



PUBLIC SESSION MINUTES

BOARD OF EDUCATION

Mr. Thomas Halm, Jr., President

Mrs. Shaina Ciaccio, Vice President

Ms. Leslie Dee

Mrs. Sharon DeVito

Mr. Vito Galluccio

Mr. Craig Heilman

Mrs. Jane Luciano

Mr. Scott Veisz

Mr. Richard Young

SUPERINTENDENT

Dr. Kathleen A. Foster

ASSISTANT SUPERINTENDENT OF CURRICULUM & INSTRUCTION

Dr. Kim Tew

SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY

Ms. Beth Brooks

STUDENT GOVERNMENT PRESIDENT

Sydney Flyge

STUDENT COUNCIL REPRESENTATIVE

Sophie Billings

ROBBINSVILLE BOARD OF EDUCATION
PUBLIC SESSION MINUTES

December 19, 2017

I. CALL TO ORDER PUBLIC MEETING

President Tom Halm called the December 19, 2017 monthly meeting of the Robbinsville Board of Education to order at 6:00 PM. He read the *Statement of Public Meetings and Adherence to School Ethics Act* and led the flag salute.

II. ROLL CALL

Mrs. Ciaccio	Present	Mr. Galluccio	Present	Mrs. Luciano	Arrived 6:04 PM
Ms. Dee	Present	Mr. Heilman	Present	Mr. Veisz	Present
Mrs. DeVito	Present	Mr. Halm	Present	Mr. Young	Present

III. MOTION TO CONVENE IN EXECUTIVE SESSION – 6:03 PM

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

- A. Student Hearing**
- B. Residency**
- C. Harassment, Intimidation & Bullying Report**

IV. RESUME PUBLIC SESSION – 7:24 PM

On motion of Mrs. Luciano and seconded by Mrs. DeVito, the Robbinsville Board of Education voted at 7:15 PM to resume Public Session after a five minute recess.

V. BOARD PRESIDENT’S REPORT – Mr. Thomas Halm

A. PRMS FIRST LEGO ROBOTICS – Mr. Aaron Hobart

Mr. Hobart provided an update to the Board on the PRMS First Lego Robotics initiative. He noted that the initiative is not school-based rather the neighborhood teams are supported by parents of the students involved. Recently Robbinsville participated in the Steinert Slam. Team IDK won the Judges Championship and is slated to move on to the state competition.

B. CONGRATULATIONS FALL ATHLETES – Mr. Curtis Wyers, RHS Athletic Director

Mr. Wyers introduced the participants of RHS Fall athletics. Students from a variety of teams addressed the Board and spoke about their experiences and future plans. Many of the students moved from local competition to sectionals to state level competition. Mr. Wyers informed the Board that Field Hockey Coach Jenna Colicchia was awarded Coach of the Year by the NJ Times.

C. BEST PRACTICES – Robbinsville Board Members – Tabled

VI. SUPERINTENDENT’S REPORT – Dr. Kathie Foster

A. BOARD MEMBER RECOGNITION: Thank you Mrs. Ciaccio!

Dr. Foster and members of the Board recognized Mrs. Ciaccio for her service on the Board. She has been a Board member since January 2013 and has served on a variety of committees. The Board expressed appreciation and wished her luck in her future endeavors.

B. MERCER COUNTY SUPERINTENDENTS' CALL TO ACTION

Dr. Foster informed the Board and members of the public that on January 9 the Superintendents in Mercer County are sponsoring the first of many dialogues related to mental health and suicide prevention. The event is slated to take place at Rider University.

