



**ROBBINSVILLE BOARD OF EDUCATION
MONTHLY MEETING**

**TUESDAY, MARCH 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

March 26, 2013

I. CALL TO ORDER PUBLIC MEETING

Board President Mike Reca called the March 26, 2013 meeting of the Robbinsville Board of Education to order at 6:03 PM. He read the *Statement of Public Meetings* and led the flag salute.

II. ROLL CALL

Mrs. Boyne	Arrived 6:13	Mrs. DeVito	P	Mr. O'Grady	P
Mrs. Ciaccio	P	Mrs. Gange	Arrived 6:10	Mr. Reca	P
Dr. Costanza	P	Mr. Halm	P	Mrs. Silvestrov	A

III. MOTION TO CONVENE IN EXECUTIVE SESSION

On motion of Mr. O'Grady and seconded by Mrs. DeVito, the Board voted 6-0 to enter into Executive Session at 6:04 PM to discuss the following matters. Mrs. Boyne, Mrs. Gange, and Mrs. Silvestrov were absent.

- 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. Boyne and seconded by Mrs. DeVito, the Board voted 8-0 to resume Public Session at 6:58 PM. Mrs. Silvestrov was absent.

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

Due to Spring break, Mr. Reca's report was brief. He announced that in recent competitions RHS Senior Noelle Jenkewicz placed 7th all-time in the state and 49th in the country for the decathlon. Craig Hunter became an All-American in the pole vault breaking the state record. Mr. Reca stated that next month Craig will travel to California, accompanied by his father Paul Hunter serving as a volunteer coach, to participate in national level competition.

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

Dr. Mayer stated that the bids for Phase I of the construction project have been advertised. He described various facets of the renovation and pointed out the architect's plans that were on display in the Student Activity Center.

Dr. Mayer and Mr. DeVita delivered the 2013-2014 Budget Presentation after which the Board had a brief discussion and indicated that they are appreciative of the administration's diligence and commitment to fiscal prudence and long term planning.

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

Mr. DeVita urged Board members to review the email he forwarded to them regarding bill S1191 which is currently pending in the state legislature. It includes two components:

1. Allows establishment of county-wide purchasing system by a county clerk, which a school district would be required to participate in for subcontracting custodial and/or food service
2. Offers employment protections for certain food or custodial services employees and regulates subcontracting by districts

DeVita stated that, in his view, passage of the bill will not be in the best interest of the district. After a brief discussion, it was determined that the Board would hold further conversation at committee level and then decide upon a course of action.

VIII. STUDENT GOVERNMENT REPORT – Bruce Sapp

Student Government President Bruce Sapp reported on the following matters.

- Zumba Night – March 14
- Sophomore Class Guest Speaker – May 1
- 9 to 5 Spring Musical – April 12 – 14
- Spread the Word to End the Word – March 6
- Autism Awareness Day – April 2
- Night of Nations – March 20
- Model Congress – April 18 – 21
- FBLA Fashion Show – April 9
- 4th Annual Q & A Scholarship Run – June 8
- Student Government Elections – June 8
- Prom – May 17

IX. MINUTES (Attachments)

On motion of Dr. Costanza and seconded by Mrs. Ciaccio to, the Robbinsville Board of Education upon recommendation of the Superintendent voted to approve the minutes of the following meetings as indicated. Mrs. Silvestrov was absent.

- February 26, 2013 Public Session – Yes 8 – 0
- February 26, 2013 Executive Session – Yes 8 – 0
- March 5, 2013 Special Meeting Public Session – Yes 7 – 0 – 1 (Mrs. Boyne abstained)
- March 5, 2013 Special Meeting Executive Session – Yes 7 – 0 – 1 (Mrs. Boyne abstained)

X. COMMITTEE REPORTS

A. COMMUNITY RELATIONS – Mrs. Sharon DeVito

Mrs. DeVito reported that the Robbinsville Education Foundation’s Annual Recognition and Casino Night raised \$6,000.00. She informed the Board that the annual golf outing is scheduled to take place on May 21st. Additionally, she provided information about an upcoming preschool fair designed to bring local preschool providers together with Robbinsville kindergarten teachers and administrators to explain the district’s vision and to discuss curriculum.

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

Dr. Costanza updated the Board on the following matters discussed at the March 12, 2013 meeting of the Education, Development and Policy Committee.

- Policies on Agenda – First Reading and Adoption
- RFP for K-5 Curriculum Writing

- Teacher Evaluation Regulations
- Curriculum Update & April In-service – Danielson Observation Tool
- Proposed Staffing Discussion
- Next Meeting – April 9th

C. PERSONNEL – Mrs. Florence Gange

Mrs. Gange reported on the following matters discussed during the March 19, 2013 meeting of the Personnel Committee.

