force/motion principles in 6<sup>th</sup> grade Science; use formulas to calculate computations.

**c. Field Trips – Sharon/Windsor Elementary School**

Approve the following field trip(s) for Sharon / Windsor Elementary Schools as indicated. The district will incur no admission or transportation costs.

**War Memorial-Trenton, NJ**

Date: 4/10/13  
Number of Pupils Participating: 221  
Teacher/Other Chaperones: 16 / 10  
Approximate Cost per Pupil: \$9.50  
Time Scheduled to Leave/Return: 9:15 am / 1:00 pm  
Bus Service: Rick Bus Co.  
Class / Group: 1<sup>st</sup> Grade  
Purpose: To enjoy a musical about compromise based on the award winning book, “Click Clack Moo.”

**d. Field Trips – Special Services (District Wide)**

Approve the following field trip(s) for Special Services (district wide). These trips are an integral part of the educational/vocational program. The district will incur admission/transportation costs.

**Sun National Center-Trenton, NJ**

Date: 1/31/13  
Number of Pupils Participating: 6  
Teacher/Other Chaperones: 6 / 0  
Approximate Cost per Pupil: \$20.00  
Time Scheduled to Leave/Return: 9:15 am / 1:30 pm  
Bus Service: BOE  
Class/Group: Autism K-1 class  
Purpose: This trip will help to increase students’ communication and pragmatic skills in the community as well as provide an opportunity to work on social behaviors.

**NJ State Museum-Trenton, NJ**

Date: 2/26/13  
Number of Pupils Participating: 9  
Teacher/Other Chaperones: 2 / 10  
Approximate Cost per Pupil: \$3.00  
Time Scheduled to Leave/Return: 8:30 am / 1:00 pm  
Bus Service: BOE  
Class/Group: S.O.A.R.  
Purpose: Students will communicate with each other, practicing social and life skills in an outside learning environment.

**Foxmoor Shopping Center-Robbinsville, NJ**

Date: 3/6, 3/14, 3/20-2013  
Number of Pupils Participating: 2  
Teacher/Other Chaperones: 1 / 0  
Approximate Cost per Pupil: \$0.00  
Time Scheduled to Leave/Return: 9:30 am / 11:00 am  
Bus Service: BOE  
Class/Group: S.O.A.R.  
Purpose: Students will gain “real life work” experience.



**Mercer County College-W. Windsor, NJ**

Date: 5/3/13  
 Number of Pupils Participating: 5  
 Teacher/Other Chaperones: 3 / 0  
 Approximate Cost per Pupil: \$0.00  
 Time Scheduled to Leave/Return: 9:00 am / 1:15 pm  
 Bus Service: BOE  
 Class/Group: S.O.A.R.  
 Purpose: Students from the S.O.A.R. program will be hosting a break out session at the "Dare to Dream" Conference.

**5. WORKSHOPS**

That the Robbinsville Board of Education upon recommendation of the Superintendent approve the list of upcoming professional development workshops scheduled to take place during the 2012-2013 school year.

Participant's Name	Vendor	Event	Event Date(s)	Registration Amount	Travel Reimbursement
Debra Bella	Rider University	The "Just War" Doctrine	3/7/2013	N/C	\$ 6.51
Tom Snyder	Rider University	The "Just War" Doctrine	3/7/2013	N/C	N/A
Catherine Solewin	Rider University	The "Just War" Doctrine	3/7/2013	N/C	N/A
Anne DiGiuseppe	NJAGC	22nd NJAGC Conference	3/8/2013	N/C	N/A
Samantha Rua	Samantha Rua	Closing the Rich/Poor Gap	3/8/2013	N/C	\$ 31.13
Julie Caiola, Mia Gallagher & S. Reed	Middlesex Co College	2013 Science Olympiad Tournament	3/12/2012	N/C	N/A
Kelly Kosch & Ashley Tarasiewicz	Staff Dev. Workshops	Rigor & Engagement in Nonfiction Reading	3/12/2013	\$ 200.00	N/A
Steve Mayer	NJASA	School Security Conference	3/13/2013	\$ 100.00	N/A
Linda Lackay	FCCLA	2013 Leadership Conference	3/14/2013	N/C	N/A
Kim Brown	WebResources	(K-12) Class Train Trainer	3/19/2013	N/C	N/A
Ginny King	PESI Healthcare	The Pediatric Essentials	3/20/2013	\$ 179.99	\$ 23.71
Nicole Bootier	NJASK	NJ Assessment & Skills 2013	3/21/2013	N/C	N/A
K..Foster/C.Williams	Rider University	2013 Education Career Fair	3/31/2013	\$ 50.00	N/A
Jeanae Ayala	Rutgers University	45th Reading & Writing Conf.	4/12/2013	\$ 150.00	N/A
Patricia Jones	National Seminars Training	Advanced Training in MS Excel	5/6/2013	\$ 179.00	\$ 10.23
Katie Daughenbach	Tyler Technologies	2013 Connect Conference	4/28/2013	\$ 695.00	\$ 1,000.00
Andrea Houtras	Andrea Houtras	NDT & MFR for Children with Neurological Disabilities	03/1&2 /2013	\$ 212.50	\$ 33.85
Claire Corliss	PESI	Section 504 in NJ	3/15/2013	\$ 189.99	N/A
Tracy Rodriguez	Handle w/Care BMS	Instructor Certification Program	04/17-18/2013	\$ 400.00	\$13.14
Kim Klaus	NJALC	2013 Spring Conference	4/19/2013	\$ 110.00	N/A
Lisa Peters	NJALC	2013 Spring Conference	4/19/2013	\$ 110.00	\$21.08
<b>Total</b>				<b>\$ 2,576.48</b>	<b>\$ 1,139.65</b>