C. ENROLLMENT REPORT: DECEMBER 15, 2017

	3H	3F	4H	4F	KF	01	02	03	04	05	06	07	08	09	10	11	12	Total
RHS														243	236	266	243	989
PRMS										236	262	247	315					1060
SES	4	1	17	3	179	214	217	212	256									1103
SPROWT	5		11															16
SUBTOTAL	9	1	28	3	179	214	217	212	256	236	262	247	315	243	236	266	243	3168
OOD				1							2	4	6	3	4	7	12	39
TOTAL	12	1	28	4	179	214	217	212	256	236	264	251	321	247	240	273	255	3207

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
RHS	981	987	993	987	988	989						
PRMS	1027	1041	1047	1050	1054	1060						
SES	1030	1084	1092	1100	1099	1103						
SPROWT	5	16	17	16	16	16						
SUBTOTAL	3043	3128	3149	3153	3157	3168						
OOD	37	40	40	39	39	39						
TOTAL	3080	3168	3189	3192	3196	3207						

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

Ms. Brooks expressed her appreciation for Mrs. Ciaccio's service on the Board. She reported that the sale of Solar Renewable Energy Credits (SRECS) yielded a return of \$19,000. She also informed the Board that the state has not yet provided guidance on additional state aid. In a brief budget update she indicated that the district is in need of a minivan with a wheelchair lift.

VIII. STUDENT GOVERNMENT REPORT – Sydney Flyge

Student Government President Sydney Flyge reported on the following matters related to RHS.

- RHS hosted TCNJ Pride Wrestling Tournament
- Winter sports underway
- One Project Club partnered with All for Dance to hold a food drive for Trenton Soup Kitchen
- New recycling bins are being integrated into classrooms and cafeteria
- Upcoming Robotics competitions
- Spirit Week dance competition
- Class of 2020 fundraiser

IX. STUDENT COUNCIL REPORT – Sophie Billings

Student Council representative Sophie Billings updated the Board on Student Council activities at Sharon Elementary School and Pond Road Middle School.

- SES – Rose Hill Holiday Sing-a-long
- SES – \$800 donation for Make-a-Wish
- SES – Valentines to soldiers
- PRMS – Winter hide-away
- PRMS – Fund Day
- PRMS – Wizard of Oz in February

X. COMMITTEE REPORTS

A. EDUCATION, DEVELOPMENT & POLICY – Ms. Leslie Dee, Chair

Ms. Dee reported on the following matters discussed during the December 19, 2017 meeting of the Education, Development and Policy Committee.

- **RHS Athletic Program**

Athletic Director Curtis Wyers discussed how current participation rates mimic last year's except for girl's basketball (he is working with the Rville REC program to discuss feeder programs). The committee also discussed football and how the program is moving to a different conference with schools that have similar size programs. Mr. Wyers also held a focus group of different stakeholders from the Robbinsville football community to discuss what's working with the program and suggestions for improvement.

- **Program of Studies 2018-2019**

- New additions of Spanish IV CP, Spanish Literature and Cinema, Spanish grid sequence
- Eliminated CP Anatomy, co-requisite of AP Bio and Anatomy, & Nutrition
- PARCC and graduation requirements-nothing changed since last year; students still need to pass Algebra I and ELA 10 to graduate (current 9th grade class)

- **First Reading Policies**

P7100 & R7100 Long-Range Facilities Planning; R7300.1 Disposition of Instructional Property (Abolished); P 7101 & R7101 Educational Adequacy of Capital Projects; P7102 & R7102 Site Selection and Acquisition; P7130 School Closing; P7300 Disposition of Property; R7300.2 Disposition of Land; R7300.3 Disposition of Personal Property; R7300.4 Disposition of Federal Property

- **Curriculum & PD**

- The district will be hosting parent and student focus groups in January and February to receive feedback about our ELA curriculum
- Two PD opportunities for teachers-guided reading sessions for our elementary and middle school teachers as well ELL training for our elementary teachers.

- **The next committee meeting is Tuesday, January 9, 2018**

B. PERSONNEL – Mrs. Sharon DeVito, Chair

Mrs. DeVito reported on the following matters discussed during the December meeting of the Personnel Committee.