- Personnel Agenda
- Timeline for Revised Administrative Structure
- Update on Human Resources Position
- Job Description – Financial Analyst
- Sharon School Personnel Update
- Timeline Spring Recruiting
- TEACHNJ – Review of new regulations for teacher and principal evaluations

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

Mr. O’Grady reported on the following FFT matters that were discussed during the March 20, 2013 meeting of the Finance, Facilities & Transportation Committee.

- Change Order Process
- Clerk of the Works
- ESIP Roofing Contract
- Capital Reserve Withdrawal
- Demand Response Program
- Security Audit
- Advertising Policy
- Special Meeting – April 11th

E. NEGOTIATIONS – Mr. Thomas Halm

Mr. Halm updated the Board on the negotiations process with WTEA. He indicated that the salary guides have been reviewed and that union ratification is the next step. Mr. Halm also noted that negotiations for the next contract will begin in late fall 2013.

F. AD HOC SECURITY – Mr. Matthew O’Grady

Mr. O’Grady reported that the district received four proposals in response to a recent advertisement for a Comprehensive Security Audit. The committee anticipates having a recommendation in time for the April 11, 2013 special Board meeting.

XI. HEARING OF THE PUBLIC

A. SHERRY DORWART

Speaking on behalf of her 9th grade daughter, Mrs. Dorwart questioned the practice of having students rely on smart phones to complete classwork and test taking.

B. TANIS DORWART

Ninth grader Tanis Dorwart shared her experience regarding not having a smart phone. She stated that since there is a line for use of the classroom computer, she is unable to use her time wisely.

A conversation among Board members took place. Although policy states that each building is responsible for deciding how electronic and communication devices are used, it was determined that further investigation at committee level is needed. The Board stated that Robbinsville is a district that promotes fair treatment for all students and that no student should be unable to participate in learning experiences based upon their ability to afford devices such as smart phones.

XII. APPROVAL OF ANNUAL RESOLUTIONS

A. ADOPTION OF 2013-2014 PROPOSED BUDGET FOR ROBBINSVILLE PUBLIC SCHOOLS

On motion of Mrs. Boyne and seconded by Mrs. DeVito, the Robbinsville Board of Education upon recommendation of the Superintendent voted 8-0 to adopt the 2013-2014 proposed budget for Robbinsville Public Schools as indicated. Mrs. Silvestrov was absent.

Whereas the Robbinsville Board of Education adopted a tentative budget on Tuesday, February 26, 2013, to be 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 March 22, 2013, and whereas the proposed budget was presented to the public during a hearing held in the Robbinsville High School on March 26, 2013, and whereas the total amount of the 2013 - 2014 budget is as follows:

General Fund	\$ 37,974,528
Special Revenue Fund	\$ 489,689
Debt Service Fund	<u>\$ 6,451,522</u>
Total Base Budget	\$ 44,915,739

Be it resolved that the Robbinsville Board of Education adopt the 2013 - 2014 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 \$32,848,282 and Debt Service Fund is \$6,049,214 for a total tax levy of \$38,897,496.

Included in budget line 620, Budgeted Withdrawal from Capital Reserve - Excess Costs & Other Capital Projects, is \$531,050 for the following other capital projects: \$481,050 for a new roof at Pond Road Middle School and \$50,000 to improve the front entrances of both Pond Road Middle School and Sharon Road Elementary School to improve school security. The total costs of these projects is \$531,050 which represent expenditures for construction projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the core curriculum content standards.

On motion of Mrs. Boyne and seconded by Mr. Halm, the Robbinsville Board of Education upon recommendation of the Superintendent voted 8-0 to approve the maximum expenditure for travel (XII.B) and approve the maximum expenditure for public relations and professional services (XII.C) as indicated. Mrs. Silvestrov was absent.

B. APPROVE MAXIMUM EXPENDITURE FOR TRAVEL

Approve the maximum expenditure for travel for the 2013 – 2014 school year for all staff and board members is \$75,000 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 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 March 26, 2013 the district has expended \$\$34,449.67 for approved travel for staff and board members for the 2012 – 2013 school year.

C. APPROVE MAXIMUM EXPENDITURE FOR PUBLIC RELATIONS & PROFESSIONAL SERVICES

Approve the maximum expenditures for the following in accordance with N.J.A.C. 6A:23A-5.2(a) & N.J.A.C. 6A:23A-9.3(c)14:

Architect / Engineer*	\$ 1,600,000
Board Attorney	\$ 90,000
Auditor	\$ 30,000
School Physician	\$ 12,400
Public Relations	\$ 5,000

*Includes contracts approved for referendum and ESIP

XIII. RATIFY WTEA SALARY GUIDES & CONTRACTUAL LANGUAGE CHANGES

On motion of Mr. Halm and seconded by Mrs. Boyne to, the Robbinsville Board of Education upon recommendation of the Superintendent voted 8-0 to ratify WTEA Salary Guides and contractual language changes as indicated. Mrs. Silvestrov was absent.

