ROBBINSVILLE BOARD OF EDUCATION
MONTHLY MEETING

TUESDAY, MARCH 28, 2017 – 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

Ms. Leslie Dee

Mrs. Sharon DeVito

Mr. Craig Heilman

Mrs. Jane Luciano

Mr. Scott Veisz

Mr. Richard Young

ACTING SUPERINTENDENT

Dr. Kathleen A. Foster

ACTING ASSISTANT SUPERINTENDENT OF CURRICULUM & INSTRUCTION

Ms. Kim Tew

SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY

Ms. Beth Brooks

STUDENT GOVERNMENT PRESIDENT

Kai Byron

ROBBINSVILLE BOARD OF EDUCATION
PUBLIC SESSION AGENDA

March 28, 2017

I. CALL TO ORDER PUBLIC MEETING

President Matthew O'Grady called the March 28, 2017 meeting of the Robbinsville Board of Education to order at 6:00 PM. He read the *Statement of Public Meetings* and led the flag salute.

II. ROLL CALL

Mrs. Ciaccio	Present	Mr. Heilman	Present	Mr. O'Grady	Present
Ms. Dee	Present	Mr. Halm	Arrived 7:12 PM	Mr. Young	Present
Mrs. DeVito	Present	Mrs. Luciano	Present		

III. MOTION TO CONVENE IN EXECUTIVE SESSION

On motion of Mrs. DeVito and seconded by Mrs. Ciaccio, the Robbinsville Board of Education voted 7-0 to convene in Executive Session at 6:03 PM to discuss the following topics.

A. Monthly Harassment, Intimidation and Bullying Report
B. Personnel
C. Negotiations

IV. RESUME PUBLIC SESSION

On motion of Mr. Halm, and seconded by Ms. Dee, the Robbinsville Board of Education voted 8-0 to resume public session at 7:30 PM.

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

Mr. O'Grady led the Board in a round of interviews to fill a recently vacant Board seat. The following individuals applied and were interviewed.
Aaron Hobart
Nushin Kanani Asadpour
Vinay Shah
Lisa Temple
Tony Torrington
Scott Veisz

VI. MOTION TO CONVENE IN EXECUTIVE SESSION

Motion to convene in Executive Session to discuss the following topic.

On motion of Mrs. DeVito and seconded by Mrs. Ciaccio, the Robbinsville Board of Education voted 8-0 to convene in Executive Session at 9:15 PM to select an applicant to fill the empty seat.

VII. RESUME PUBLIC SESSION

On motion of Mr. Heilman and seconded by Ms. Dee, the Robbinsville Board of Education voted 8-0 to resume public session at 10:23 PM.

VIII. APPOINTMENT OF NEW BOARD MEMBER

On motion of Mr. Heilman and seconded by Mrs. Luciano, the Robbinsville Board of Education voted 8-0 to appoint Scott Veisz to fill the vacant seat on the Robbinsville Board of Education effective immediately through December 31, 2017.

Mr. O'Grady expressed appreciation to all of the applicants.

IX. OATH OF OFFICE

School Business Administrator Beth Brooks administered the Oath of Office to Mr. Veisz.

X. ACTING SUPERINTENDENT'S REPORT – Dr. Kathie Foster

A. Dr. Foster reported on the March 21 testimony before the New Jersey Senate Budget and Appropriations Committee and noted that in addition to advocacy of this type, she is involved with a Mercer County Superintendents group specifically dedicated to promote the lack of state aid funding.

B. Enrollment Report: March 24, 2017

School	3H	3F	4H	4F	KF	01	02	03	04	05	06	07	08	09	10	11	12	Total
RHS														242	266	239	228	**975**
PRMS										254	232	309	227					**1022**
SES	11		10	3	199	205	190	242	228									**1088**
SPROWT	6		8															**14**
SUBTOTAL	**17**	**0**	**18**	**3**	**199**	**205**	**190**	**242**	**228**	**254**	**232**	**309**	**227**	**242**	**266**	**239**	**228**	**3099**
OOD		1		1						1	3	4	2	4	6	7	8	**37**
TOTAL	**17**	**1**	**18**	**4**	**199**	**205**	**190**	**242**	**228**	**255**	**235**	**313**	**229**	**246**	**272**	**246**	**236**	**3136**

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

XI. SCHOOL BUSINESS ADMINISTRATOR'S REPORT – Ms. Beth Brooks

School Business Administrator Beth Brooks reported on the following matters.

- **Preliminary Budget:** Submitted to county office and awaiting approval / Includes 2% increase to adjustments for enrollment and health care / Increase in budgeted fund balance of $59,655 with an offsetting deposit into Capital Reserve
- **Final Assessed Valuations:** Came in higher than anticipated resulting in lower tax of $13 less per year than previously reported
- **No Cost Energy Audit:** Initial meetings in process with BPU / If eligible, the district is interested in lighting upgrades and HVAC system replacements through an ESIP project

XII. STUDENT GOVERNMENT REPORT – Kai Byron

Student Government President Kai Byron reported on the following matters.