**C. FINANCE, FACILITIES & TRANSPORTATION (C.1 – 3)**

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 Finance, Facilities & Transportation resolutions C.1-3. Mr. O’Grady abstained on item C1.g (ESIP Payments).

**1. FINANCE**

**a. Bills and Claims List (Attachment)**

Approve payment of the Bills & Claims List in the amount of \$3,084,960.36 for the period ending February 26, 2013 as indicated.

<b>Accounts Payable</b>	
Fund	
11 - General Fund	\$ 737,669.83
12 - Capital Outlay	\$ 6,430.39
20 - Special Revenue	\$ 31,371.15
40 - Debt Service	\$ -
60 - Food Service Fund	\$ 56,293.63
61 - R.E.D.	\$ 5,063.21
Unemployment	\$ -
Hand Checks	\$ 16,874.54
<b>Total Accounts Payable</b>	<b>\$ 853,702.75</b>
<b>Payroll</b>	
January 30, 2013	\$ 1,045,617.98
February 15, 2013	\$ 1,185,639.63
<b>Total Payroll</b>	<b>\$ 2,231,257.61</b>
<b>Total Bill List</b>	<b>\$ 3,084,960.36</b>

**b. Certification of Board Secretary**

Pursuant to N.J.A.C. 6A:23-2.12(c)3 I, Robert M. DeVita, Board Secretary/School Business Administrator, certify that as of January 30, 2013 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)**

Accept the Report of the Board Secretary for the period ending January 30, 2013.

**d. Report of the Treasurer (Attachment)**

Accept the Report of the Treasurer for January 30, 2013.

**e. Transfer Report: February 26, 2013**

Approve transfers totaling \$53,990.00 for the period ending February 26, 2013 as indicated.

Amount	Account From	Account To	Description
\$3,000.00	11-401-100-600-03-01 Co-curricular Supplies	11-401-100-300-03-01 Co-Curricular Services	Stage and orchestra for PRMS school play
\$200.00	11-000-230-585-07-01 Central Office Travel	11-000-230-890-07-01 Central Office Misc	Registration for security conference

Amount	Account From	Account To	Description
\$17,000.00	11-402-100-800-06-01 Athletic Dues & Registrations	11-402-100-600-06-01 Athletic Supplies	Spring athletic supplies including fencing and netting
\$588.00	11-401-100-600-01-01 Co-curricular Supplies	11-000-270-512-07-04 Transportation - Field Trips	Bussing for class trip
\$235.00	11-190-100-610-02-01 Instructional Supplies	11-000-222-500-02-01 Media Services	Maintenance for laminator in media center
\$5,839.00	11-212-100-500-04-01 Resource Room Other Purchased Services	11-213-100-610-04-01 Resource Room Supplies	Supplies for resource rooms
\$2,301.00	11-000-219-800-04-01 CST Misc	11-213-100-610-04-01 Resource Room Supplies	Supplies for resource rooms
\$827.00	11-000-216-800-04-01 OT/PT/Speech Misc	11-213-100-610-04-01 Resource Room Supplies	Supplies for resource rooms
\$22,500.00	11-000-100-566-04-01 Private School Tuition	11-000-100-565-04-01 MCSSSD Tuition	Student placement at MCSSD
\$1,500.00	11-000-219-500-04-01 CST Purchased Services	11-213-100-610-04-01 Resource Room Supplies	Supplies for resource rooms
<b>\$53,990.00</b>			

- f. **Resolution of The Board of Education of The Township of Robbinsville In The County of Mercer, New Jersey Determining to Acquire and to Finance an Energy Savings Program with a Lease Purchase Agreement in an Amount not Exceeding \$4,775,000; Authorizing And Ratifying The Advertisement For Bids To Finance The Energy Savings Program; Awarding Of The Bid To Banc Of America Public Capital Corp.; Authorizing The Execution Of The Lease And Related Documents; And Authorizing Other Actions Necessary To Complete The Transaction**