Ratify salary guides and contractual language changes for a renewed contract agreement between Robbinsville Board of Education and the Washington Township Teachers Association (WTEA) for the period of July 1, 2011 through June 30, 2014. Salary increases include:

2011-2012: The WTEA shall be given a lump sum of \$260,000 to divide among its members in onetime, non-pensionable stipends. These stipends do not increase the overall base salary for the unit and will be distributed by the Board as recommended by the WTEA for all WTEA members who are currently employed by the Board and were employed during the 2011-2012 school year. In addition, any WTEA member who retired during the 2011-2012 school year is eligible to receive a stipend. WTEA members who left the unit voluntarily or who were non-renewed are not eligible to receive the stipend.

2012-2013: 2.5% increase inclusive of increment effective July 1, 2012 (full year increase)

2013-2014: 2.5% increase inclusive of increment effective July 1, 2013 (full year increase)

XIV. APPROVAL OF MONTHLY RESOLUTIONS

A. PERSONNEL (A.1 – 4)

On motion of Mrs. Gange and seconded by Mrs. DeVito and carried by a vote of 7-0-1, the Robbinsville Board of Education on recommendation of the Superintendent voted to approve resolutions A.1 – 4 as indicated below and on pages 16-19. Mr. O’Grady abstained. Mrs. Silvestrov was absent.

4. APPROVE JOB DESCRIPTION (Attachment)

Approve job description for the following position.

- Financial Analyst

B. EDUCATION, DEVELOPMENT, & POLICY (B.1 –8)

On motion of Dr. Costanza and seconded by Mrs. Boyne and carried by a vote of 8 – 0, the Robbinsville Board of Education upon recommendation of the Superintendent voted to approve Education, Development & Policy resolutions B.1 – 8 as indicated.

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 period of February 27, 2013 through March 26, 2013.

2. POLICIES AND REGULATIONS – FIRST READING (Attachments)

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

P6113 – E-Rate

P8601 – Pupil Supervision After School Dismissal (M)

P9713 – Recruitment by Special Interest Groups (M)

3. POLICIES AND REGULATIONS – ADOPTION (Attachments)

Adopt the following policies and regulations.

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)

P8505 – School Nutrition (M)

P9150 – School Visitors

4. LETTER OF INTENT: STUDENT WITHDRAWAL FROM RHS

Acknowledge receipt of March 13, 2013 letter from the parents of student #160095 indicating their intent to homeschool the student effective immediately.

5. STUDENT TEACHER CANDIDATE: RIDER UNIVERSITY

Approve Rider University graduate student Kerri Siedenbug to serve as a one-on-one student teacher in Mrs. Larsen's class during the spring semester pending background check.

6. SPECIAL SERVICES

a. Establish Preschool Autistic Class

Approve a recommendation to establish a Preschool Autistic Class for 3 and 4 year old autistic preschoolers at Sharon Elementary School beginning April 15, 2013.

b. Special Service Contract: In-class Behavior Specialist

Approve a contract with Mrs. Ann Holmes in the amount of \$5,400.00 (\$150.00 / hour for 12 hours / month). Mrs. Holmes will serve as an In-class Behavior Specialist for the preschool autistic class for the period of April 5, 2013 through June 21, 2013.

c. Physical Therapy Services: Mercer County Community Resource Team

Approve the Mercer County Community Resource Team to provide 120 minutes of physical therapy to student # 1000113, while on home instruction, at the rate of \$88 per hour plus travel for the period of March 25, 2013 through March 29, 2013.

7. 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.

Mercer County C.C.-W. Windsor, NJ

Date: 3/5/13
Number of Pupils Participating: 30-50
Teacher/Other Chaperones: 2 / 0
Approximate Cost per Pupil: \$0.00
Time Scheduled to Leave/Return: 8:15 am / 1:00 pm
Bus Service: BOE
Class/Group: Juniors and Seniors
Purpose: Students will take placement test for MCCC and Jumpstart.

Monmouth University-West Long Branch, NJ

Date: 3/19/13
Number of Pupils Participating: 100
Teacher/Other Chaperones: 7 / 0
Approximate Cost per Pupil: \$45.00
Time Scheduled to Leave/Return: 8:15 am / 1:45 pm
Bus Service: Irvin Raphael Inc.
Class/Group: Spanish I-AP
Purpose: Students will be taken on a journey of music from various Latin countries.

