



**ROBBINSVILLE BOARD OF EDUCATION  
MONTHLY MEETING**

**TUESDAY, FEBRUARY 24, 2015 – 7:00 PM  
RHS STUDENT ACTIVITY CENTER**

**PUBLIC SESSION MINUTES**

**BOARD OF EDUCATION**

**Mr. Matthew O’Grady, President**

**Mr. Thomas Halm, Jr., Vice President**

**Mrs. Shaina Ciaccio**

**Dr. Vincent J. Costanza**

**Mrs. Sharon DeVito**

**Mrs. Florence Gange**

**Mr. Keith Kochberg**

**Mr. Matthew O’Grady**

**Mrs. Faith Silvestrov**

**Mr. Richard Young**

**SUPERINTENDENT OF SCHOOLS**

**Dr. Steven J. Mayer**

**ASSISTANT SUPERINTENDENT**

**Dr. Kathleen A. Foster**

**SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY**

**Mr. Robert DeVita**

**STUDENT GOVERNMENT REPRESENTATIVE**

**Miss Samantha Leonard**

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

**February 24, 2015**

**I. CALL TO ORDER PUBLIC MEETING**

Mr. O’Grady called the February 24, 2015 meeting of the Robbinsville Board of Education to order at 6:34 PM. He read the *Statement of Public Meetings* and led the flag salute.

**II. ROLL CALL**

Mrs. Ciaccio	Present	Mrs. Gange	Absent	Mr. O’Grady	Present
Dr. Costanza	Present	Mr. Halm	Present	Mrs. Silvestrov	Present
Mrs. DeVito	Present	Mr. Kochberg	Present	Mr. Young	Present

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

On motion of Mr. Halm and seconded by Mr. Kochberg, the Board voted 8-0 to enter into Executive Session at 6:36 PM to discuss the following matters.

- A. Harassment, Intimidation and Bullying Monthly Report
- B. Negotiations

**IV. MOTION TO RESUME PUBLIC SESSION**

On motion of Mr. Halm and seconded by Mrs. DeVito, the Board voted 8-0 to resume Public Session at 7:00 PM.

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

- Third graders honor Dr. King!  
Danielle Truglio and Shreya Savur, students in Liane Librizzi’s class, were inspired when they learned about Martin Luther King Jr. Following his lead, they organized a collection of art supplies among their peers. Their efforts netted 376 items after which they sent them to Children’s Hospital of Philadelphia so patients could do something they enjoy while they are at sick. The two girls and several of their classmates shared information about this project with the Board and members of the public.
- Jane Hutchison & Tom Snyder – Supporting Teachers through Blogging  
PRMS teachers Jane Hutchison and Tom Snyder made a presentation to the Board about how they use Twitter to communicate with educators around the globe to share ideas and inspiration for enhancing their teaching practice.

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

- Mid-year Review: 2014-2015 District / Superintendent Goals (Attachment #1)  
Dr. Mayer reviewed the five goal areas for 2014-2015 and indicated that the district is making good progress on each.
  - 1. Maintain a strong academic culture.
    - Math – Aligning K-12 horizontally and vertically
    - PLCs meet monthly

- World Language – Added three strong new teachers / Plans to expand program to include grade 6 in 2015-2016
  - Chromebook initiative
  - Consistent evaluations through use of the new teacher evaluation tool
2. Effectively manage facilities and school security.
    - Facilities objectives 1 & 2 complete
    - Five year facilities plan underway
    - Drilling – Surprise state lockdown resulted in change of practice at SES and PRMS (kids out of site)
    - Employee ID badges in use
    - Create greater sense of urgency using teacher’s voice
  3. Maintain sound fiscal practices.
    - 2015-2016 Budget underway
    - Kinderville – New revenue generator
    - Transportation – Keep costs low in order to maintain funding for programs
  4. Foster community engagement.
    - SES PTA redesign – Sponsor Hot Topics
    - Upcoming meeting with Mayor – sidewalks / Windsor
    - Communication with township officials
  5. Promote a healthy school culture.
    - I&RS process – Refine process aiming for greater consistency among buildings

**Discussion**

Mr. O’Grady explained that there are two sets of goals and objectives; one set for the Board and one for the Superintendent. The Superintendent’s goals are derived from the goals established by the Board at the annual retreat which is typically held in July. O’Grady stressed the importance of the goals as a roadmap for navigating the year ahead. Dr. Costanza added that sound fiscal practices translate into additional dollars for the classroom.

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

- 2015-2016 Budget Update  
Mr. DeVita reported that each Board committee has reviewed the budget. He added that the 2015-2016 budget is primarily a maintenance budget and indicated that there is \$333,000 in unspent referendum funds. DeVita also noted that the district may eligible for a cap waiver associated with rising healthcare costs. The tax impact of the 2015-2016 budget on the average homeowner (home value of \$385,000) will be approximately \$17 for the year. State aid figures are due by the end of the week but are expected to remain flat.

**Discussion**

Board members agreed that it is important to develop a budget from a multi-year perspective. One member requested the Superintendent to confirm the timeline for all new development when he meets with the mayor.

**VIII. STUDENT GOVERNMENT REPORT – Miss Samantha Leonard**

Student Government President Samantha Leonard reported on the following matters.