**WHEREAS**, The Board of Education of the Township of Robbinsville in the County of Mercer, New Jersey (the "Board" when referring to the governing body, and the "District" when referring to the legal entity) is a political subdivision created by law and is charged by law with the responsibility of providing a system of public education within the District over which it has jurisdiction and has the authority to implement and finance energy conservation measures and related equipment, pursuant to the requirements of the *Energy Savings Improvement Program*, N.J.S.A. 18A:18A-4.6 *et seq.*; and

**WHEREAS** the Board investigated the implementation of an *Energy Savings Improvement Program* with the assistance of Spiezle Architectural Group; and

**WHEREAS** the Board solicited competitive proposals for the selection of an energy services company ("ESCO") to assist the Board with the creation and implementation of an energy savings plan; and

**WHEREAS**, after study and investigation, the Board selected Honeywell Global Finance LLC ("Honeywell") to serve as the ESCO; and

**WHEREAS**, with the assistance of Honeywell and Spiezle an energy savings plan was developed; and

**WHEREAS** the Board also retained Barnickel Engineering Corporation to verify the energy savings being projected in the energy savings plan; and

**WHEREAS**, in a letter dated July 12, 2012, Barnickel Engineering Corporation verified the energy saving plan developed by Honeywell; and

**WHEREAS**, the verified energy savings plan was published on the District's website and was also submitted to the New Jersey Board of Public Utilities, in accordance with the requirements of the *Energy Savings Improvement Program*; and

**WHEREAS** at its meeting of July 31, 2012, the Board formally approved the energy savings plan; and

**WHEREAS** the Board has determined that the energy savings generated from the verified energy savings plan will be sufficient to cover the cost to implement the proposed energy conservation measures identified in the energy savings plan; and

**WHEREAS**, the Board has determined to implement the energy saving plan and finance it with a tax-exempt lease purchase agreement, pursuant to N.J.S.A. 18A:18A-4.6(c)(3); and

**WHEREAS**, the Board has selected McManimon, Scotland, & Baumann, LLC, as special counsel (the "Special Counsel") for the purpose of advising and assisting with the proposed lease purchase financing of the energy savings plan; and

**WHEREAS**, in accordance with the procedures set forth in N.J.S.A 18A:18A-1 *et. seq.* ("Public School Contract Law") and the regulations promulgated thereunder, a notice of the Request for Bids (the "Request for Bids") to finance the lease purchase transaction was published on January 22, 2013 in the *Trenton Times* for the receipt of bids on February 1, 2013, and bids were received by Honeywell in accordance with the Request for Bids on behalf of the Board; and

**WHEREAS**, of the bids submitted, Banc of America Public Capital Corp. (hereinafter referred to as the "Purchaser"), submitted the most responsive and responsible bid and the Board wants to award the lease purchase financing to such company;

**WHEREAS**, the Board will enter into a lease purchase agreement to be dated on or about February 28, 2013 (the "Lease") and other related documents with the Purchaser in an amount not to exceed \$4,775,000 to finance the energy savings plan; and

**WHEREAS**, the Board authorizes the Board President, Business Administrator/Board Secretary, Honeywell, and Special Counsel to prepare and to execute the Lease and certain other documents and agreements necessary or incidental to the transactions contemplated thereby;

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF ROBBINSVILLE IN THE COUNTY OF MERCER**, as follows:

Section 1. The Board hereby determines to finance the energy savings program with a lease purchase financing in the principal amount not to exceed \$4,775,000 in accordance with the requirements of the *Public School Contracts Law*. The Business Administrator/Board Secretary, the Special Counsel, Honeywell, and other appropriate representatives of the Board (the "Professionals") are hereby authorized to prepare the necessary timetables, notices and bid documents and other related documents as may be necessary.

Section 2. The Board hereby authorizes and ratifies the publication of the notice of the Request for Bids previously published in accordance with the requirements of the *Public School Contracts Law* in order to prepare for the proposed transaction.

Section 3. The Board hereby approves the bid submitted by the Purchaser and to enter into the Lease at an annual interest rate of 2.16%, which winning bid proposal will be retained on file in the Business Administrator/Board Secretary's office. The Purchaser's interest rate will be held fixed for a period of thirty (30) days from the date of the bid. If the closing does

not occur within thirty (30) days for the date of the bid, the interest rate will be calculated in accordance with the index rate established in the bid specifications.