Lehigh University Stable Arena-Bethlehem, PA

Date: 4/10-13/13
Number of Pupils Participating: 35
Teacher/Other Chaperones: 2 / 5
Approximate Cost per Pupil: \$125.00
Time Scheduled to Leave/Return: 2:30 pm (4/10) / 10:00 pm (4/13)
Bus Service: N/A
Class/Group: FIRST Robotics
Purpose: Mid-Atlantic Region Championship; qualifying event for World Championship.

Edward Jones Dome-St. Louis, MO

Date: 4/23-28/13
Number of Pupils Participating: 35
Teacher/Other Chaperones: 2 / 5
Approximate Cost per Pupil: \$125.00
Time Scheduled to Leave/Return: 5:00 am (4/23) / 11:00 pm (4/28)

Bus Service: Triple D Travel
Class/Group: FIRST Robotics
Purpose: World Championship for FIRST Robotics-based on MAR Championship qualification.

Strand Theatre-Lakewood, NJ

Date: 4/24/13
Number of Pupils Participating: 16
Teacher/Other Chaperones: 1 / 0
Approximate Cost per Pupil: \$TBD
Time Scheduled to Leave/Return: 9:00 am / 10:00 pm
Bus Service: BOE
Class/Group: Jazz Band
Purpose: Jazz Festival

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.

PAWS Nature Center-Mt. Laurel, NJ

Date: 5/1/13& 5/2/13
Number of Pupils Participating: 186
Teacher/Other Chaperones: 14 / 24
Approximate Cost per Pupil: \$10.50
Time Scheduled to Leave/Return: 8:45am / 1:15 pm
Bus Service: Irvin Raphael Inc.
Class/Group: 4th Grade
Purpose: Reinforce essential concepts from eco-system unit.

Go Duck Tour-Philadelphia, PA

Date: 5/28/13
Number of Pupils Participating: 225
Teacher/Other Chaperones: 20 / 0
Approximate Cost per Pupil: \$25.00
Time Scheduled to Leave/Return: 9:30 am / 2:15 pm
Bus Service: Irvin Raphael Inc.
Class/Group: 7th Grade
Purpose: Explore & experience historical locations covered in Social Studies curriculum.

c. 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.

Franklin Institute-Philadelphia, PA

Date: 2/22/13
Number of Pupils Participating: 3
Teacher/Other Chaperones: 2 / 0
Approximate Cost per Pupil: \$28.00
Time Scheduled to Leave/Return: 9:15 am / 3:00 pm
Bus Service: BOE
Class/Group: 3rd Grade Self-Contained
Purpose: Providing additional research for Feature Article Unit (writing).

Adventure Aquarium-Camden, NJ

Date: 4/23/13
 Number of Pupils Participating: 14
 Teacher/Other Chaperones: 12 / 0
 Approximate Cost per Pupil: \$24.00
 Time Scheduled to Leave/Return: 8:30 am / 1:45 pm
 Bus Service: BOE
 Class / Group: S.O.A.R.(RHS/PRMS) + Ms. Kohan's class
 Purpose: Students will learn about the sea creatures and work on social/money skills.

Sun National Center-Trenton, NJ

Date: 5/17/13
 Number of Pupils Participating: 6
 Teacher/Other Chaperones: 4 / 0
 Approximate Cost per Pupil: \$15.00
 Time Scheduled to Leave/Return: 9:15 am / 1:30 pm
 Bus Service: BOE
 Class / Group: Autism K-1 class
 Purpose: To utilize appropriate social and behavioral interaction in a large group.

8. 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 Reimburse Amount
Kim Keener	NJSBGA	2013 NJ Sustainable Schools Conference	3/15/2013	N/C	N/A
Kim Keener	NJSBGA	NJSBGA Annual Conference	03/26-27/2013	N/C	N/A
Cathy Zahn	FHC	Teachers & Librarians FHC Conference	04/17-18/2013	N/C	N/A
Pam Marsola	Bureau of Ed. Research	ELL Common Core Standards workshop	4/23/2013	\$ 225.00	N/A
Linda Biondi	NJDOE	Teachers Advisory Panel	6/5/2013	N/C	N/A
Georgiana Foti	Balfour	Summer Yearbook Workshop	07/8-9/2013	\$ 185.00	N/A
Sharon Dauber	The College of NJ	2013 Autism Institute	4/1/2013	\$ 125.00	\$ 8.56
Lauren DiRienzo-Archer	The College of NJ	2013 Autism Institute	4/4/2013	\$ 125.00	\$ 8.56
Carol Moscarello	The College of NJ	2013 Autism Institute	04/4-5/2013	\$ 250.00	N/A
Dawn Brunow	The College of NJ	2013 Autism Institute	4/4-5/2013	\$ 250.00	N/A
Moscarello, Vida, Schwartz	NJ SLH ASSOC.	NJSHA Convention	4/25/2013	\$ 750.00	N/A
Deborah Binder	Learning Resource Central	Inclusive Classroom Workshop	04/25 & 05/07/2013	\$ 22.00	N/A
Sean Greig	Ideas Unlimited	Behavior Interventions that Work	4/30/2013	\$ 199.00	\$ 38.91
Total				\$ 2,131.00	\$ 56.03