- Project Unify – Polar Bear Plunge – Raised \$7,450 for Special Olympics
- RHS Robotics Team – Upcoming competition at Hatboro Horsham
- Semi-Formal – February 20<sup>th</sup> at Mercer Oaks
- Model UN – Upcoming conference in Philadelphia
- Sports Update
  - Girls Basketball – Kaitlyn Herbert – First female to score 1000 points!
  - Wrestling – Upcoming Regions / 7 RHS athletes will vie for chance to compete at state level
  - Girls Swimming – State level competition
  - Girls Track – Erin Holzbauer and Sydney Flyge – Meet of Champions
  - Boys Track – Ryan Gross – Meet of Champions
  - Ice Hockey – Mercer County Tournament Semi Finals
- Teens for Jeans
- Spring Pep Rally
- Senior Trip to Disney
- Mr. RHS

## IX. MINUTES

On motion of Mrs. DeVito and seconded by Mrs. Ciaccio, the Robbinsville Board of Education approved the minutes of the following meetings by a vote of 6-0. Mr. Kochberg and Mrs. Silvestrov abstained. Mrs. Gange was absent.

- January 29, 2015 Executive Session (Attachment #2)
- January 29, 2015 Public Session (Attachment #3)

## X. COMMITTEE REPORTS

### A. EDUCATION, DEVELOPMENT & POLICY – Mrs. Shaina Ciaccio

Mrs. Ciaccio reported on the following matters discussed during the February 10, 2015 meeting of the Education, Development and Policy Committee.

- 2015-2016 Budget Review
- Policies – First Reading / Adoption
- MOA Civil Rights Compliance Review
- February 17<sup>th</sup> In-service Day
- Sustainable Jersey for Schools
- Teen PEP Parent Night
- KindeRville Update

### B. PERSONNEL – Mrs. Sharon DeVito

Mrs. DeVito reported on the following matters discussed during the February 17, 2015 meeting of the Personnel Committee.

- Regular personnel agenda
- Amended job description for Lead Analyst for Data and Information
- Comprehensive budget review

### C. FINANCE, FACILITIES, & TRANSPORTATION – Mr. Thomas Halm

Mr. Halm reported on the following matters discussed during the February 18, 2015 meeting of the Finance, Facilities and Transportation Committee.

- 2015-2016 Budget Review
- Long Range Facilities Plan

- Resolution requesting the state to reinstate a tax levy cap waiver for capital projects – NJASBO is asking districts to consider. This would allow districts to increase the tax levy for one year to cover the costs of necessary capital improvements without increasing the base for future budgets. In 2010 Governor Christie decided that districts should no longer have this option.
- Transportation report
- RED Summer rates
- Upcoming RFP for BOE attorney
- NJ Turnpike billboard update
- Construction project update
- Ford 250 truck purchase

#### **D. COMMUNITY RELATIONS – Dr. Vincent Costanza**

Dr. Costanza provided the Community Relations report and reviewed the mission, potential target groups, and potential strategies for engaging with members of the Robbinsville community. They included:

- Holding a State of the Schools event
- Establishing a community council
- Leveraging the position of Township Liaison

Mr. O’Grady praised the committee’s efforts and reiterated that the primary purpose of the new committee is to improve communication and listening. Mrs. DeVito stated that, in her opinion, since the Board President is the only person able to speak on behalf of the Board, it would not serve the Board well to designate a representative to attend Town Council meetings. A discussion ensued and while Board members agree that strong relations with the township are important, there was not consensus regarding BOE presence at Town Council meetings. Members agreed to additional discussion on the matter at a later date.

#### **E. NEGOTIATIONS – Mr. Keith Kochberg**

Mr. Kochberg reported that the Negotiations Committee met with the administrators on January 29, 2015. He indicated that all parties expect the negotiations process to be a smooth one.

### **XI. HEARING OF THE PUBLIC**

#### **A. ELIZABETH BREDEN**

Mrs. Breden addressed the Board on behalf of her daughter, a student at Mercer Elementary School. She expressed frustration that her daughter, a highly involved special needs student, is required to take the PARCC or equivalent test. Representatives at Mercer Elementary indicated that Mrs. Breden must take the matter up with the Robbinsville Board of Education. The Board assured her that Dr. Mayer would look into the matter and follow up with her.

#### **B. STACY MERIT**

As the parent of two special needs students, Mrs. Merit indicated that her children are constantly assessed and their IEPs are not aligned with the requirements for state testing.

#### **C. SHANNON GAFGAN**

As head of the St. Greg’s special needs ministry, Mrs. Gafgan expressed that, in her opinion, PARCC takes away from students’ developmental needs. She noted that the district has not provided any specifics regarding accommodations for students refusing the PARCC.

**D. CHARLOTTE REGEN**

Mrs. Regen was complimentary about the quality of education the district is providing. She noted, however, that students are aware that PARCC is very different than the type of experiences they have come to expect in the classroom. She said that the district has not provided answers for parents of special education students and asked if an IEP would be negated during the PARCC test if refused. Dr. Mayer said that students not participating in PARCC would be placed in other classrooms.

**E. NOUSHIN KANANI**

Mrs. Kanani thanked Dr. Costanza, Mrs. Ciaccio and other members of the Board for facilitating a conversation about attending Town Council meetings. She urged Board members to attend to simply listen.

**F. MARY PERGAMENT**

Mrs. Pergament asked about retesting dates. She said that her family will be out of town during a portion of the test. When she asked administrators, they were unable to provide information about make up dates. Dr. Mayer said that as the state provides information, the district passes the information on. They have not yet provided districts with information or guidance on make-up test dates.

**G. KATINA BLANDO**

Mrs. Blando indicated that none of her three daughters will participate in the PARCC test. She shared with the Board the classroom experiences of each of her children related to the test and noted that by the time her 2<sup>nd</sup> grader graduates, 20 months of her school life will have been dominated by tests and test preparation.

**H. JOHN RUCH**

Mr. Ruch asked that the Board consider creating a policy stating the PARCC will not be used as a placement score on a transcript. He also noted that 11% of his child's grade relates to PARCC preparation.