Section 4. The Board President and/or the Business Administrator/Board Secretary are hereby authorized to negotiate, execute and deliver, subject to the review of Special Counsel, the Lease, an agent or an escrow agreement, an assignment agreement, if necessary, and such other documents as may be necessary to consummate the transaction. The Board authorizes the Business Administrator/Board Secretary to establish an escrow account for the deposit of the lease proceeds and to direct the deposit and investment of the lease proceeds in the escrow for the term of the lease in accordance with the requirements of law. The Board hereby authorizes and directs the Board President or the Business Administrator/Board Secretary to approve any changes, additions, or deletions to the Lease or such other documents as may, in the judgment of Special Counsel, be necessary or advisable, such approval to be evidenced by the execution of the Lease or such other documents by the Board President or the Business Administrator/Board Secretary. The Business Administrator/Board Secretary is also authorized to pay any agreed upon fees of the escrow agent, if any. The Board President and/or Business Administrator/Board Secretary are also authorized and directed to take on behalf of the Board such other actions as shall be necessary and appropriate to accomplish the lease purchase financing for the energy savings program in accordance with the terms of the lease and this resolution and pursuant to the terms of the agreements and instruments authorized to be prepared hereby and to accomplish the performance of the obligations of the Board in respect thereto.

Section 5. The payment of rent or other monies due under the Lease shall be made only from the General Fund of the Board. The obligations of the Board shall not constitute indebtedness of the Board or of the constituent municipalities or of any department, agency or political subdivision thereof. The Lease shall set forth the term of the lease purchase agreement for the Equipment, the rental payments to be paid by the Board in respect thereof, and the dates on which such rent shall be due and payable.

Section 6. The Board hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on the Lease, including the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Lease, if applicable.

Section 7. The Board hereby declares its intent to issue the lease in the expected maximum principal amount of the Lease set forth herein and to use the proceeds of the Lease to pay or reimburse expenditures for the costs of the purpose for which the Lease is authorized herein. This resolution is a declaration of intent within the meaning and for the purposes of Treasury Regulations Section 1.150-2 or any successor provisions of federal income tax law.

Section 8. This resolution amends and supersedes the resolution entitled "*RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF ROBBINSVILLE IN THE COUNTY OF MERCER, NEW JERSEY DETERMINING TO ACQUIRE AND TO FINANCE AN ENERGY SAVINGS PROGRAM WITH A LEASE PURCHASE AGREEMENT IN AN AMOUNT NOT EXCEEDING \$4,682,000; AUTHORIZING AND RATIFYING THE ADVERTISEMENT FOR BIDS TO FINANCE THE ENERGY SAVINGS PROGRAM; DELEGATING THE AWARD OF THE BID; AUTHORIZING THE EXECUTION OF THE LEASE AND RELATED DOCUMENTS; AND AUTHORIZING OTHER ACTIONS NECESSARY TO COMPLETE THE TRANSACTION*" which was previously adopted by the Board on January 22, 2013. Any inconsistencies between the two resolutions should be reconciled in favor of this resolution.

Section 9. This resolution shall take effect immediately.

**g. Energy Savings Improvement Plan (ESIP) Payments**

Authorizes the School Business Administrator to issue the following payments for work performed for the district's ESIP:

Honeywell International	\$760,664.00
Spiezle Architecture	<u>\$171,600.80</u>
<b>Total</b>	<b>\$932,264.80</b>

**h. Landscaping and Grounds Maintenance**

Approve a contract with U.S. Athletic Fields, P.O. Box 38, Skillman, NJ 08558 in the amount of \$34,257.00 for grass cutting service during period of April 2013 – October 2013. The contract is based upon 25 cuts depending upon weather conditions. This is the first renewal of the contract awarded February 28, 2012.

**i. Accept Donation – Sherwin Williams Paint Store**

Accept a donation of paint and paint supplies from Sherwin Williams Paint Store, 541 Route 33, Hamilton Square, NJ for use on the new dugouts at Robbinsville High School. The Board is grateful for this generous donation.

**2. FACILITIES**

**a. Building Use (Attachments)**

Approve the Buildings and Grounds Use of Facilities Schedule for the months of March and April 2013.

**b. Fire and Security Drills – January 2013**

Approve Fire and Security Drills for January 2013 as indicated.

	Required: Monthly	2/School Yr.	2/School Yr.	2/School Yr.	2/School Yr.	2/School Yr.
School	Fire Drill	Security Drill Lockdown	Security Drill Bomb Threat	Security Drill Evacuation	Security Drill Active Shooter	Security Drill Other
Windsor	1/11/2013	1/31/2013	N/A	N/A	N/A	N/A
SES	1/30/2013	1/31/2013	N/A	N/A	N/A	N/A
PRMS	1/31/2013	N/A	N/A	N/A	N/A	1/29/2013
RHS	1/9/2013	N/A	N/A	N/A	1/23/2013	N/A

**3. TRANSPORTATION**

**a. Transportation Bid # T13-03-RESULTS**

That the Robbinsville Board of Education, upon recommendation of the Superintendent, accepts Transportation Bid #T13-03 and recognizes Rick Bus Co. as indicated in “**bold**” the apparent lower bidder for the following To and From School Routes beginning March 1, 2013 through June 30, 2013.