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

Discussion

On behalf of the Board, Mrs. Gange expressed appreciation for the generous donations to the RHS Robotics Team.

On motion of Mr. Halm and seconded by Mr. O’Grady and carried by a vote of 8 – 0, the Robbinsville Board of Education upon recommendation of the Superintendent voted to approve Finance, Facilities & Transportation resolutions C.1-3. Mrs. Silvestrov was absent.

1. FINANCE

a. Bills and Claims List (Attachment)

Approve payment of the Bills & Claims List in the amount of \$4,615,261.93 for the period ending March 26, 2013 as indicated.

Accounts Payable	
Fund	
11 - General Fund	\$ 1,182,518.74
12 - Capital Outlay	\$ -
20 - Special Revenue	\$ 48,536.49
30 - Capital Projects	\$ 104,593.74
40 - Debt Service	\$ 10,200.00
60 - Food Service Fund	\$ 78,204.00
61 - R.E.D.	\$ 15,679.89
Unemployment	\$ -
Hand Checks	\$ 19,989.20
Total Accounts Payable	\$ 1,459,722.06
Payroll	
February 28, 2013	\$ 1,050,363.31
March 15, 2013	\$ 1,062,927.88
March 22, 2013	\$ 1,042,248.68
Total Payroll	\$ 3,155,539.87
Total Bill List	\$ 4,615,261.93

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 February 28, 2013.

d. Report of the Treasurer (Attachment)

Accept the Report of the Treasurer for February 28, 2013.

e. Transfer Report: March 26, 2013

Approve transfers totaling \$63,681.00 for the period ending March 26, 2013 as indicated.

Amount	Account From	Account To	Description
	11-000-100-566-04-01	11-000-100-565-04-01	Prior year tuition adjustment for Mercer
\$ 24,777.00	Tuition - Private Special Education	Tuition - MCSSSD	County Special Services School District
	11-000-251-592-07-00	11-000-251-600-07-01	
\$ 1,000.00	Ads & Printing	Supplies	A/P and Payroll Checks
	11-000-251-890-07-01	11-000-251-600-07-01	
\$ 1,000.00	Misc	Supplies	A/P and Payroll Checks
	11-402-100-600-06-01	12-402-100-730-06-00	
\$ 4,270.00	Athletic Supplies	Equipment - Athletics	BOE portion of softball field fence
	11-000-262-622-05-03	11-000-262-624-05-06	
\$ 3,000.00	Electric	Heating Oil	Heating oil for Windsor School
	11-000-230-334-07-02	11-000-230-339-07-04	
\$ 5,376.00	Architect / Engineer	Other Purchased Services	Temp Agency for HR office
	11-401-100-600-03-01	11-000-270-512-07-04	
\$ 676.00	Co-Curricular Supplies	Contracted Bussing	Bus for Science Olympiad
	11-000-221-600-09-01	11-000-221-320-09-01	
\$ 1,357.00	Curriculum Supplies	Curriculum Professional Services	Olivia Wahl curriculum consultant
	11-000-221-800-09-02	11-000-221-320-09-01	
\$ 3,500.00	Misc	Curriculum Professional Services	Olivia Wahl curriculum consultant
	11-402-100-600-06-01	12-402-100-730-06-00	
\$ 425.00	Athletic Supplies	Equipment - Athletics	Gate for softball field fence
	11-000-251-890-07-01	11-000-251-600-07-01	
\$ 800.00	Misc	Supplies	New payroll / A/P signature chip
	11-000-262-622-05-03	11-000-263-420-05-00	
\$ 16,500.00	Electric	Grounds Professional Services	Grass cutting contract for March - June
	11-000-262-420-05-01	11-000-262-100-05-07	
\$ 1,000.00	Contracted Services	Salary, Custodial OT	Overtime for custodians
\$ 63,681.00			

f. Accept Donation: Funds for Fence Installation

Accept a donation from Robbinsville Township in the amount of \$5,000.00 designated for the installation of fencing for the Robbinsville High School girls' softball field. The Board is appreciative of the Township's generosity and continued partnership as a way to advance opportunities for students.

g. Accept Donations: Robotics

Accept donations in the amount of \$7,000.00 for the Robbinsville High School Robotics Team as indicated. The Board is grateful for this continued generous support.