**I. KAREN MCLAUGHLIN**

Mrs. McLaughlin initiated a discussion about the amount of summer work required of students. She noted that purchasing books can be a financial burden for many and that they are often hard to get. She also said that some teachers did not appear to be aware of what the summer work assignments were.

**J. JODI JAMES**

Mrs. James said that, in her opinion, three 500 page books and corresponding essays is an extreme amount of summer work.

**K. CHARLOTTE REGEN**

Mrs. Regen said that she understands the district's staffing concerns during PARCC but when she asked if she could homeschool her child during the test administration she was told that she couldn't.

**L. ALYSSA HARRIS**

Mrs. Harris proposed that summer work might consist of a point system in which certain activities carry a certain number of points. She indicated that this type of system would cater to all types of learners and create well rounded individuals. She suggested that the district consider forming a committee for summer homework.

### **BREAK**

Mr. O'Grady thanked the members of the public for sharing their thoughts and opinions and indicated that the meeting would break for five minutes.

## **XII. APPROVE RESOLUTIONS**

### **A. PERSONNEL (A.1 –6)**

On motion of Mrs. DeVito and seconded by Mrs. Silvestrov, the Robbinsville Board of Education upon recommendation of the Superintendent approved Personnel resolutions A.1- 5 below and on pages 18-19 by a vote of 8-0.

On motion of Mr. Halm and seconded by Mrs. Silvestrov, the Robbinsville Board of Education upon recommendation of the Superintendent approved Personnel resolutions A.6 by a vote of 8-0.

#### **4. AUTHORIZE PAYMENT TO SUPERINTENDENT FOR GOAL COMPLETION**

Motion to authorize payment per employment agreement for completion of the following quantitative goal valued at 3.3% of the Superintendent's 2014-2015 salary.

- **Goal - Facilities**

By March 2015, 100% of the district's construction projects shall be completed within budget parameters. This means that projects will either be 100% complete, including punch list items, or there shall be a detailed plan for items to be added after March 2015. The Board of Education shall have an accurate accounting of Referendum 2012 dollars and anything to be returned to the tax payer shall be appropriated for debt service relief.

#### **5. APPROVE JOB DESCRIPTION: LEAD ANALYST OF DATA AND INSTRUCTION INFORMATION (Attachment #4)**

Motion to approve an amended job description for the position of Lead Analyst of Data and Instruction Information.

#### **6. APPROVE SUB RATE: ATHLETIC TRAINER**

Motion to approve the rate of pay for the position of substitute Athletic Trainer as indicated.

- Event Coverage Fee = \$100 per event
- Athletic Trainer Coverage = \$150 per diem

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

On motion of Mr. Kochberg and seconded by Mrs. Ciaccio, the Robbinsville Board of Education upon recommendation of the Superintendent approve Education, Development, & Policy resolutions B.1- 7 by a vote of 8-0.

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

Motion to accept without modification the Superintendent's Report on Harassment, Intimidation and Bullying for the period ending February 24, 2015.

**2. POLICIES & REGULATIONS: FIRST READING**

Motion to approve the following policy at the level of first reading.

P8505 Wellness Policy / Nutrient Standards for Meals and Other Foods (M) (Attachment #5)

**3. POLICIES & REGULATIONS: ADOPTION**

Motion to adopt the following policy.

P2411 Guidance Counseling (M) (Attachment #6)

**4. APPROVE JUNIOR PRACTICUM STUDENTS: WESTMINSTER CHOIR COLLEGE**

Motion to approve the following candidates from Westminster Choir College, Rider University to complete their Junior Practicum requirements with Vocal Music Teacher Brian Williams (PRMS) during the period of March 30 through April 30, 2015.

Karina Fengler  
Kayla MacLaughlin  
Tiffany Vickers

**5. APPROVE PARTICIPATION IN THE SUSTAINABLE JERSEY FOR SCHOOLS CERTIFICATION PROGRAM**

Whereas, the Robbinsville Board of Education seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification;

Whereas, the Robbinsville Board of Education and the Superintendent seek to support and work with school staff and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy smart, eco-friendly, and cost-effective solutions;

Whereas, extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health, and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places;

Whereas, many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment;

Whereas, sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children;

Whereas, the Robbinsville Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as "Green Team"), based on the guidance of



Sustainable Jersey for Schools;

Whereas, Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships;

Whereas, the Robbinsville Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities;

Therefore, it is resolved that the Robbinsville Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the board's intention to pursue certification for schools in the district.

The Robbinsville Board of Education appoints Kimberly Keener to be the district's liaison to Sustainable Jersey for Schools,

The Robbinsville Board of Education recognizes Robbinsville High School, Pond Road Middle School and Sharon Elementary School as the agent(s) to carry out its commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

## **6. FIELD TRIPS**

### **a. Field Trips – Robbinsville High School (2014-2015)**

Motion to approve the following field trip(s) for Robbinsville High School during the 2014-2015 school year as indicated. The district will incur no admission or transportation costs.

#### **Phil MUN-Philadelphia, PA**

Date:	2/26-3/1/15
Number of Pupils Participating:	25
Teacher/Other Chaperones:	2 / 0
Approximate Cost per Pupil:	\$185.00
Time Scheduled to Leave/Return:	1:45 pm (2/26) / 3:30 pm (3/1)
Bus Service:	BOE/GST
Class/Group:	Model UN

Purpose: At PhilMUN students will learn about world issues while improving public speaking and compromising skills.

#### **Bally's-Atlantic City, NJ**

Date:	3/17/15
Number of Pupils Participating:	15
Teacher/Other Chaperones:	1 / 0
Approximate Cost per Pupil:	\$0.00
Time Scheduled to Leave/Return:	3:00 pm / 11:00 pm
Bus Service:	First Student Inc.
Class/Group:	Jazz Band

Purpose: Students will perform for NJ Building and Grounds Convention.