- **Desk Audits for Financial Analyst and Payroll Analyst:** Committee Members will compare the audit with the current job descriptions to see if the job descriptions need to be revised to reflect the work flow.
- **Substitute Rate across Districts:** In comparing substitute rates across the county, the committee would like to propose increasing the substitute rates by \$10 per day. The members asked to see what other districts offer per day as well as see what we spend on substitutes to determine the increase in this proposal.
- **Board Members attending Town Council meetings:** The committee discussed the possibility of having board members rotate to attend one of the Town Council's monthly meetings to show support and share out new information.
- **Committee Scorecards:** The scorecard was shared with committee members.
- **Next Meeting:** January 16, 2018

C. FINANCE, FACILITIES, & TRANSPORTATION – Mr. Rich Young, Chair

Mr. Young reported on the following matters discussed during the December meeting of the Finance, Facilities, and Transportation Committee.

- Shared Service Agreement District Vehicle Maintenance and Salting**
 A resolution is slated for approval for a shared service agreement with Robbinsville Township for the period January 1, 2018 through December 31, 2018 for vehicle repairs and salt. For automotive services the labor rate is \$63.67 per man hour and for salt usage the rate is \$87.75 per ton and \$63.67 per hour for salt truck with driver.
- ESSA Amendment for Carryover**
 A resolution is slated for approval for the use of the 2016-2017 carryover for Title IA of \$5,098 to be used for salary and benefits in 2017-2018.
- Transportation**
 FFT reviewed the monthly transportation report. Discussion took place on the late bus pick up and the bus driver shortage issue. Jen Freeman and Beth Brooks met with GST this week to work on stronger communication and strategies for bus driver retention. GST is currently down 5 drivers for Robbinsville. Two drivers recently left to work for a limo company, one driver was dismissed, and two drivers are out on leave and will be back the beginning of January. The company will start an aggressive hiring campaign in early January. The vendor stated that they lose drivers this time of year to competitors, such as Amazon, FedEx, and local limo companies as they all require the same CDL license. The vendor also stated that they are having a hard time attracting drivers to work in Robbinsville. FFT recommended having a dedicated email for parents to access on our homepage. That is being created and should be available for use by the end of the week. There was also discussion on two routes that could potentially be walking communities. This will be brought to the full board for further discussion. In order to consolidate bus routes, FFT discussed the possibility of high school seniors releasing their seat on the bus when issued a district parking pass. Administration stated that during inclement weather and other times during the year the student may still need to take the bus.
- Sale of SREC (Solar Renewable Energy Certificate)**
 Public auction took place on Wednesday, December 13th. The district sold 95 SRECs at a price of \$200 per SREC, totaling \$19,000. The prior sale took place last December and the average price per SREC was \$225. Over the past five years the average price has been around \$190 per SREC.
- Professional Services RFP Schedule**
 Ms. Brooks presented a request for proposal (RFP) schedule for purchased professional services to begin for the 2018-2019 school year. Proposed is a three year schedule for attorney, bond advisor, architect, auditor, health insurance broker, and property, causality and liability (PC&L) insurance broker. Beginning in January 2018 the district will develop and release an RFP for attorney services. A committee will review the proposals received and responsive candidates will be brought to the board. The process should be complete by the April board meeting to be effective July 1, 2018-June 30, 2019.
- 2018-2019 Budget Planning Updates**
 Ms. Brooks stated that department budget review meetings will take place on January 10th and January 11th. At this time the departments will present any new requests. Ms. Brooks also stated that the district revenue cap at 2% is \$716,939 and the district's additional state aid received last summer was \$631,042. The district will not know if we qualify for an enrollment or health adjustment until the budget software is released, usually mid-January. Projected increases for 2018-2019 include approx. \$780,000 in salaries, estimating 13% in health benefits, 2 new bus vehicle replacements, 1 new bus route for Springside, SRO officer, and more to come. The district is projecting a savings of approx. \$220,000 for the health benefit waiver but will not have an actual amount until after the open enrollment period in May.
- Pole Vault Pit - RHS**
 The pole vault pit at RHS is at the end of its useful life and must be replaced. Two quotes were received and the district will be purchasing the pole vault from the lowest quote at \$12,353 with a 12 year warranty.
- Food Service**
 Ms. Brooks highlighted the following: 1) the focus group for Pond is underway; 2) new food choices have been implemented and are successful; 3) the new process for summer camp lunches generated a profit of \$3,455; 4) meal counts have increased but profits have not increased by the same percentage,

but still profitable; 5) Chartwells is still working on developing financial reports by school. This is in addition to financial reports by district.