- Day of Dialogue
- SPARK (Spreading Positivity Acceptance Resilience & Kindness)
- Bring It On, The Musical
- Sports / Club Update
- Academics
- Clash of the Classes – Freshman Class Clothing Drive

XIII. STUDENT COUNCIL REPORT – Colin Riley

Colin Riley provided an update on Pond Road Middle and Sharon Elementary Schools.

Pond Road Middle School
- Teachers attending co-teaching workshops
- Week of Respect – End the Chatter, Everyone Matters
- Child Assault Prevention – Representatives spoke with students
- March Book Madness – Grade 5 voted from among 64 books to identify their favorites

Sharon Elementary School
- Dollar Days Sale – Collected an additional $150
- Twin Day
- Pennies for Patients – Benefit for Leukemia and Lymphoma Society
- Thea's Star of Hope Family Fund Day 5K – April 22, 2017

Mrs. DeVito departed at 10:23 PM.

XIV. COMMITTEE REPORTS

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

Mrs. Dee reported on the following matters discussed during the March 14, 2017 meeting of the Education, Development and Policy Committee.

- Policies – First reading and Adoption
- Annual Policy Review – P5512 Harassment, Intimidation and Bullying
- Summer Reading
- Executive Functioning Curriculum
- Therapy Dog Initiative
- Next meeting – April 5, 2017

B. Personnel – Mrs. Jane Luciano

Mrs. Luciano reported on the following Personnel matters discussed during the March 21, 2017 meeting of the Personnel Committee.

- Review regular personnel agenda
- Review CST (including current caseloads) at each building
- Out of district students
- Sidebar agreement for Pond's schedule
- Next meeting: April 18, 2017

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

Mr. Halm reported on the following matters discussed during the March 23, 2017 meeting of the Finance, Facilities and Transportation meeting.

- **Draft Report Issued:** Spiezle provided the district with a draft of Building Space Utilization Assessment. It is currently under administrative review.
- **Solar Update:** The board attorney provided administration with four RFP templates successfully used by other districts. Administration will also reach out to Onyx Renewable Partners and the NJ school districts they worked with to ascertain processes used.
- **Billboard Update**: At a prior meeting, FFT requested that the attorney prepare a demand letter to the County as a written easement document cannot be located and has not been recorded. The County responded on March 2nd and requested more time to look through 45+ years of files. Administration will work with the attorney to provide a final deadline for submission.
- **Facility Use Fees Schedule Update**: The current facility use policy states that the track and tennis courts will be available for public use outside of school use. There has been interest from outside organizations to rent these spaces. TCNJ is interested in the cross country trail for college meets at potentially $500/meet. Another organization is interested in renting the tennis courts for competitions. Tennis courts are original and will need resurfacing. In addition, RHS purchased 9 golf holes and constructed a Frisbee golf course. This may be another opportunity for rental of our facilities. FFT agreed to move forward with updating the facility use policy and fee schedule for board approval and to obtain quotes for resurfacing the tennis courts.
- **Transportation**
- **Food Service Update**
- **Budget Update:** Ms. Brooks submitted the proposed budget to the County office for approval on March 20, 2017. There was one required change from the March 14, 2017 preliminary budget hearing. The DOE software calculation of excess surplus required an additional $59,655 of surplus to be budgeted in addition to the 6-30-16 audited excess surplus. This amount was deposited in capital reserve. There will be a revised action item to increase the total revenues and expenditures by $59,655, with no impact on tax levy. The township also provided the final assessed valuation amount. There was an increased in the assessed valuation above what had been presented. The impact is approx. $13 less per year for the average assessed home.
- **Safety Grant**: The district received a safety grant from the insurance company for $3,006.08. The district proposed several projects and FFT agreed to use the funds for an additional swipe entrance at Sharon school. The cost of the project will be partially funded with the grant and partially funded by RED.
- **Old Business**: RHS lights / Windsor School / PRMS Speed Bumps / Spring Sports Busing
- **New Business**: BOE Applicants / Resolution from other underfunded districts / Sidebar Agreement / Shared Services for Sports with Allentown / Solar Update
- **Next Meeting**: April 19, 2017

D. Community Relations – Mr. Richard Young

Mr. Young reported on the following matters discussed during the March 7, 2017 meeting of the Community Relations Committee.

- Budget review
- Community Values Survey timeline
- April 5th Town Hall meeting
- Planning for educational programs related to drug use and addiction
- Next meeting – March 7, 2017

E. Negotiations – Mrs. Shaina Ciaccio

Mrs. Ciaccio reported that the first negotiations meeting took place on March 6th. This will be followed by a second meeting scheduled for April 3rd.