### **b. Field Trips – Robbinsville High School (2015-2016)**

Motion to approve the following field trip(s) for Robbinsville High School during the 2015-2016 school year as indicated. The district will incur no admission or transportation costs.

**Race Street-Philadelphia, PA**

Date: TBD (9/26/15 OR 9/27/15)  
Number of Pupils Participating: 45-90  
Teacher/Other Chaperones: 9 / 5  
Approximate Cost per Pupil: \$25.00  
Time Scheduled to Leave/Return: 7:30 am / 6:30 pm  
Bus Service: Irvin Raphael Inc.  
Class/Group: Italian I-IV  
Purpose: Pope Francis: World Meeting of Families. Festival of families: intercultural celebration of family life around the world. Students of Italian will see a prominent Italian World Leader; celebrate the meaning and value of family.

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

Motion to approve the following field trip(s) for Pond Road Middle School during the 2014-2015 school year as indicated. The district will incur no admission or transportation costs.

**Middlesex C.C.-Edison, NJ**

Date: 3/10/15  
Number of Pupils Participating: 21  
Teacher/Other Chaperones: 3 / 0  
Approximate Cost per Pupil: \$TBD  
Time Scheduled to Leave/Return: 6:30 am / 6:00 pm  
Bus Service: Irvin Raphael Inc.  
Class/Group: Science Olympiad  
Purpose: Academic competition: Students will compete in events related to Science curriculum.

**Great Adventure-Jackson, NJ**

Date: 4/24/15  
Number of Pupils Participating: 210  
Teacher/Other Chaperones: 20 / 75  
Approximate Cost per Pupil: \$8.00 or \$30.00  
Time Scheduled to Leave/Return: 9:00 am / 6:00 pm  
Bus Service: Irvin Raphael Inc.  
Class/Group: 6<sup>th</sup> grade  
Purpose: Students will attend Math & Science Day at the park. They will use formulas to calculate force, speed and motion.

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

Motion to approve the following field trip(s) for Special Services (district wide) for the following field trip(s) that are an integral part of the educational/vocational program during the 2014-2015 school year as indicated. The district will incur admission/transportation costs.

**East Windsor Bowling-E. Windsor, NJ**

Date: 2/25/15  
Number of Pupils Participating: 13  
Teacher/Other Chaperones: 10 / 0  
Approximate Cost per Pupil: \$20.00  
Time Scheduled to Leave/Return: 10:00 am / 1:00 pm  
Bus Service: BOE  
Class/Group: Archer/Delhagen  
Purpose: Students will be able to work on their social skills by talking to one another while bowling, taking turns and ordering their lunch.

**Cracker Barrel-Hamilton, NJ**

Date: 3/13/15  
 Number of Pupils Participating: 4  
 Teacher/Other Chaperones: 3/ 0  
 Approximate Cost per Pupil: \$0.00  
 Time Scheduled to Leave/Return: 8:00 am / 9:45 am  
 Bus Service: BOE  
 Class/Group: SOAR  
 Purpose: Students will practice budgeting and social skills in the local community.

**7. WORKSHOPS**

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

<b>Name</b>	<b>Vendor</b>	<b>Workshop Title</b>	<b>Event Date(s)</b>	<b>Registration</b>	<b>Travel Reimbursement</b>
Cathie Naughton	NJMEA	NJMEA Music Conference 2015	02/19 & 20/2015	\$ -	\$ -
Kim Keener	NSPMA	NSPMA Annual Conference 2015	02/22 - 25/2015	\$ -	\$ -
Transportation Staff of 11	STS of NJ	Safety Seminar	3/7/2015	\$ 385.00	\$ -
Marianne Aquaro	Summit Pro Ed.	Pediatrics Yoga	3/16/2015	\$ 199.00	\$ 13.33
Jeanae Ayala	RVCC	Crosscutting Concepts	3/18/2015	\$ 100.00	\$ -
Heidi Berkey	RVCC	Crosscutting Concepts	3/18/2015	\$ 100.00	\$ 37.08
Megan Corriea	RVCC	Crosscutting Concepts	3/18/2015	\$ 100.00	\$ 32.45
Bridget Cotter	Aim Academy	Wilson Training	3/18 – 3/20/2015	\$ 509.00	\$ 163.82
Lisa Giblin	Aim Academy	Wilson Training	3/18 – 3/20/2015	\$ 509.00	\$ 163.82
Danielle Gladsz	Aim Academy	Wilson Training	3/18 – 3/20/2015	\$ 509.00	\$ 163.82
Andrid Houtras	Andrid Houtras	Adv. Problem Solving - PEDS	03/27 & 28/2015	\$ 300.00	\$ -
Jamie Kelly	Handle with Care	Cerification Training	04/13-15/2015	\$ 1,000.00	\$ 9.30
Kristina Mannino	Handle with Care	Certification Training	04/13-15/2015	\$ 1,000.00	\$ 10.23
Carol Moscarello	Handle with Care	Certification Training	04/13-15/2015	\$ 1,000.00	\$ 9.30
Kate Passafaro	Handle with Care	Certification Training	04/13-15/2015	\$ 1,000.00	\$ 9.30
Elisabeth Gray	Bureau of Ed.	101 Best Strategies	4/14/2015	\$ 235.00	\$ -
PRMS Staff Member TBD	Bureau of Ed.	101 Best Strategies	4/14/2015	\$ 235.00	\$ -
Debra Bella	Bureau of Ed.	Common Core Standards	4/15/2015	\$ 229.00	\$ 22.51
Katie Daughenbaugh	NJ Pupil Transport	47th Annual Conference	04/30-05/01/2015	\$ 325.00	\$ 200.00
<b>Totals</b>				<b>\$ 7,820.00</b>	<b>\$ 834.96</b>

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

On motion of Mrs. Silvestrov and seconded by Mr. Halm, the Robbinsville Board of Education upon recommendation of the Superintendent approve Finance, Facilities and Transportation resolutions C.1-3 by a vote of 8-0.