- **Short and Long Term Facilities Planning (current and preparing for 2018-2019)**
FFT discussed two projects that the district will move forward with utilizing capital reserve, the roof replacement over the black box at RHS and RHS rear sidewalk repair/replacement. Also discussed were projects that would reconfigure space to address increasing enrollment. Due to the limited capital reserve funds the district is looking to move forward with one of several space utilization needs. FFT also discussed the aging facility snow and field vehicles and recommended utilizing a lease purchase financing mechanism to fund the purchase. In the upcoming months, Facilities will present to the Board a power presentation identifying the comprehensive facility needs of the district and related estimated costs.
- **Fire Security Alarm Panel Repairs – Sole Source Provider**
The cost to replace the smoke and heat detector devices at Pond school is \$52,000 and to only do one of the five wings is \$13,500. Quotes were received from the vendor that installed the panels.
- **Billboard update**
Ms. Keener stated that the next steps to converting the billboard to a usable form involves the attorney and re-zoning of the space. FFT was concerned on the cost of attorney fees and how long this will take. Dr. Foster stated she will follow up with the Mayor on the zoning needs and with the Board attorney on estimated costs and timeline.
- **Old Business**
Mr. Heilman asked for an update on the district becoming a testing site for SAT, ACT, and other related tests, which could generate revenue. Ms. Keener stated that based on her research, it does not appear to be a viable option for the district at this time. It was determined that there is an enrollment criteria which the district does not currently meet. Ms. Keener stated she will follow up again as our enrollment continues to grow.
- **Next Meeting – January 17, 2018**

Discussion

- Check size criteria for SAT / ACT testing sites
- Possibility of lease purchasing snow plow or partnering with township
- SES Billboard – Sharing costs / profits 50/50 with county
- Requirements to drive a school bus / Discussed the need to plan ahead for this time of year / Partnering with other districts

D. COMMUNITY RELATIONS – Mrs. Jane Luciano, Chair

Mrs. Luciano reported on the following matters discussed during the December meeting of the Community Relations Committee.

- **Follow up – One Project:** Mr. Young will contact Dan Greco to set up a conference call to discuss dates and details of the joint venture. The committee is looking at dates in late February or early March. The focus will be on providing resources and support for individuals and families impacted by the Opioid Crisis. The event will span two days. The plan is to provide assemblies for students on a Friday. On Saturday, students and families will come together to work on assembling the “project” and learn more about the Opioid Crisis.
- **Communications Planning:** Mrs. Luciano and Dr. Foster will continue to work on the Communications Plan.
- **Board Presence at Township Council Meetings:** The committee would like to see board members take turns each month to attend one of Township Council’s monthly meetings. More discussion will follow with the full board.

Discussion

A discussion took place regarding past practice (invitation only) around attendance at regular meetings of the Board and Town Council. The Board is currently considering the possibility of a Board member regularly attending Council meetings and having Council members regularly attend the Board meetings.

E. AD HOC SECURITY – Mr. Scott Veisz

Mr. Veisz reported on the following matters discussed during the December 11, 2017 Security Committee meeting.

- **SRO, Class 3 Officers:** Chief Nitti could not make the meeting but let us know that Mayor Fried would be willing to share the cost of an additional School Resource Officer (\$45,000.00 each). The SRO will be housed at Sharon and travel to Pond as needed. Additionally, Sharon is interested in hiring current police officers for after school activities and events at \$30.00/hour. Dr. Foster will reach out to Chief Nitti to gauge interest.
- **Security Grants for sidewalks:** Currently, there are no grants for sidewalk safety but the district will revisit grant opportunities in 2018.
- **Election Day and the Schools:** The committee discussed relocating the polling booths to a location that would limit access to students. The district will reach out to the Board of Elections to explore the possibility of moving the polling booths to the auxiliary gym at RHS. This will create a bigger barrier between voters and students when school is in session.
- **MOA:** The Department of Education originally wanted to make some revisions to the Memorandum of Agreement with the local Law Enforcement. However, the only change includes additional language around livestreaming
- **Other agenda items:** Dr. Foster will schedule a meeting with Ron Simpson from the Recreation Department to discuss charging a fee for the cost of a township police officer.