<i>T13-03</i>	First Student	George Dapper	Irvin Raphael	<b>Rick Bus</b>
VTHW	\$ 225.00	\$ 189.10	\$ 215.00	<b>\$ 172.00</b>
+/-	\$ 1.50	\$ 2.50	\$ 1.95	<b>\$ 2.00</b>

<i>T13-03</i>	First Student	George Dapper	Irvin Raphael	Rick Bus
TOTAL	\$ 225.00	\$ 189.10	\$ 215.00	\$ <b>172.00</b>
BCS1*	\$ -	\$ 212.60	\$ 235.00	\$ <b>172.00</b>
AIDE	\$ -	\$ 45.60	\$ 51.00	\$ <b>42.00</b>
+/-	\$ -	\$ 2.50	\$ 1.95	\$ <b>2.50</b>
TOTAL	\$ -	\$ 258.20	\$ 286.00	\$ <b>214.00</b>

Totals	\$225.00	\$447.30	\$501.00	\$ <b>386.00</b>
Bulk %	0	3	0	<b>1</b>
Bulk Deduction				
Amount	\$ -	\$ 13.42	\$ -	\$ <b>3.86</b>
Grand Totals	\$225.00	\$433.88	\$501.00	\$ <b>382.14</b>

After deductions are applied route/aide costs are as follows:  
VTHW \$170.28/NA  
BCS1 \$170.28/\$41.58

**D. ROBBINSVILLE EXTENDED DAY (R.E.D.) – (D.1)**

On motion of Mr. O’Grady and seconded by Mrs. DeVito and carried by a vote of 9 – 0, the Robbinsville Board of Education upon recommendation of the Superintendent voted to approve R.E.D. resolution D.1.

**1. APPOINT 2013 SUMMER PROGRAM STAFF**

**a. Pre / Post Rec Camp Instructors – June 25, 2013 – August 9, 2013**

<u>Name</u>	<u>Rate per Hour</u>	<u>Hours per Week</u>
Linda Field	\$ 22.50	20
Patty Stone	\$ 16.00	20
Sara Fanik	\$ 15.00	10
Lilies Thompson	\$ 12.00	10
David Frank	\$ 12.00	2

**b. Discover Kindergarten Staff: July 8, 2013 – August 16, 2013**

<u>Name</u>	<u>Rate per Hour</u>	<u>Hours</u>
Courtney Belets	\$ 34.00	96 / Summer
Peggy Damm	\$ 34.00	96 / Summer
Michelle Baltazar	\$ 14.00	20 / Week

**c. Engineering Staff: August 12, 2013 – August 16, 2013**

<u>Name</u>	<u>Rate per Hour</u>	<u>Hours per Week</u>
Tom Brettell	\$ 34.00	25
CJ Gearhart	\$ 10.00	25

**d. Quantum Staff: August 12, 2013 – August 16, 2013**

<u>Name</u>	<u>Rate per Hour</u>	<u>Hours per Week</u>
Renee Mering	\$ 34.00	25
Jenn Finn	\$ 34.00	25

**2. APPOINT 2012-2013 VOLUNTEER**

Authorize appointment of Ciera Valyo to serve in the position of R.E.D. volunteer for the remainder of the 2012-2013 school year.

**XIV. HEARING OF THE PUBLIC**

**1. ORSOLA ANDERSEN**

Ms. Andersen thanked the Board for the January 19<sup>th</sup> use of its facilities to hold Magic for Megan. The event raised \$10,000.00 and 100% of the proceeds were donated.

**XV. OLD BUSINESS**

**1. GORDON SIMPSON TRACT**

As the Board's Township Liaison, Mr. O'Grady met with Township Administrator Tim McGough for an update on the township's appeal of the plans for the Gordon Simpson tract. Originally slated for senior citizen housing only, the developer has since altered the plans to now consist of 120 single family dwellings. The judge has ruled for the developer. The township is considering the use of Open Space funding to purchase a portion of the tract which would stop 94 of the homes from being built. Township officials are contemplating making a request for additional Open Space funding from Mercer County and New Jersey.

**2. MERCER COUNTY SCHOOL BOARDS ASSOCIATION**

MCSBA Liaison, Vincent Constanza reported that Board members are eligible to become certified by the association.

**3. BOE MANDATED TRAINING**

Mr. Reca reminded Board members to complete their annual mandated training requirements.