**1. FINANCE**

**a. Bills and Claims List (Attachment #7)**

Motion to approve payment of the Bills & Claims List in the amount of \$3,784,660.07 for the period ending February 24, 2015 as indicated.

<b>Accounts Payable</b>	
Fund	
11 - General Fund	\$ 1,032,349.99
12 - Capital Outlay	\$ 6,060.97
20 - Special Revenue	\$ 19,000.00
30 - Capital Projects	\$ 176,266.72
40 - Debt Service	\$ -
60 - Food Service Fund	\$ 65,987.08
61 - R.E.D.	\$ 4,945.50
Unemployment	\$ -
Hand Checks	\$ 18,999.17
<b>Total Accounts Payable</b>	<b>\$ 1,323,609.43</b>
<b>Payroll</b>	
January 30, 2015	\$ 1,152,901.87
February 15, 2015	\$ 1,308,148.77
<b>Total Payroll</b>	<b>\$ 2,461,050.64</b>
<b>Total Bill List</b>	<b>\$ 3,784,660.07</b>

**b. Certification of Board Secretary**

Pursuant to N.J.A.C. 6A:23-2.12I3 I, Robert M. DeVita, Board Secretary/School Business Administrator, certify that as of January 31, 2015 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 #8)**

Motion to accept the Report of the Board Secretary for the period ending January 31, 2015.

**d. Report of the Treasurer (Attachment #9)**

Motion to accept the Report of the Treasurer for the period ending January 31, 2015.

**e. Transfer Report: February 24, 2015**

Motion to approve transfers totaling \$78,253.37 for the period ending February 24, 2015 as indicated.

<b>Account From</b>	<b>Account To</b>	<b>Description</b>	<b>Amount</b>
11-000-252-100-08-99 Salary, Admin Tech	11-190-100-500-07-00 Purchased Services	Professional development	\$ 5,978.09
11-000-252-800-08-04 Memberships	11-190-100-500-07-00 Purchased Services	Professional development	\$ 3,025.00

<b>Account From</b>	<b>Account To</b>	<b>Description</b>	<b>Amount</b>
11-000-252-330-08-00 Purchased Professional	11-190-100-500-07-00 Purchased Services	Professional development	\$ 1,000.00
11-000-213-101-07-07 Salary, Nurse	11-000-213-300-07-02 School Physician	Contracted Sub Nurse	\$ 2,500.00
11-190-100-610-03-01 PRMS Teaching Supplies	11-000-240-600-03-01 Supplies	Replace inoperable radio units	\$ 4,270.98
11-401-100-300-03-01 School Spons. Activities	11-401-100-100-03-01 Co-Curricular Salary	Internal staff musical fees	\$ 1,000.00
11-000-230-590-07-01 Liability Insurance	11-000-251-592-07-00 Ads and Printing	Employment ads	\$ 2,500.00
11-000-230-530-08-00 Communications	11-000-291-270-07-01 Hospitalization	Reversal of January transfer	\$ 17,057.00
11-000-230-331-07-01 Legal Fees	11-000-230-530-08-00 Communications	Additional telecommunication costs	\$ 17,500.00
11-000-230-590-07-01 Liability Insurance	11-000-230-890-07-01 Conferences and Dues	Contractual PD for Superintendent	\$ 1,000.00
11-401-100-800-01-01 RHS Co-curricular Misc	11-190-100-340-01-01 Contracted Services	GSA guest speaker, Choral concert musicians	\$ 950.00
12-140-100-730-01-01 RHS Equipment	11-190-100-610-01-01 Supplies	Classroom supplies	\$ 2,500.00
12-140-100-730-01-01 RHS Equipment	11-190-100-340-01-01 Contracted Services	TeenPep camp/culinary repairs	\$ 4,500.00
11-213-100-610-04-01 RC General Supplies	11-000-219-600-04-01 Supplies	Testing materials for CST evaluations	\$ 2,000.00
11-000-221-320-09-01 District Workshops	11-000-221-500-09-01 Travel Expense	Conference dues	\$ 650.00
11-000-230-331-07-01 Legal Fees	11-000-230-340-07-01 Purchased Technical Services	& payroll service	\$ 2,000.00
11-401-100-800-01-01 Co-curricular Misc	11-000-270-512-07-04 Transportation, Field Trips	Systems 3000 online W-2 Camp Mason buses	\$ 622.30
11-000-252-500-08-00 Purchased Services	12-000-252-730-08-00 Admin Tech Equipment	UPS for server rooms	\$ 500.00
11-000-262-300-07-00 Purchased Professional Svcs	12-000-262-730-05-00 B&G Equipment	New plow for B&G vehicle	\$ 5,000.00
11-402-100-600-06-02 Supplies	11-402-100-100-06-02 Athletic Salaries, Officials	Additional site supervision	\$ 3,700.00
<b>TOTAL February 2015 Transfers:</b>			<b>\$ 78,253.37</b>

**f. Signature Authorization**

Motion to designate the following individuals as signers on behalf of the Board of Education for the Robbinsville Extended Day Petty Cash account. Two signatures are necessary.