<u>From</u>	<u>Amount</u>
CCL Label	\$ 5,000.00
RAS Process Equipment	\$ 1,000.00
SRI International	\$ 1,000.00
Total	\$ 7,000.00

h. Accept Donation: RHS Yearbook

Accept a donation in the amount of \$250.00 and designated to support the Robbinsville High School yearbook from Mr. and Mrs. Barry Haftel. The Board appreciates Mr. and Mrs. Haftel's generosity.

i. Energy Savings Improvement Plan (ESIP) Payments

Authorize the School Business Administrator to issue the following payments for work performed for the district's ESIP as indicated.

<u>To</u>	<u>Amount</u>
Spiegle Architecture	\$ 8,565.04
Environmental Connection, Inc.	\$ 3,324.00
Total	\$ 11,889.04

j. Approve PJM Demand Response Program Contract

Approve a contract with Comverge for the district to participate in a PJM Demand Response Program as part of the ESIP proposals. The PJM Demand Response Program will pay the district to curtail its energy consumption during summer months when the electric grid in our region is in distress.

k. Withdrawal of Funds

Approve a withdrawal of funds in the amount of \$10,550 from the Capital Reserve Account to pay for the portion of the Pond Road Middle School roof that is payable in the 2012-2013 budget year.

l. Referendum

i. Authority to Execute Change Orders

Authorize Superintendent Steven J. Mayer and School Business Administrator Robert M. DeVita to execute change orders between Board meetings during the term of the construction projects at Sharon Elementary School and Pond Road Middle School, the sum of which should not exceed 2.5% of remaining construction contingency. This authorization is for emergency change orders only where failure to act would result in an unnecessary delay in construction. The Board will convene for an emergency meeting for any individual change order that exceeds 2.5% or at most \$25,000, and all change orders will be ratified / approved at the next Board meeting.

ii. Amend Contract Award: Craig Test Boring

Amend a contract with Craig Test Boring, Mays Landing, New Jersey by \$1,000 for two additional boring samples at Sharon Road Elementary School. This contract was originally approved on January 3, 2013.

2. FACILITIES

a. Building Use (Attachments)

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

b. Fire and Security Drills – February 2013

Approve Fire and Security Drills for February 2013 as indicated.

School	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	2/20/13	N/A	N/A	N/A	N/A	Table Top 2/19/2013
SES	2/15/13	N/A	N/A	N/A	N/A	Table Top 2/19/2013
PRMS	2/26/2013	N/A	N/A	N/A	N/A	Table Top 2/19/2013
RHS	2/26/2013	N/A	N/A	N/A	N/A	Table Top 2/19/2013

3. TRANSPORTATION

a. Transportation Jointure NH11

Ratify a jointure between Robbinsville as the “Joiner District” and Hamilton Township as the “Host District” for Route # NH11 for the transportation of two Robbinsville students to and from the New Hope Academy for the period of August 21, 2012 to June 7, 2013 for total of \$13,425.30.

b. Transportation Quote PKSH-RESULTS

Accept transportation quote PKSH and recognize George Dapper, Inc. as indicated in **bold** the low bidder for transportation to Sharon Elementary School for a newly established pre-school class for the period of April 1, 2013 through June 30, 2013.

Vendor: George Dapper Inc.
 Total Per Diem Cost: \$170.80
 NQ: _____ COST: \$148.00 Per Diem *AIDE COST: \$22.80 MILEAGE ADJ.: +/- \$2.50

Vendor: Irvin Raphael Inc.
 Total Per Diem Cost: \$380.00
 NQ: _____ COST: \$299.00 Per Diem *AIDE COST: \$81.00 Per Diem MILEAGE ADJ.: +/- \$1.95

NO other quotes were received.

D. ROBBINSVILLE EXTENDED DAY (R.E.D.) – (D.1-3)

On motion of Mr. Halm and seconded by Mrs. Boyne and carried by a vote of 8 – 0, the Robbinsville Board of Education upon recommendation of the Superintendent voted to approve R.E.D. resolution D.1 as indicated. Mrs. Silvestrov was absent.

1. APPOINT 2013 SUMMER PROGRAM STAFF

a. Engineering Staff: August 12, 2013 – August 16, 2013 – Revisions

<u>Name</u>	<u>Rate per Hour</u>	<u>Hours per Week</u>
Tom Brettell	\$ 34.00	13
Megan Bones	\$ 34.00	9

b. Volunteer: Discover Kindergarten

Appoint RHS student Emily Anderson to serve as a volunteer for Discover Kindergarten for the period of July 8, 2013 through August 16, 2013.