XV. FIRST HEARING OF THE PUBLIC

A. AARON HOBART

Mr. Hobart indicated that he was involved with a recent incident on one of the morning buses. He also confirmed that the third speed bump is not aligned with the others

B. MIKE MCGOWAN

Mr. McGowan congratulated Mr. Veisz on his appointment to the Board.

C. NUSHIN KAHANI

In reference to the enrollment growth at Sharon Elementary School, Mrs. Kahani inquired about the long term plan with regard to class size. Dr. Foster indicated that if, during the school year, a class size increased dramatically the district would bring in a co-teacher to handle the increase. Mrs. Kahani also indicated that she is concerned about new development in the South Side.

D. MIKE MCGOWAN

Mr. McGowan reminded the Board about School Facilities Financing and Construction Grants. Ms. Brooks indicated that there are currently no ROD grants available and that grants to provide 40% aid require a bond referendum.

XVI. MINUTES

On motion of Ms. Dee and seconded by Mr. Heilman, the Robbinsville Board of Education upon recommendation of the Acting Superintendent, voted 6-0-2 to approve the minutes of the following meetings. Mr. Halm and Mr. Veisz abstained. Mrs. DeVito was absent.

- February 28, 2017 Executive Session (Attachment #1)
- February 28, 2017 Public Session (Attachment #2)
- March 13, 2017 Executive Session (Attachment #3)
- March 13, 2017 Public Session (Attachment #4)

Mr. O'Grady read the following resolution. No vote occurred.

XVII. APPEAL TO THE COMMISSIONER OF EDUCATION AND THE GOVERNOR TO FULLY FUND THE SFRA FORMULA

WHEREAS, the Robbinsville Board of Education has set as one of its goals the need to resolve the severe underfunding in state aid to the school district; and

WHEREAS, State leaders are currently preparing the fiscal year spending plan for 2017-2018 in the form of State budget proposals in which the FY-18 school aid amounts will be announced; and

WHEREAS, the School Funding Reform Act of 2008 (SFRA) remains the current State law on how to fund public school districts; and

WHEREAS, pursuant to the SFRA Robbinsville Schools remains the twelfth most underfunded public school district in New Jersey with a deficit in State Aid of $7,431,660 for the 2016-2017 schoolyear; and

WHEREAS, this unfair distribution of state aid has caused the taxpayers of Robbinsville Township to pay $1,100,543 more than their fair share of property taxes in the 2016-2017 school year; and

WHEREAS, despite exhausting all allowable means to raise local taxes the funding of Robbinsville Schools remains under adequacy by $6,241,117 and therefore impinges upon the NJ Constitution Article VIII(IV)(1) right of students of Robbinsville Schools to the maintenance and support of a thorough and efficient system of free public schools; and

WHEREAS, the SFRA of 2008 contains a provision to proportionally divide available funds between districts if full SFRA funding is not possible (NJSA 18A:7F-52); and

WHEREAS, the recent apportionment of State Aid Statewide since 2010 has been asymmetrical and not taking into account student population growth; and

WHEREAS, some districts are overfunded in State Aid or being provided hold harmless funding that was to have been phased out years ago thus providing an excess in State Aid; and

WHEREAS, this failure to fully fund the SFRA formula, or to fairly divide available State Aid, or increase the amount of under adequacy aid has denied the students of Robbinsville Schools the resources needed for their educational success;

NOW THEREFORE BE IT RESOLVED, that the Robbinsville Board of Education does appeal to the New Jersey Commissioner of Education and the New Jersey Governor to put forth a spending plan that fully funds the SFRA school funding formula; and

BE IT FURTHER RESOLVED, that if the SFRA cannot be fully funded due to fiscal conditions that the funds available for public education be fairly and proportionally divided per the SFRA formula, and if full redistribution is not possible that additional monies be allocated to under adequacy aid; and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to the New Jersey Commissioner of Education, the Governor of the State of New Jersey, and the State Senator and State Assemblypersons from Legislative District 14.

XVIII. ACCEPT CONTRACT: ROBBINSVILLE BOARD OF EDUCATION AND ROBBINSVILLE TOWNSHIP – SALE OF WINDSOR SCHOOL

On motion of Mr. Halm, seconded by Ms. Dee and upon recommendation of the Acting Superintendent, the Robbinsville Board of Education voted 7-0-1 to accept a contract between the Robbinsville Board of Education and Robbinsville Township for the sale of Windsor School. Robbinsville Township will purchase Windsor School from the Robbinsville Board of Education for $225,000.00 subject to Board Attorney review. Closing will take place on or about April 21, 2017. Mr. Veisz abstained. Mrs. DeVito was absent.

XIX. APPROVE RESOLUTIONS

A. PERSONNEL (A.1 – 4)

Discussion

Mr. Young asked if the changes in the sidebar related only to Pond Road Middle School. Dr. Foster indicated that the changes are only related to Pond.