- Superintendent
- School Business Administrator
- Financial Analyst
- Director, Robbinsville Extended Day program

**g. Approve Contract: Ocean Computer Group, Inc.**

Motion to approve a contract with Ocean Computer Group, Inc., Matawan, NJ in the amount of \$85,619.83 for APC UPS equipment. Contract pricing is as of WSCA / NASPO state contract #70256.

**h. Amend Motion for Ford Purchase**

Motion to amend a motion, originally approved on December 16, 2014, to purchase a Ford F450 or F350 under State Contract T-2101 in an amount not to exceed \$45,000.00. Instead the district will purchase a Ford F250 under State Contract T-2100 for an amount not to exceed \$45,000.00.

**i. Accept Donation: Team Nemesis**

Motion to accept a donation in the amount of \$5,000.00 from CCL Label, Inc. and designated to support the RHS Team Nemesis. The Board is grateful to Ralph Petagna, father of James Petagna (grade 10) for this generous donation.

**j. Accept Donation: RHS Weight Room**

Motion to accept a donation of weight training equipment (including installation) from K. Johnson Enterprises, Team 85 Fitness and Wellness, 9500 K Johnson Blvd., Bordentown, NJ 08505. The Board appreciates this generous donation.

**k. Authorize Disposal of Obsolete Technology Equipment**

Motion to approve the disposal of obsolete or non-working technology equipment from Sharon Road Elementary School and the Windsor School as indicated.

<b><u>Vendor</u></b>	<b><u>Model# or Item</u></b>	<b><u>Vendor</u></b>	<b><u>Model # or Item</u></b>
Dell	GX60	Toshiba	TekBright 60A Monitor
Dell	GX60	HP	PF997A Monitor
Dell	GX60	IBM	8480 95X Server
HP	dc5150 SFF	APC	Back-UPS ES 500
HP	dc5150 SFF	APC	Smart-UPS 620
Dell	740	Sharp	TV 27L-S100
Dell	GX60	Sansui	TV DTV2760A
Dell	GX60	Dell	Inspiron 600m
HP	7540 Monitor	Dell	Inspiron 600m
Samsung	SyncMaster 570V Monitor	Dell	Inspiron 600m
Dell	Monitor	Dell	Inspiron 600m
HP	dc5150 SFF	Dell	Inspiron 600m
HP	dc5150 SFF	Dell	Inspiron 600m
Dell	GX60	Dell	Inspiron 600m
Dell	GX60	Dell	Inspiron 600m
Dell	GX60	Dell	Inspiron 600m
Zenith	XBV713	Dell	Inspiron 1150
Dell	E551 Monitor	Dell	Inspiron 1150
Dell	E551 Monitor	Dell	GX60
Dell	GX60	Samsung	CLP-510 printer

<u>Vendor</u>	<u>Model# or Item</u>	<u>Vendor</u>	<u>Model # or Item</u>
Dell	E551 Monitor	Toshiba	TekBright 60A Monitor
TrippLite	SmartPro UPS	Dell	E773A
Dell	GX60	Dell	E773A
Dell	GX60	HP	PF997A Monitor
Dell	GX60	Dell	740
Dell	GX60	Dell	740
Dell	GX60	HP	dc5150 SFF
HP	dx2000 MT	HP	dc5150 SFF
Dell	GX60	HP	dc5150 SFF
Dell	GX60	HP	dc5150 SFF
Dell	GX60	HP	PF997A Monitor
Dell	GX60	HP	PF997A Monitor
Dell	E551 Monitor	HP	PF997A Monitor
Dell	E551 Monitor	Dell	E773C Monitor
Dell	E773s Monitor	Dell	E773C Monitor
Dell	E773s Monitor	Dell	E773C Monitor
InFocus	IN2102EP Projector	Dell	740
Dell	E773C Monitor	Dell	740
Dell	E773C Monitor	HP	dc5150 SFF
Dell	740	HP	dc5150 SFF
Dell	740	HP	dc5150 SFF
HP	dc5150 SFF	HP	dc5150 SFF
HP	dc5150 SFF	HP	PF997A Monitor
HP	dc5150 SFF	HP	PF997A Monitor
HP	dc5150 SFF	HP	PF997A Monitor
1 box of miscellaneous power cords		HP	PF997A Monitor

## **2. FACILITIES**

### **a. Ratify Change Orders: SES Building Project**

Motion to ratify the following change orders with Lighton Industries.

- \$10,000.00 - To provide material and labor for existing HVAC repairs
- \$4,732.87 - For owner requested additional testing of pervious concrete in new parking lot

### **b. Approve Change Orders: SES Building Project**

Motion to approve the following change orders with Lighton Industries.

- \$18,836.77 - To remove the existing ceiling grid and tile in the corridor between the new gym entrance and main entrance of the original building at Sharon Road Elementary School. The scope of work includes all material and labor to install a new ceiling grid and tile.
- Not to exceed \$28,000.00 - To install Corian and laminate on the benches in the Sharon Road Elementary School cafeteria to protect them from being damaged.

c. **Approve Credit Change Order: SES Building Project**

Motion to approve a credit change order with Lighton Industries in the amount of \$10,800.00 for the unused portion of allowance.

d. **Fire and Security Drills – January 2015**

Motion to approve Fire and Security Drills for January 2015 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
SES	January 30	N/A	N/A	N/A	N/A	January 20
PRMS	January 29	N/A	N/A	N/A	N/A	January 30
RHS	January 20	N/A	N/A	N/A	N/A	January 30

e. **Building Use (Attachments #10-15)**

Motion to approve the Buildings and Grounds Use of Facilities Schedule for the months of March 2015 and April 2015.

3. **TRANSPORTATION**

a. **Approve School Bus Evacuations**

Motion to approve the following school bus evacuation as indicated.