**XVI. NEW BUSINESS**

- Special Board meeting to adopt the preliminary 2013-2014 budget – March 5<sup>th</sup>
- REF Annual Recognition and Casino Night – March 15<sup>th</sup>

**XVII. MOTION TO RESUME EXECUTIVE SESSION**

On motion of Mr. O'Grady and seconded by Mrs. Ciaccio and carried by a vote of 9 – 0, the Robbinsville Board of Education voted to resume Executive Session at 9:25 PM.

**XVIII. MOTION TO RETURN TO PUBLIC SESSION**

On motion of Mr. O'Grady and seconded by Mrs. DeVito, the Board voted 9 – 0 to resume Public Session at 9:51 PM.

**XIX. ADJOURNMENT**

On motion of Mrs. DeVito and seconded by Mr. Halm, the Board voted 9 – 0 to adjourn the February 26, 2013 meeting of the Robbinsville Board of Education at 9:51 PM.

Respectfully submitted,



**Personnel items for Board Approval:**

Name	Position	Location	Action	Effective Date	Ending Date	Step	Salary	GAAP Code	Notes for Discussion
<b>1. Employment of Staff:</b>									
<b>a. Administrators/Supervisors: None</b>									
<b>b. Certificated Staff:</b>									
Mary	Bender	Teacher	SES	Accept Retirement	6/30/2013				
Sean	Greig	Teacher	PRMS	Approve Leave	3/19/2013	4/4/2013	n/a	n/a	Leave will utilize 8 sick days
Nicole	Rossi	Asst. Principal	RHS	Approve Leave	2/20/2013	3/4/2013	n/a	n/a	Leave will utilize sick days
Tiffany	Brennan	Teacher	RHS	Approve Leave	on or about 4/22/2013	6/21/2013			Actual date pending doctor. Leave is utilizing 34 paid sick days.
Michelle	Warren	Teacher	RHS	Adjust Leave	1/22/2013	4/4/2013			Leave is utilizing 10 paid sick days.
Susan	Brady	Leave Replacement	PRMS	Adjust Leave Replacement	1/22/2013	4/4/2013	MA/6	\$ 54,993.00	11-213-100-101-04-01 Filling the High School SPED leave.
Leslie	Fisher	Guidance	RHS	Approve Leave Replacement	11/28/2012	2/26/2013	n/a	\$ 400.00	11-000-218-104-01-01 Per diem rate. Originally approved 11/20/12 with pending end date.
Randi	Schwartz	Speech Therapist	Special Svcs	Ratify/ Approve FTE change	2/1/2013	6/30/2013	MA/1	\$ 50,859.00	11-000-216-100-02-01 Currently a 80% full time, due to need, FTE will be 100% full time.
Diane	Dwyer	Director, Human Resources	District	Ratify Vacation Payout	2/12/2013	2/15/2013	n/a	\$ 1,250.00	11-000-230-105-07-01 We love you...
<b>c. Non-Certificated Staff:</b>									
Tammy	Morales	Lunch Aide	SES	Accept Resignation	2/28/2013				Originally approved 1/22/13 with TBD.
Milagros	Reyes	Lunch Aide	SES	Approve New Hire	TBD		n/a	\$ 14.66	11-000-262-107-02-02 Filling vacancy due to resignation pending background review
Leighanne	Petrangeli	Instructional Asst.	SES	Approve leave	4/2/2013	4/9/2013			Leave will be unpaid.
<b>d. Substitutes:</b>									
Vincent	Bartolone	Certificated Substitute	District	Adjust Substitute	2/1/2013	6/30/2013	n/a	\$ 80.00	various Approved in January-per day rate updated to reflect certificate.
Mike	Anderson	Certificated Substitute	District	Approve Substitute	3/1/2013	6/30/2013	n/a	\$ 80.00	various Rate per day. Pending fingerprint clearance.
Katlin	Doolan	Non-Certificated Substitute	District	Approve Substitute	3/1/2013	6/30/2013	n/a	\$ 75.00	various Rate per day. Pending fingerprint clearance.
<b>2. Placement on the Salary Guide: None</b>									