On motion of Mr. Halm, seconded by Ms. Dee and upon recommendation of the Acting Superintendent, the Robbinsville Board of Education voted 5-0-3 to amend Personnel resolution A2.a. Mrs. Luciano, Mr. Veisz and Mr. Young abstained. Mrs. DeVito was absent.

On motion of Mr. Halm, seconded by Ms. Dee and upon recommendation of the Acting Superintendent, the Robbinsville Board of Education voted 6-0-2 to approve Personnel resolutions A.1-4 as amended on pages 16-18 as indicated. Mr. Veisz and Mr. Young abstained. Mrs. DeVito was absent.

4. AUTHORIZE SIDEBAR AGREEMENT BETWEEN ROBBINSVILLE BOARD OF EDUCATION AND ROBBINSVILLE EDUCATION ASSOCIATION

5.1.3 **Prep Time:** In addition to a duty-free lunch period, teachers shall have the equivalent of one (1) teaching period, as designated on the school's master schedule, for daily preparation, during which they shall not be assigned other duties.

High school teachers shall have the equivalent of a full block for preparation every other day. On the other days, high school teachers shall have the equivalent of one half (1/2) of a block for preparation.

Pond Road School core subject teachers (Math, Social Studies, Science, English/Language Arts, Special Education/support, and World Language) shall have five (5) preparation periods per week (at least one per day); equal to a teaching period; and three (3) team planning times per week. One Team planning period will be for administration meetings. Team planning periods shall be established collaboratively between teaching teams and administration during the first full week of the school year. Encore teachers (Health and Physical Education, Computer, Art, Music, Technology, etc.) shall have a minimum of one (1) preparation period per day; equal to a teaching period and no more than forty (40) minutes of duty per day. Duties may be assigned for consecutive minutes or split as needed by the building administrators. Core subject teachers shall not be assigned duties for any reason other than classroom responsibilities or an emergency situation and shall be compensated (5.1.5) if lunch duty or class coverage is assigned during a preparation period.

5.1.3a Content Facilitators shall receive a daily preparation period, equivalent to the practice in their building for the purpose of dealing with issues of Content Facilitators duties.

5.1.3b An effort will be made to provide teachers who are assigned to less than a full-day schedule on any given day, sufficient preparation time as determined by the Superintendent.

5.1.5 **Duty / Task During Prep Period:** Any teacher required to perform a duty or any other task during any individual preparation period shall be compensated at a rate of $27 for a traditional 40 minute period, $35 for a 53 minute period, $41 for 62 minute period, and $54 for high school block for the duration of this agreement. Procedures are to be established cooperatively by the Administration and Association.

B. EDUCATION, DEVELOPMENT, & POLICY (B.1 – 9)

Discussion
Mrs. Luciano said that she is interested in the broader plan as it relates to teacher professional development. Dr. Foster indicated that the district often tries to give priority to teachers of the arts or other areas in which the district offers less programmatic support. She described the approval and review process and noted that teachers are responsible for turn-keying the information they have learned.

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

On motion of Ms. Dee, seconded by Mr. Heilman and upon recommendation of the Acting Superintendent, the Robbinsville Board of Education voted 7-0-1 to approve Education, Development and Policy resolution B.9 as indicated. Mr. Veisz abstained. Mrs. DeVito was absent.

1. HARASSMENT, INTIMIDATION & BULLYING MONTHLY REPORT (Attachment #5)

Motion to accept without modification the Superintendent's Report on Harassment, Intimidation and Bullying for the period ending March 28, 2017.

2. ANNUAL REVIEW: P5512 HARASSMENT, INTIMIDATION & BULLYING (Attachment #6)

Motion to review policy 5512, Harassment, Intimidation and Bullying as required by the Anti-Bullying Bill of Rights Act.

3. REVIEW POLICIES: FIRST READING (Attachments #7 - #13)

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

P2460: Special Education (M) (#7)
R 2460.1: Special Education-Location, Identification, and Referral (M) (#8)
R2460.8: Special Education-Free and Appropriate Education (M) (#9)
R2460.9: Special Education-Transition from Early Intervention Programs to Preschool Programs (M) (#10)
R2460.15: Special Education-In-Service Training Needs for Professional and Paraprofessional Staff (M) (#11)
R2460.16: Special Education-Special Education-Instructional Materials to Blind or Print-Disabled Students (M) (#12)
P2467: Surrogate Parents and Foster Parents (M) (#13)

4. REVIEW POLICIES: ADOPTION (Attachments #14 - #18)

Motion to adopt the following policies.

P1510: Americans with Disabilities Act (M) (Attachment #14)
R1510: Americans with Disabilities Act (M) (Attachment #15)
P2418: Section 504 of the Rehabilitation Act of 1973-Students (M) (Attachment #16)
R2418: Section 504 of the Rehabilitation Act of 1973-Students (M) (Attachment #17)
P5330.04: Administering an Opioid Antidote (Attachment #18)

5. APPROVE SUMMER READING (Attachments #19-#23)

Motion to approve 2017 summer reading selections for students in grades K-11.