Date: November 12-13, 2014  
 Time: During PE classes  
 School: Robbinsville High School  
 Location: 155 Robbinsville-Edinburg Road, Robbinsville, NJ  
 Route number(s): All students bus riders/walkers  
 Person overseeing: Molly Avery

D. **ROBBINSVILLE EXTENDED DAY PROGRAM (D.1-5)**

On motion of Dr. Costanza and seconded by Mrs. Silvestrov, the Robbinsville Board of Education upon recommendation of the Superintendent approve Robbinsville Extended Day Program resolution D.1-5 by a vote of 8-0.

1. **APPROVE TUITION RATES: RED SUMMER PROGRAMS**

Motion to approve tuition rates for Robbinsville Extended Day 2015 summer enrichment program and activity offerings as indicated.

<b><u>Session</u></b>	<b><u>Weekly Cost</u></b>
Pre-care (7:00 AM – 9:00 AM)	\$42.00
Post-care (4:00 PM – 6:00 PM)	\$79.00
Pre & Post-care	\$111.00
Discover Kindergarten (1/2 day AM or PM)	\$153.00
Discover Kindergarten (Full Day)	\$302.00
Discover Kindergarten Post-care (3:00 PM – 6:00 PM)	\$84.00
Quantum Math	\$159.00
Engineering	\$169.00
Book Club (6 Days)	\$190.00



**2. APPROVE VOLUNTEER**

Motion to approve Sidarth Ayyagari to serve as a volunteer for the R.E.D. program at Pond Road Middle School pending fingerprint clearance.

**3. APPROVE RESIGNATION**

Motion to accept the resignation of Lilies Thompson, RED Kindergarten Aide, Sharon Elementary School effective February 9, 2015.

**4. APPROVE CHANGE IN POSITION**

Motion to approve a change in position for Eileen Katzman. Currently a substitute, Mrs. Katzman will serve as a RED Kindergarten Aide for 10 hours per week at \$10.00 per hour effective February 25, 2015.

**5. APPROVE PROFESSIONAL DEVELOPMENT**

Motion to authorize Beatriz Berganza to attend Heartsaver Pediatric First Aid/CPR/AED Training on March 7, 2015 at Robert Wood Johnson, Hamilton, NJ. The cost of this training is \$85.00.

**XIV. HEARING OF THE PUBLIC**

None

**XV. OLD BUSINESS**

The Board discussed options for the \$333,000 in unspent referendum funds. The following possibilities were under consideration:

1. Do nothing
2. Bank for future
3. Apply to debt service relief
4. Combination of 2 and 3

Board members weighed in and ultimately opted to apply the unspent funds to debt service relief for tax payers.

**XVI. NEW BUSINESS**

Mrs. DeVito informed the Board that she met with Mrs. Sinkewicz and Mrs. Bootier to discuss plans for the Sharon Elementary School ribbon cutting ceremony. The ceremony will take place on Sunday, April 26<sup>th</sup> at 1:00 PM. Plans are in the works for plenty of student participation. Mr. Kochberg suggested that Mrs. DeVito create a spread sheet of various tasks that need to be completed. In that way, Board members can decide how they can best be of assistance in the preparation phase.

**XVII. ADJOURNMENT**

On motion of Mr. Kochberg and seconded by Mrs. DeVito, the Robbinsville Board of Education voted to adjourn at 10:35 PM.
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Respectfully submitted,

Robert M. DeVita  
School Business Administrator / Board Secretary

Personnel

Name			Location	Action	Effective Date	Ending Date	Step	Salary	GAAP Code	Notes for Discussion
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**I. Employment of Staff:**

**a. Administrators/Supervisors:**

Nicole	Rossi	Admin	RHS	Ratify Leave Of Absence	2/9/2015	3/6/2015				FMLA
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**b. Certificated Staff:**

Alice	Landerkin	Teacher	PRMS	Accept Retirement	6/30/2015					
Charlotte	Oskin	Teacher	PRMS	Accept Retirement	6/30/2015					
Amanda	Rosenblatt	CST	SES	Approve Leave Of Absence	4/16/2015	6/30/2015				FMLA/NJFLA. Unpaid starting 5/15/15
Angela	Brihn	Teacher	SES	Approve New Hire	3/5/2015	6/30/2015	1BA	\$51,662.00	11-213-100-101-07-02	
Jo-Anne	Walker	Guidance	RHS	Approve New Hire	3/23/2015	6/30/2015	17BA+30	\$80,262.00	11-000-218-104-07-01	
Lisa	Papp	Teacher	PRMS	Approve Unpaid Day	5/14/2015	5/14/2015		\$338.92	11-213-100-101-07-03	FMLA
Linda	Hahn	Teacher	RHS	Ratify Leave Of Absence	2/2/2015	TBD				FMLA
Kristin	Michalkowski	Teacher	SES	Ratify Leave Replacement	2/9/2015	3/23/2015	1BA	\$51,662.00	11-120-100-101-07-02	Leave Replacement for E. Horan
Alisa	Maher	Teacher	PRMS	Ratify Unpaid Day	2/2/2015	2/2/2015		\$342.06	11-213-100-101-07-03	Out of Time
Lauren	DiRienzo-Archer	Teacher	PRMS	Revise Intermittent Leave	2/10/2015	2/19/2015		\$927.37	11-212-100-101-07-04	3 unpaid days FMLA/NJFLA
Donald	Green	Guidance	RHS	Revise Resignation	3/20/2015					
Steven	DiMatteo	Teacher	SES	Revise Resignation	3/6/2015					