2. APPOINT 2012-2013 VOLUNTEER

Appoint Tim McCahery to serve as a R.E.D. volunteer at Sharon Elementary School effective for the period of April 1, 2013 through the remainder of the 2012-2013 school year.

3. DONATION OF TIME

Acknowledge the following members of the RED staff for donating their time to assist RED students with the children's activity table at the Robbinsville St. Patrick's Day Parade on March 23, 2013.

Lori Monaco

Stephanie Bianco

Nicole Douglass

XIV. HEARING OF THE PUBLIC

None

XV. OLD BUSINESS

- Mrs. Ciaccio stated that she attended a three-day training session for new Board members. She inquired about becoming a Certified Board Member.

XVI. NEW BUSINESS

- April 1 – CSA Online Evaluation
- April 11 – Special BOE Meeting – 6:30 – No Executive Session

XVII. ADJOURNMENT

On motion of Mrs. Boyne and seconded by Mr. Halm, the Board voted 8 – 0 to adjourn the March 26, 2013 meeting of the Robbinsville Board of Education at 8:43 PM.
--

Respectfully submitted,

Robert M. DeVita
School Business Administrator / Board Secretary

Personnel items for Board Approval: March 26, 2013

Name	Position	Location	Action	Effective Date	Ending Date	Step	Salary	GAAP Code	Notes for Discussion
1. Employment of Staff:									
a. Administrators/Supervisors:									
Kathleen Neuhauser	HR Manager	District	Hire	4/1/2013	6/30/2013	n/a	\$ 70,000.00	11-000-230-105-07-01	
b. Certificated Staff:									
Michelle Warren	Teacher	RHS	AdjustLeave	1/22/2013	4/11/2013				Extend leave by 1 week. Extension will be unpaid.
Susan Brady	Leave Replacement	PRMS	Adjust Leave Replacement	1/22/2013	4/10/2013	MA/6	\$ 54,993.00	11-213-100-101-04-01	Extend RHS SPED leave by 1 week
Alisa Sternberg	Teacher	PRMS	Dock Pay	Various dates in Feb. & March 2013		n/a	\$ 1,114.99	11-213-100-101-04-03	Exhausted sick time benefit. Dock 3.5 days.
Jason Armstrong	Teacher	RHS	AdjustLeave	1/7/2013	4/8/2013				Extend leave by 1 week. Extension will be paid.
Ed Dold	Teacher	RHS	Adjust Leave Replacement	4/1/2013	4/4/2013				Extend RHS SPED leave by 1 week
Laura Swift	Teacher	PRMS	Approve/Ratify leave replacement	3/7/2013	6/30/2013	1 BA	\$ 47,617.00	11-120-100-101-03-01	Approve leave replacement
Jean Marie Alban	Instructional Assistant .5FTE	SES	Hire	4/12/2013	6/30/2013		\$ 11,170.50	11-216-100-106-04-01	Assistant for new preschool autistic class - pending paperwork
Kellyann Caliendo	Teacher .7FTE	SES	Hire	4/12/2013	6/30/2013	1 BA	\$ 33,331.90	11-216-100-101-04-01	New teacher for preschool autistic class - pending paperwork
c. Non-Certificated Staff:									
Betsy Jones	Bus Driver	District	Approve Revised Schedule	4/1/2013	6/30/2013	n/a	\$27.07/hr		Pay based on hourly rate of \$27.07 / hr. Due to schedule change, revised route = 7.75 hours / day.
Anne Quinn	Bus Aide	District	Approve Revised Schedule	4/1/2013	6/30/2013	n/a	\$14.66/hr		Pay based on hourly rate of \$14.66 / hr.. Due to schedule change, revised route = 7.75 hours / day.
Karin Concepcion	Temporary Bus Aide	SES	Approve	4/1/2013	6/30/2013	n/a	\$14.66/hr	11-000-270-161-07-08	Will work 2 hours per day.
Milagros Reyes	Lunch Aide	SES	Ratify New Hire	3/18/2013	6/30/2013	n/a	\$14.66/hr	11-000-262-107-02-02	Originally approved 2/26/2013 with pending start date.
d. Substitutes:									
Amber Ryiak	Non-Certificated Substitute	District	Approve hire			n/a	\$ 75.00	various	Pending substitute credential from county.