**Personnel items for Board Approval:**

Name	Position	Location	Action	Effective Date	Ending Date	Step	Salary	GAAP Code	Notes for Discussion	
<b>3. Extra Work/Extra Pay:</b>										
<b>a. Athletics:</b>										
Dan	Carrigan	Wrestling Scoreboard	PRMS	Ratify/ Approve Operator	11/1/2012	3/1/2013	n/a	\$ 41.00	11-402-100-100-03-01	Rate per game in accordance with WTEA Agreement.
Mike	Johnson	Wrestling Scoreboard	PRMS	Ratify/ Approve Operator	11/1/2012	3/1/2013	n/a	\$ 41.00	11-402-100-100-03-01	Rate per game in accordance with WTEA Agreement.
Kate	LaMachia	Basketball Scoreboard	PRMS	Ratify/ Approve Operator	11/1/2012	3/1/2013	n/a	\$ 41.00	11-402-100-100-03-01	Rate per game in accordance with WTEA Agreement.
Sean	Greig	Foul Weather Supervisor	PRMS	Ratify/ Approve Supervisor	11/1/2012	3/1/2013	n/a	\$ 25.75	11-402-100-100-03-01	Rate per game in accordance with WTEA Agreement.
Cheryl	Punzo	After School Sports Supervisor	PRMS	Approve After School Sports Supervisor	3/1/2013	6/30/2013	n/a	\$ 25.00	11-402-100-100-03-01	Rate per hour (max 2 hours per event) in accordance with WTEA Agreement.
Mike	Anderson	Boys Lacrosse Assistant Coach	RHS	Approve Coach	3/1/2013	6/30/2013	1	\$ 4,847.00	11-402-100-100-06-01	Stipend per WTEA Agreement.
Chris	Chirico	Volunteer-Boys Tennis	RHS	Approve volunteer	3/1/2013	6/30/2013	n/a	\$ -	n/a	This is a volunteer position.
Raheel	Saleem	Boys Tennis Head Coach	RHS	Approve Coach	3/1/2013	6/30/2013	1	\$ 5,278.00	11-402-100-100-06-01	Stipend per WTEA Agreement.
Andrew	Patterson	Girls Spring Track Assistant Coach	RHS	Approve Coach	3/1/2013	6/30/2013	3	\$ 5,385.00	11-402-100-100-06-01	Stipend per WTEA Agreement.
Marybeth	Kowalski	Spring Track Assistant Coach	RHS	Approve Coach	3/1/2013	6/30/2013	1	\$ 4,847.00	11-402-100-100-06-01	Stipend per WTEA Agreement.
Jordan	McCreedy	Baseball Volunteer	RHS	Approve volunteer	3/1/2013	6/30/2013	n/a	\$ -	n/a	This is a volunteer position.
Matt	Hill	Baseball Volunteer	RHS	Approve volunteer	3/1/2013	6/30/2013	n/a	\$ -	n/a	This is a volunteer position.
Alex	Hager	Baseball Volunteer	RHS	Approve volunteer	3/1/2013	6/30/2013	n/a	\$ -	n/a	This is a volunteer position.
Brian	Flynn	Baseball Volunteer	RHS	Approve volunteer	3/1/2013	6/30/2013	n/a	\$ -	n/a	This is a volunteer position.

**Personnel items for Board Approval:**

Name		Position	Location	Action	Effective Date	Ending Date	Step	Salary	GAAP Code	Notes for Discussion
Cory	Karagjozi	Baseball Volunteer	RHS	Approve volunteer	3/1/2013	6/30/2013	n/a	\$ -	n/a	This is a volunteer position.
Steve	Kowalski	Baseball Volunteer	RHS	Approve volunteer	3/1/2013	6/30/2013	n/a	\$ -	n/a	This is a volunteer position.
Eric	Strano	Baseball Volunteer	RHS	Approve volunteer	3/1/2013	6/30/2013	n/a	\$ -	n/a	This is a volunteer position.
Rob	Zingaro	Baseball Volunteer	RHS	Approve volunteer	3/1/2013	6/30/2013	n/a	\$ -	n/a	This is a volunteer position.
Lauren	Straube	Volunteer-Softball	RHS	Approve volunteer	3/1/2013	6/30/2013	n/a	\$ -	n/a	This is a volunteer position.
Danielle	Jurcic	Volunteer-Softball	RHS	Approve volunteer	3/1/2013	6/30/2013	n/a	\$ -	n/a	This is a volunteer position.
Tom	Jinks	Volunteer-Spring Track	RHS	Approve volunteer	3/1/2013	6/30/2013	n/a	\$ -	n/a	This is a volunteer position.
Jennifer	Marcella	Volunteer-Spring Track	RHS	Approve volunteer	3/1/2013	6/30/2013	n/a	\$ -	n/a	This is a volunteer position.