Discussion

The Board engaged in a brief discussion about housing a second SRO at Sharon Elementary School.

XI. HEARING OF THE PUBLIC

A. AARON HOBART – Commented about practice of securing daily substitute jobs

XII. MINUTES

On motion of Mrs. Luciano and seconded by Mrs. DeVito the Robbinsville Board of Education voted 9-0 to amend the original resolution to approve the minutes due to a typographical error.

On motion of Mrs. Luciano and seconded by Ms. Dee, the Robbinsville Board of Education voted 9-0 to approve the minutes of the following meetings as amended.

- November 28, 2017 Executive Session (Attachment #1)
- November 28, 2017 Public Session (Attachment #2)

XIII. APPROVE RESOLUTIONS

A. PERSONNEL (A.1 – 10)

On motion of Mrs. DeVito and seconded by Ms. Dee the Robbinsville Board of Education, upon recommendation of the Superintendent, voted 9-0 to amend resolution A.9.

On motion of Mrs. Luciano and seconded by Mrs. Ciaccio the Robbinsville Board of Education, upon recommendation of the Superintendent, voted 9-0 to approve Personnel resolutions A.1-10 below and on pages 16-18 as amended.

10. EXTEND RHS INTERIM ASSISTANT PRINCIPALSHIP

Motion to extend John Donza’s term in the position of Robbinsville High School Interim Assistant Principal. Mr. Donza will be compensated at the rate of \$350.00 per diem. The extension, to take place during the period dating January 2, 2018 through January 31, 2018, will not exceed 17 days.

B. EDUCATION, DEVELOPMENT, & POLICY (B.1 – 10)

Discussion: Mrs. Luciano asked if the district donates used textbooks. Dr. Foster informed her that the district utilizes a Department of Education database that lists available used textbooks across the state.

On motion of Mr. Young and seconded by Mrs. DeVito the Robbinsville Board of Education, upon recommendation of the Superintendent, voted 9-0 to approve Education, Development and Policy resolutions B.1-10 as indicated.

1. HARASSMENT, INTIMIDATION & BULLYING MONTHLY REPORT (Attachment #3)

Motion to accept without modification the Superintendent's Report on Harassment, Intimidation and Bullying for the period ending December 19, 2017.

2. REVIEW POLICIES & REGULATIONS: FIRST READING

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

- P7100 Long Range Facilities Planning (M) (Attachment #4)
- R7100 Long Range Facilities Planning (M) (Attachment #5)
- P7101 Educational Adequacy of Capital Projects (Attachment #6)
- R7101 Educational Adequacy of Capital Projects (Attachment #7)
- P7102 Site Selection and Acquisition (Attachment #8)
- R7102 Site Selection and Acquisition (Attachment #9)
- P7130 School Closing (Attachment #10)
- P7300 Disposition of Property (Attachment #11)
- R7300.02 Disposition of Land (Attachment #12)
- R7300.03 Disposition of Personal Property (Attachment #13)
- R7300.04 Disposition of Federal Property (Attachment #14)

3. ABOLISH REGULATION

Motion to abolish Regulation 7300.01 Disposition of Instructional Property.

4. APPROVE RHS PROGRAM OF STUDIES (Attachment #15)

Motion to approve the 2018-2019 Robbinsville High School Program of Studies.

5. ACCEPT PROPOSALS: PROFESSIONAL DEVELOPMENT GUIDED READING COACHING

Motion to accept proposals from the following vendors for a bid entitled Professional Development: Guided Reading Coaching for a November 30, 2017 bid opening.