Personnel items for Board Approval: March 26, 2013

Name		Position	Location	Action	Effective Date	Ending Date	Step	Salary	GAAP Code	Notes for Discussion
Barbra	Callahan	Non-Certificated Substitute	District	Approve hire			n/a	\$ 75.00	various	Has substitute credential.
Michael	Zubert	Non-Certificated Substitute	District	Approve hire			n/a	\$ 75.00	various	Pending substitute credential from county.
Joginder	Verma	Certificated Substitute	District	Approve rate per day	3/15/2013		n/a	\$ 80.00	various	Originally approved for \$75.00 rate instead of \$80.00 rate.

2. Placement on the Salary Guide: None

3. Extra Work/Extra Pay:

a. Athletics:

Irving	Fryar	Head Football Coach	RHS	Approve Coach	4/1/2013	12/30/2013	1	\$ 7,755.00	11-402-100-100-06-01	Stipend per WTEA Agreement
Irving	Fryar	Weight Room Supervisor	RHS	Approve Advisor	3/27/2013	6/30/2013	n/a	\$ 1,750.00	11-402-100-100-06-01	Stipend per WTEA Agreement
Josh	Raines	Winter Track	RHS	Rescind Asst. Coach	11/1/2012	3/31/2013	1	\$ 4,538.00	11-402-100-100-06-01	
Kristina	Connors	Winter Track	RHS	Ratify / Approve Asst. Coach	11/1/2012	3/31/2013	1	\$ 4,538.00	11-402-100-100-06-01	
Kyle	Flanagan	Weight Room	RHS	Approve	3/27/2013	6/30/2013				Volunteer
Chris	Hoffman	Weight Room	RHS	Approve	3/27/2013	6/30/2013				Volunteer
Dave	Lorenzo	Open Gym for Basketball	RHS	Approve	3/27/2013	6/30/2013				Volunteer
Thomas	Flanagan	Open Gym for Basketball	RHS	Approve	3/27/2013	6/30/2013				Volunteer
Megan	Flanagan	Open Gym for Basketball	RHS	Approve	3/27/2013	6/30/2013				Volunteer
Kelsey	Borup	Volunteer Lax Coach	RHS	Approve	3/27/2013	6/30/2013				Volunteer

b. Co-Curricular:

Peter	Barlis	Volunteer - Robotics	RHS	Approve	4/23/2013	4/28/2013				Chaperone World Championship Robotics trip to St. Louis, MO
-------	--------	----------------------	-----	---------	-----------	-----------	--	--	--	---

c. Other:

Stephanie	Lewandowski	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.
Susan	Lizura	School Nurse	RHS	Ratify Stipend for Senior Trip	3/7/2013	3/11/2013	n/a	\$ 1,092.00	11-401-100-100-01-01	4 days at \$273 per diem. Paid by student fundraising

Personnel items for Board Approval: March 26, 2013

Name		Position	Location	Action	Effective Date	Ending Date	Step	Salary	GAAP Code	Notes for Discussion
Jennifer	Lipshutz	School Nurse	RHS	Ratify Stipend for Music Trip	2/7/2013	2/10/2013	n/a	\$ 1,092.00	11-401-100-100-01-01	4 days at \$273 per diem. Paid by student fundraising
Lauren	Varnum	Substitute	SES	Align with grant	2/25/2013	2/26/2013	n/a	\$ 80.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds.
LeighAnne	Petrangeli	Substitute	SES	Align with grant	2/25/2013	2/26/2013	n/a	\$ 75.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds. One day
Zeinul	Haswary	Substitute	SES	Align with grant	2/25/2013	2/27/2013	n/a	\$ 150.00	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds. Two days
Aparna	Chaudhuri	Substitute	SES	Align with grant	2/26/2013	2/27/2013	n/a	\$ 112.50	20-231-200-100-09-13	Covering for Professional Development (Literacy-Olivia Wahl). Being charged to Grant funds. 1 1/2 Days
Jonathan	Hutchinson	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs
Clare	Krulewicz	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs
Jaela	Johnson	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs
Joy	Wolfe	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs
Tawrey	Mason	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs
Debbie	Nutt	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs
Sue	Kanagawa	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs
Lois	Baldwin	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs
Laura	Francolino	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs
Jeff	Fisher	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs
Linda	Hahn	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs
Brent	Rivers	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs

Personnel items for Board Approval: March 26, 2013

Name		Position	Location	Action	Effective Date	Ending Date	Step	Salary	GAAP Code	Notes for Discussion
Janet	Smith	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs
Lisa	Peters	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs
Jen	Miller	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs
Megan	Bones	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs
David	Westawski	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs
Tiffany	Brennan	8th grade planning night	RHS	Ratify	3/14/2013	3/14/2013	n/a	\$ 68.00	11-401-100-100-01-02	Extra work for 8th grade planning \$34/hr x 2 hrs