6. APPROVE 2017-2018 ADMINISTRATIVE / SUPPORT STAFF HOLIDAY SCHEDULE

Motion to approve the 2017-2018 Administrative / Support Staff Holiday Calendar as indicated

Holiday	**Date(s)**
Independence Day	Monday, July 3, 2017 & Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Thanksgiving	Thursday, November 23, 2017 & Friday, November 24, 2017
Winter Break	Monday, December 25, Tuesday, December 26 & Friday, December 29, 2017 Monday, January 1, 2018
Martin Luther King, Jr. Day	Monday, January 15, 2018
President's Day	Monday, February 19, 2018
Spring Break	Friday, March 30, 2018 & Monday, April 2, 2018
Memorial Day	Monday, May 28, 2018

7. SPECIAL SERVICES

a. Authorize 2015-2016 Payment: Burlington County Special Services School District

Motion to authorize payment Burlington County in the amount of $15,467.00 for 2015-2016 tuition re-bill for student #150223 attending Burlington County Special Services School District in accordance with N.J.A.C. 23-4.2(m), and 23-4.9(c) & (d).

b. Approve Providers of Independent Service Evaluations

Motion to approve the following agencies to provide independent services evaluations on an as needed basis for the period dating March 15, 2017 through June 30, 2017.
Cross County Clinical & Educational Services
Middlesex Educational Services Commission
Occupational Therapy Associates of Princeton
Speech Academy LLC

c. Approve Tuition Contract: Coastal Learning Center, Monmouth

Motion to approve a tuition contract with Coastal Learning Center – Monmouth, in the amount of $20,346.56 for student #230040 for the period dating March 6, 2017 through June 30, 2017.

d. Revise Tuition Contract: Rutgers – University Behavioral Health Care

Motion to revise a tuition contract with Rutgers, The State University of New Jersey, on behalf of University Behavioral Health Care. First approved on June 28, 2016 in the amount of $82,997.50. The original contract called for a one to one Personal Aide for student #200042. The revised contract calls for a shared aide effective February 27, 2017 through June 30, 2017 reducing the contract to $73,200.00.

e. Approve Professional Services Contract: Speech / Language Services

Motion to approve a contract with Allison Ingram to provide speech / language services for in-district students for the period dating March 30, 2017 through April 28, 2017. The contract will not exceed $8,925.00.

f. Approve Professional Services Contract: Speech / Language Services

Motion to approve a contract with Jeanne Quinn to provide speech / language services for in-district students for the period dating May 1, 2017 through June 14, 2017. The contract will not exceed $14,560.00.

g. Approve Independent Occupational Therapy Evaluation

Motion to approve Occupational Therapy Associates of Princeton to conduct an independent occupational therapy evaluation for student #291225 at a cost of $750.00.

h. Approve Academic Instruction for Students Unable to Attend School

Motion to approve University Medical Center of Princeton at Plainsboro to provide academic instruction for students unable to attend school at a cost of $50.00 per hour on an as needed basis through June 30, 2017.

8. APPROVE FIELD TRIPS

a. Field Trips -Robbinsville High School

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

Month/Year	Class	Destination	Cost / Pupil	Purpose
3/2017	SOAR	WOW	N/A	Learn to use gym equipment
3/2017	SOAR	TD Bank	N/A	Learn about maintaining a bank account
4/2017	Robotics	Return from Newark Airport	N/A	Competition
5/2017	Seniors	MCCC	N/A	Placement Test
5/2017	Drama Club	Rider University	N/A	Shakespeare Workshop
6/2017	NHS	Hershey Park	N/A	Reward for raising money for charities

b. Field Trips –Pond Road Middle School

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

Month/Year	Class	Destination	Cost / Pupil	Purpose
3/17	SOAR	Target	N/A	Shop/Pay for items

c. Field Trips – Sharon Elementary School

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

Month/Year	Class	Destination	Cost / Pupil	Purpose
5/17	Grade 2	Howell Farm	N/A	Experience work on a farm

9. APPROVE WORKSHOPS

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

Name	Workshop Title	Event Date(s)	Registration	Travel Reimbursement
Shara Katlin	Helping the Struggling Learner	3/13/2017	$ -	$ -
Pamela Watson	Rutgers University Public Purchasing Education Forum	5/3 & 4/2017	$ 350.00	$ 66.96
Beth Brooks	NJASBO Annual Conference	6/6-9/2017	$ 275.00	$ 381.02
Shaina Ciaccio	Annual BOE Retreat	7/5/2017	$ 10.00	$ -
Leslie Dee	Annual BOE Retreat	7/5/2017	$ 10.00	$ -
Sharon DeVito	Annual BOE Retreat	7/5/2017	$ 10.00	$ -
Tom Halm	Annual BOE Retreat	7/5/2017	$ 10.00	$ -
Craig Heilmann	Annual BOE Retreat	7/5/2017	$ 10.00	$ -
Jane Luciano	Annual BOE Retreat	7/5/2017	$ 10.00	$ -
Matthew O'Grady	Annual BOE Retreat	7/5/2017	$ 10.00	$ -
Richard Young	Annual BOE Retreat	7/5/2017	$ 10.00	$ -
New Member	Annual BOE Retreat	7/5/2017	$ 10.00	$ -
Kathie Foster	Annual BOE Retreat	7/5/2017	$ 10.00	$ -
Kim Tew	Annual BOE Retreat	7/5/2017	$ 10.00	$ -
Beth Brooks	Annual BOE Retreat	7/5/2017	$ 10.00	$ -
Total			**$ 745.00**	**$ 447.98**