**c. Non Certificated Staff:**

Mary	Rossi	IA	SES	Approve Leave Replacement	3/6/2015	6/30/2015		\$12,029.50	11-215-100-106-07-04	Leave Replacement for A. Scotto.
Meghan	Hutt	IA	PRMS	Approve Unpaid Day	3/5/2015	3/6/2015		\$130.05	11-212-100-106-07-04	Out of Time.
Doreen	Risoldi	IA	PRMS	Approve Unpaid Day	3/9/2015	3/12/2015		\$260.10	11-212-100-106-07-04	Out of Time.
Doreen	Risoldi	IA	PRMS	Ratify Unpaid Day	1/28/2015	1/28/2015		\$65.02	11-212-100-106-07-04	Out of Time.
Mary	Burum	Bus Aide	Trans	Ratify Leave of Absence	1/21/2015	TBD				FMLA. Unpaid from 2/26/15
Michelle	Drexler	Bldg Tech	SES	Revise Leave Of Absence	1/16/2015	2/23/2015				FMLA

**d. Substitutes**

Grace	Jeong	Non Cert Sub		Appoint Sub	2/25/15	6/30/2015		\$75.00		Pending Cert
Lilies	Thompson	Non Cert Sub		Appoint Sub	2/25/15	6/30/2015		\$75.00		
Courtney	Anthes	Non Cert Sub		Appoint Sub	2/25/15	6/30/2015		\$75.00		Pending Cert
Katherine	Burke	Non Cert Sub		Appoint Sub	2/25/15	6/30/2015		\$75.00		
Dolores	Stephenson	Cert Sub		Appoint Sub	2/25/15	6/30/2015		\$80.00		
Kenneth	Hunt	Cert Sub		Appoint Sub	2/25/15	6/30/2015		\$80.00		
Lauren	Mills	Cert Sub		Appoint Sub	2/25/15	6/30/2015		\$80.00		
Mary	Bender	Cert Sub		Appoint Sub	2/25/15	6/30/2015		\$80.00		
Samantha	Difalco	Cert Sub		Revise Sub	1/29/15	6/30/2015		\$80.00		Obtained Cert
Megan	Kaminskas	Cert Sub		Revise Sub	1/29/15	6/30/2015		\$80.00		Obtained Cert
Amy	Doyle	Cert Sub		Revise Sub	1/29/15	6/30/2015		\$80.00		Obtained Cert

Personnel

Name			Location	Action	Effective Date	Ending Date	Step	Salary	GAAP Code	Notes for Discussion
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2. Placement on the Salary Guide:

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3. Extra Work/Extra Pay:

a. Athletics:

Rich	Wharton	Head Coach	PRMS	Revise Coach	11/15/2014	3/15/2015	3	\$4,738.00	11-402-100-100-03-01	Basketball Boys
Jerry	Middlemiss	Asst Coach		Appoint Coach	3/1/2015	6/19/2015	1	\$4,847.00	11-402-100-100-06-01	Lacrosse Boys
Vince	Nocera	Volunteer		Appoint Coach	3/1/2015	6/19/2015				Lacrosse Boys
Mike	Langford	Volunteer		Appoint Coach	3/1/2015	6/19/2015				Lacrosse Boys. Pending fingerprints
Erin	Waller	Volunteer		Appoint Coach	3/1/2015	6/19/2015				Lacrosse Girls. Pending Fingerprints
Haydee	Donza	Asst Coach		Appoint Coach	3/1/2015	6/19/2015	3	\$5,385.00	11-402-100-100-06-01	Softball
Ken	Diaz	Volunteer		Appoint Coach	3/1/2015	6/19/2015				Tennis
Sammer	Bekhiet	Volunteer		Appoint Coach	3/1/2015	6/19/2015				Tennis

b. Co-Curricular:

Alison	Sussman	Advisor	RHS	Revise Advisor	9/1/2014	6/30/2015		\$1,400.00	11-401-100-100-01-01	RHS Drama Club
Nicole	Alagar	Advisor	RHS	Appoint CoAdvisor	3/1/2015	6/30/2015		\$350.00	11-401-100-100-01-01	RHS Drama Club

c. Other:

Maria	Cesaro-Golding	Instructor	SE	Approve Home Instruction	2/25/2015	6/30/2015		\$34/ hr	11-000-221-104-09-91	Biology, not to exceed 25 hrs
Kristen	Levy	Teacher	PRMS	Ratify Extra Pay	2/6/2015	2/8/2015		\$500.00	11-401-100-100-03-01	Lighting for musical
Birch	Wilson	Teacher	PRMS	Ratify Extra Pay	2/6/2015	2/8/2015		\$500.00	11-401-100-100-03-01	Pit musician for musical
Christine	Stewart	IA	PRMS	Ratify Extra Pay	1/21/2015	1/21/2015		\$22/hr	11-401-100-100-03-01	Concert Chaperone. Not to exceed 2 hrs
Diane	Mitchell	Teacher	RHS	Ratify Extra Pay	2/17/2015	2/17/2015		\$34/ hr	11-000-221-104-09-91	Prep & Presentation for PD Day. Not to exceed 6 hrs
Kim	White	Teacher	RHS	Ratify Extra Pay	2/17/2015	2/17/2015		\$34/ hr	11-000-221-104-09-91	Prep & Presentation for PD Day. Not to exceed 6 hrs
Amanda	Matticks	Teacher	RHS	Ratify Extra Pay	2/17/2015	2/17/2015		\$34/ hr	11-000-221-104-09-91	Prep & Presentation for PD Day. Not to exceed 6 hrs
Jen	Lipshutz	Nurse	PRMS	Ratify Overnight Stipend	2/5/2015	2/10/2015		\$1,638.00	11-401-100-100-01-01	Reimburse via Student Activity. 6 Nights @ \$273/night