**b. Co-Curricular: None**

**c. Other:**

Kristina	Connors	CPR Facilitator	RHS	Ratify Facilitator	2/2/2013	2/2/2013	n/a	\$ 68.00	11-402-100-100-06-02	Facilitated a CPR session for staff. Rate is \$34 per hour for 2 hours.
Laurie	Rotondo	Friends of Rachel	RHS	Adjust Advisor	1/1/2013	6/30/2013	n/a	\$ (453.20)	11-401-100-100-01-01	Approved 8/28/12 for year. Adjusted due to leave.
Lindsay	Richard	Friends of Rachel	RHS	Adjust Advisor	1/1/2013	6/30/2013	n/a	\$ 453.20	11-401-100-100-01-01	Approved 8/28/12 as volunteer. Adjusted due to leave.
Jeanae	Ayala	PD Workshop for Teachers	District	Ratify facilitator	2/19/2013	2/19/2013	n/a	\$ 170.00	11-000-221-104-09-03	5 hours at \$34/hour
Christine	Cabarle	PD Workshop for Teachers	District	Ratify facilitator	2/19/2013	2/19/2013	n/a	\$ 68.00	11-000-221-104-09-03	2 hours at \$34/hour
Naoma	Cordi-Green	PD Workshop for Teachers	District	Ratify facilitator	2/19/2013	2/19/2013	n/a	\$ 68.00	11-000-221-104-09-03	2 hours at \$34/hour
Caitlin	Curran	PD Workshop for Teachers	District	Ratify facilitator	2/19/2013	2/19/2013	n/a	\$ 68.00	11-000-221-104-09-03	2 hours at \$34/hour
Janet	Haigh	PD Workshop for Teachers	District	Ratify facilitator	2/19/2013	2/19/2013	n/a	\$ 102.00	11-000-221-104-09-03	3 hours at \$34/hour
Megan	Steigerwald	PD Workshop for Teachers	District	Ratify facilitator	2/19/2013	2/19/2013	n/a	\$ 170.00	11-000-221-104-09-03	5 hours at \$34/hour
Karen	Vida	PD Workshop for Teachers	District	Ratify facilitator	2/19/2013	2/19/2013	n/a	\$ 102.00	11-000-221-104-09-03	3 hours at \$34/hour
Carolyn	Flocco	Payroll Coordinator	District	Implement WTEA contract adjustments	2/28/2013	6/30/2013	n/a	\$ 29.38	11-000-251-100-07-03	Not to exceed 30 hours

**Personnel items for Board Approval:**

Name		Position	Location	Action	Effective Date	Ending Date	Step	Salary	GAAP Code	Notes for Discussion
JeanMarie	Alban	Substitute	SES	Align with grant	1/21/2013	1/25/2013	n/a	\$ 200.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
Aparna	Chaudhuri	Substitute	SES	Align with grant	1/21/2013	1/25/2013	n/a	\$ 112.50	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
Ann	Crilly	Substitute	SES	Align with grant	1/21/2013	1/25/2013	n/a	\$ 200.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
Marissa	Dilts	Substitute	SES	Align with grant	1/21/2013	1/25/2013	n/a	\$ 40.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
Eugene	Gentile	Substitute	PRMS/SES	Align with grant	1/14/2013	1/25/2013	n/a	\$ 225.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
Nicole	Grembowitz	Substitute	SES	Align with grant	1/21/2013	1/25/2013	n/a	\$ 200.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
Seema	Hassen	Substitute	SES	Align with grant	1/21/2013	1/25/2013	n/a	\$ 37.50	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
Zeinul	Haswary	Substitute	SES	Align with grant	1/21/2013	1/25/2013	n/a	\$ 112.50	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
Frances	Lee	Substitute	PRMS	Align with grant	1/14/2013	1/18/2013	n/a	\$ 80.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
Kathleen	Leonard	Substitute	PRMS	Align with grant	1/14/2013	1/18/2013	n/a	\$ 80.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.

**Personnel items for Board Approval:**

Name		Position	Location	Action	Effective Date	Ending Date	Step	Salary	GAAP Code	Notes for Discussion
Mildred	McCormick	Substitute	PRMS	Align with grant	1/14/2013	1/18/2013	n/a	\$ 75.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
Kathryn	Mikulewicz	Substitute	SES	Align with grant	1/21/2013	1/25/2013	n/a	\$ 80.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
Judy	Petroni	Substitute	SES	Align with grant	1/21/2013	1/25/2013	n/a	\$ 150.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
Laurie	Pietrini	Substitute	PRMS	Align with grant	1/14/2013	1/18/2013	n/a	\$ 75.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
Doreen	Risoldi	Substitute	PRMS/SES	Align with grant	1/14/2013	1/25/2013	n/a	\$ 225.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
Christine	Williams	Substitute	SES	Align with grant	1/21/2013	1/25/2013	n/a	\$ 40.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
Debra	Winn	Substitute	SES	Align with grant	1/21/2013	1/25/2013	n/a	\$ 40.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
Debra	Winn	Substitute	District	Approve Homebound Instructor	2/28/2013	6/30/2013	n/a	\$ 34.00	11-150-100-101-04-01	Rate per hour
Alex	Buzgo	Special Services Volunteer	SPED	Approve Volunteer	2/1/2013	6/30/2013	n/a	\$ -	n/a	This is a volunteer position.