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

On motion of Ms. Dee, seconded by Mr. Heilman and upon recommendation of the Acting Superintendent, the Robbinsville Board of Education voted 7-0-1 to approve Finance, Facilities and Transportation resolutions C.1-3 as indicated. Mr. Veisz abstained. Mrs. DeVito was absent.

1. FINANCE

a. Bills and Claims (Attachment #24)

Motion to approve payment of the Bills & Claims List in the amount of $3,975,731.70 for the period ending March 28, 2017 as indicated.

Accounts Payable		
Fund		
11 - General Fund	$	981,224.95
12 - Capital Outlay	$	6,875.00
20 - Special Revenue	$	32,359.73
30 - Capital Projects	$	-
40 - Debt Service	$	-
60 - Food Service Fund	$	150,378.11
61 - R.E.D.	$	28,200.39
Unemployment	$	-
Hand Checks	$	527,527.96
Subtotal		
Payroll 3.15.17	$	1,126,624.30
Payroll 3.30.17	$	1,122,541.26
Total	**$**	**3,975,731.70**

b. Certification of Board Secretary

Pursuant to N.J.A.C. 6A:23-2.12I3 I, Beth Brooks, Board Secretary/School Business Administrator, certify that as of February 28, 2017 no line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23-22.12(a).

c. Report of the Board Secretary (Attachment #25)

Motion to accept the Report of the Board Secretary for the period ending February 28, 2017.

d. Report of the Treasurer (Attachment #26)

Motion to accept the Report of the Treasurer for the period ending February 28, 2017.

e. Transfer Report: March 28, 2017

Motion to approve transfers totaling $45,234.12 for the period ending March 28, 2017 as indicated.

Account From	Account To	Description	Amount
11-000-291-270-07-01 Hospitalization	11-000-291-299-07-00 Sick payout	Sick Payout	$ 17,935.00
11-190-100-610-01-01 RHS Supplies	12-140-100-730-01-01 RHS equipment	Replace Broken Keyboard	$ 3,200.00
11-000-261-100-05-99 Maintenance o/t	11-000-262-100-05-07 Custodial o/t	Water Testing , Snow	$ 1,700.00
11-000-270-518-07-01 Routes	11-000-270-503-07-01 Aid in Lieu	Additional Aid in Lieu	$ 1,247.34

Account From	Account To	Description	Amount
11-000-291-270-07-01 Hospitalization	11-000-291-290-07-02 Opt Out	Line Shortage	$ 21,000.00
11-401-100-800-01-01 RHS Co-curricular Misc	11-000-270-161-07-22 Transportation	TSA Competition	$ 151.78
Total			**$ 45,234.12**

f. Ratify Tentative Budget Revision: Robbinsville Schools 2017-2018

Motion to ratify a revision to the tentative budget for FY 2017-2018 using the 2017-2018 state aid figures and that the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval. Original budget, approved on March 13, 2017 is detailed in Exhibit 1. The revised budget is detailed in Exhibit 2 below.

Exhibit 1 - Original

	Budget	Local Tax Levy
General Fund	$ 40,988,070	$ 36,493,692
Special Revenue Fund	$ 434,007	$ 0
Debt Service Fund	$ 5,484,502	$ 5,381,260
Total Base Budget	$ 46,906,579	$ 41,874,952

Exhibit 2 - Revised

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

* Revision will not impact tax levy

2. FACILITIES

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

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

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

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

PRMS	Fire Drill	Lockdown / Active Shooter	Evacuation	Shelter in Place	Other / Tabletop
March					
April					
May					
June					

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

b. Building Use (Attachments #27 - #32)

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

3. TRANSPORTATION

a. Ratify Jointure: Bordentown Board of Education

Motion to ratify a jointure with the Bordentown Board of Education. Bordentown will serve as the host district for the following school related activities for the month of February 2017 for a cost of $1,041.50.

Date	School	Activity	Location	Hourly Wage/Mileage
2/4/17	RHS	Color Guard	Hillsborough	$ 308.35
1/4/17	RHS	Swim Team	Neptune	$ 285.74
1/4/17	RHS	Wrestling	Howell	$ 477.41
Total				**$1,041.50**

D. ROBBINSVILLE EXTENDED DAY PROGRAM (D.1)

On motion of Mr. Halm, seconded by Ms. Dee and recommended by the Acting Superintendent, the Robbinsville Board of Education voted 6-0-2 to approve Robbinsville Extended Day resolutions D.1 as indicated. Mr. Veisz and Mr. Young abstained. Mrs. DeVito was absent.

1. APPROVE NEW HIRE

Motion to approve Jenny Lanna to serve as a RED Aide at Pond Road Middle School pending criminal history background clearance. Ms. Lanna will work up to eight hours per week at the rate of $15.00 per hour.

XVI. HEARING OF THE PUBLIC

A. AARON HOBART

Mr. Hobart informed the Board that, given his background in facilities, he is interested is assisting the Board with creative solutions that will enable the district to run equipment longer. Dr. Foster expressed her appreciation for his offer.

XVII. OLD BUSINESS

Mr. O'Grady indicated that he would like the Board committees to review the residency policy, specifically with regard to the district's practice of collecting tuition for students of incoming families that have a signed contract but are not yet residents.

XVIII. NEW BUSINESS

REF Casino Night: March 31, 2017
Bring It On, The Musical: March 31, April 1-2, 2017

XIX. ADJOURNMENT

On motion of Ms. Dee and seconded by Mr. Heilman, the Robbinsville Board of Education voted to adjourn the March 28, 2017 monthly meeting at 11:37 PM.

Respectfully submitted,

Beth Brooks
School Business Administrator / Board Secretary

First Name	Last Name	Title	Location	Action	Effective Date	Ending Date	Return Date	Step	Salary	GAAP Code	*Notes for Discussion*

1. Employment of Staff: March 2017

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

LEAVE OF ABSENCE

Nicole	Mumpower	Asst. Principal	RHS	Approve	7/2/2017	10/31/2017	11/1/2017				*Using accumulated PTO during leave. Exact dates are subject to change.*
Kimberly	Tew	Acting Asst. Superintendent	BOE	Approve	6/22/2017	10/15/2017	10/16/2017				*Using accumulated PTO during leave. Unpaid start 9/1/17. Exact dates are subject to change.*

b. Certificated Staff: (Teachers)

APPROVE

Dona	Conte	Teacher	SES	Approve	4/6/2017	4/7/2017			-$700.39	11-110-100-101-07-02	*To reflect 2 days unpaid.*
Jillian	Henig	Teacher	SES	Appoint	4/25/2017	6/30/2017		7BA	$57,386.00	11-212-100-101-07-04	*Leave Replacement for Szabo. Dates subject to change. Salary prorated for time worked.*
Courtney	Mandracchia	Teacher	RHS	Approve	3/1/2017						*Resign*

LEAVE OF ABSENCE

Anne	Green	SLS	SES	Approve	3/15/2017	4/5/2017					*Paid from 3/15-3/21. Unpaid for the duration of the leave.*
Megan	Kaminskas	Teacher	SES	Approve	9/1/2017	1/1/2018	1/2/2018				*Using allotted amount of sick time during leave. Exact dates are subject to change.*
Jamie	Kelly	Teacher	SES	Approve	3/10/2017	4/3/2017	4/4/2017				*Using sick time during leave.*

2. Placement on the Salary Guide:

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

APPOINT

Sandra	Hanson	Bus Driver	Trans	Appoint	3/29/2017	6/30/2017			$30.54/per hour	11-000-270-107-07-20	*On call; per diem. Pending fingerprint clearance*

APPROVE

Eileen	Delaney	Secretary	PRMS	Approve	2/27/2017				-$95.64	11-000-240-105-07-03	*To reflect .5 day unpaid.*
Melanie	Halpin	Health Aide	SES	Approve	4/6/2017	4/7/2017			-$136.23	11-000-213-105-07-02	*To reflect 2 days unpaid.*
~~Catherine~~	~~Veisz~~	~~PT IA~~	~~SES~~	~~Approve~~	~~3/31/2017~~	~~6/30/2017~~	**ITEM TABLED**		~~$12,601.50~~	~~11-212-100-106-07-04~~	~~*Salary prorated for time worked (replace Wilk)*~~

REVISE

Alyssa	Wilk	PT IA	SES	Revise	3/24/2017						*Revise end date*

b. Substitutes

APPOINT

Samirah	Akhlaq	Cert Sub		Appoint	3/29/2017	6/30/2017			$85.00/per day		*Pending fingerprint clearance*
Anita	Dushyanth	Non-cert sub		Appoint	3/29/2017	6/30/2017			$75.00/per day		*Pending county cert*
Barbara	Krewson	Non-cert sub		Appoint	3/29/2017	6/30/2017			$75.00/per day		
Katherine	Seitz	Non-cert sub		Appoint	3/29/2017	6/30/2017			$75.00/per day		*Pending county cert*
Samantha	Selikoff	Cert Sub		Appoint	3/29/2017	6/30/2017			$85.00/per day		

APPROVE

Nicolas	Albani	Cert Sub		Approve	3/29/2017	6/30/2017			$85.00/per day		*From non-cert sub to certified*
Ian	Hunter	Cert Sub		Approve	3/29/2017	6/30/2017			$85.00/per day		*From non-cert sub to certified*

First Name	Last Name	Title	Location	Action	Effective Date	Ending Date	Return Date	Step	Salary	GAAP Code	*Notes for Discussion*

3. Extra Work/Extra Pay:

a. Athletics:

APPOINT

Karen	DeRossett	Head Coach	PRMS	Appoint	3/15/2017	6/30/2017		3	$3,811.00	11-402-100-100-03-01	*Girl's Track and Field*
Claire	Johnson	Asst. Coach	PRMS	Appoint	3/15/2017	6/30/2017		1	$2,379.00	11-402-100-100-03-01	*Girl's Track and Field*
Tyler	O'Neill	Asst. Coach	RHS	Appoint	3/15/2017	6/30/2017		2	$5,062.00	11-402-100-100-06-01	*Boy's Lacrosse*
Canel	Turkdogan	Asst. Coach	RHS	Appoint	3/15/2017	6/30/2017		1	$3,695.00	11-402-100-100-06-01	*Tennis*
Jack	Virgi	Volunteer	RHS	Appoint	4/3/2017	6/30/2017					*Boy's Lacrosse. Pending prints*

RESCIND

Drew	Reca	Asst. Coach	RHS	Rescind	3/15/2017	6/30/2017					*Boy's Lacrosse*

REVISE

Daniel	Hughes	Weightroom Supervisor	RHS	Revise	3/15/2017	6/30/2017		3	$1750.00/per season	11-402-100-100-06-01	*Revise step*
Lisa	Rich	Head Coach	RHS	Revise	3/15/2017	6/30/2017		2	$7,108.00	11-402-100-100-06-01	*Revise step*

b. Co-Curricular:

APPROVE

Lois	Baldwin	Teacher	RHS	Approve Extra Pay	9/1/2016	6/30/2017			$34.00/hr.	11-000-221-104-09-91	*Additional 10 hours of World Language Coaching*
Christine	Delhagen	Chaperone	RHS	Approve	2/24/2017				$22.00/hr.	11-401-100-100-01-05	*Semi-formal 4 hours total*
Gabriela	Gill	Chaperone	RHS	Approve	2/24/2017				$22.00/hr.	11-401-100-100-01-05	*Semi-formal 4 hours total*
Scott	Mangieri	Chaperone	RHS	Approve	2/24/2017				$22.00/hr.	11-401-100-100-01-05	*Semi-formal 4 hours total*
Susan	Lizura	Nurse	RHS	Approve	3/2/2017	3/6/2017			$273.00/per night	11-401-100-100-01-05	*Overnight nursing services for senior trip to Disney. Total of 4 days. To be reimbursed by students activities.*
Haley	Poquette	Chaperone	RHS	Approve	2/24/2017				$22.00/hr.	11-401-100-100-01-05	*Semi-formal 4 hours total*
Adrienne	Stewart	Chaperone	RHS	Approve	2/24/2017				$22.00/hr.	11-401-100-100-01-05	*Semi-formal 4 hours total*

RATIFY

Lois	Baldwin	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*
Megan	Correia	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*
Sharon	Davis	Guidance Counselor	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*3.5 hours on 8th Grade Night*
Angel	Dolina	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*
Laura	Francolino	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*
Gabriela	Gill	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*
Linda	Lackay	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*
Karen	Lubbers	Guidance Secretary	RHS	Ratify	3/15/2017				$23.56/hr.	11-00-218-105-01-90	*3.5 hours on 8th Grade Night*
Jennifer	Orlowsky	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*
Jennifer	Paulino	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*
Haley	Poquette	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*

First Name	Last Name	Title	Location	Action	Effective Date	Ending Date	Return Date	Step	Salary	GAAP Code	*Notes for Discussion*
Lindsay	Richard	Guidance Counselor	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*3.5 hours on 8th Grade Night*
Laurie	Rotondo	Guidance Counselor	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*3 hours on 8th Grade Night*
Tracy	Rowohlt	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*
MaryJane	Seiler	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*
Jennifer	Smith	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*
Alison	Sussman	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*
Brian	Williams	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*
Birch	Wilson	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*
Joy	Wolfe	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*
Brianne	Zack	Teacher	RHS	Ratify	3/15/2017				$34.00/hr.	11-000-218-104-01-90	*2 hours on 8th Grade Night*

c. Other:

APPROVE

Jennifer	Smith	Mentor		Approve	3/1/2017	6/30/2017			$220.00	11-000-221-104-09-92	Paid by District for protégé Robert Dieffenbach