- NJ Teacher to Teacher LLC, New Brunswick, NJ
- Staff Development Workshops, Inc., Lakewood, NJ

6. AWARD PROPOSAL: PROFESSIONAL DEVELOPMENT GUIDED READING COACHING

Motion to award a proposal to Staff Development Workshops, Inc. 1427 Fourteenth Street, Lakewood, NJ for Professional Development Guided Reading Coaching in an amount not to exceed \$16,000.00. Four coaching days will take place during 2017-2018 and four to six coaching days will take place during the 2018-2019 school year.

7. APPROVE TEXTBOOK DISCARD

Motion to authorize discard of the following outdated textbooks.

<u>Textbook</u>	<u>ISBN</u>	<u>Quantity</u>
Algebra I	978-0-618-59402-3	130
Elementary Statistics	978-0-13-600720-3	116

8. APPROVE TRAVEL AND PROFESSIONAL DEVELOPMENT

Motion to approve district travel and professional development as indicated.

Name	Workshop	Event Date(s)	Registration	Travel Reimbursement
Rajneet Bajnath	First Children Services Lunch and Learn	1/9/2018	\$ -	\$ -
Sue Wiedman	Mercer County AP Science & Math Day	1/10/2018	\$ -	\$ 4.40
Tom Brettell	Mercer County AP Science & Math Day	1/10/2018	\$ -	\$ 4.40
Lauren Sbarro-Fernandez	Mercer County AP Science & Math Day	1/10/2018	\$ -	\$ 4.40
Derek Linebarger	2018 NJCCIC Secure NJ Cybersecurity Summit	1/12/2018	\$ -	\$ 29.45
Kimberly Keener	Cenergistic National Training Conference	1/28-30/2018	\$ -	\$ 930.60
Michael Pate	Cenergistic National Training Conference	1/28-30/2018	\$ -	\$ 951.28
Kim White	Understanding HIB Characteristics	1/31/2018	\$ -	\$ -
Jamie DiLetto	Strengthening Your Special Needs Students' Executive Function Skills	2/7/2018	\$ 259.00	\$ -
Amanda Carpena	Strategies & Structures for Teaching, Reading & Writing	3/8/2018	\$ 209.00	\$ -
Marya Radosti	2018 FLENJ Conference	4/13/2018	\$ 110.00	\$ -
Total			\$ 578.00	\$ 1,924.53

9. SPECIAL SERVICES

a. Approve Clinical Practicum: Nova Southeastern University Student

Motion to approve Brittany Tindall to complete her clinical practicum as a component of her Master of Science in Speech-Language and Communication Disorders at Nova Southeastern University. Randi Bucca will serve as cooperating teacher.

b. Approve Rate Correction for Educational Evaluations: Gail Dresher, LTDC

Motion to approve a rate correction for Gail Dresher, LTDC to conduct educational evaluations on an as needed basis. Originally approved on November 28, 2017 at \$375.00 per evaluation, the rate will be corrected to reflect \$400.00 per evaluation for the period dating from December 1, 2017 through June 30, 2018.

c. Approve Contract for One to One Teaching Assistant: Burlington County Special Services School District

Motion to approve a contract with Burlington County Special Services School District in the amount of \$37,900.00 to pay for a one to one teaching assistant for student #150223 during the period dating from September 6, 2017 through June 19, 2018.

d. Approve Rate Correction: Comprehensive Mental Health / Woods Psychotherapy

Motion to approve a rate correction to reflect \$440.00 per psychiatric evaluation for Comprehensive Mental Health/ Woods Psychotherapy effective November 30, 2017 through June 30, 2018. This resolution was originally approved on June 27, 2017 for \$425.00 per evaluation.

e. Approve Contract: Sunbelt Staffing

Motion to approve a contract with Sunbelt Staffing in the amount of \$67,068.00 to provide a Learning Disabilities Teacher Consultant for the period dating from January 2, 2018 through June 20, 2018.

f. Ratify Contract: Learning Well

Motion to approve a contract with Learning Well in the amount of \$2,510.00 to provide Autism Services for student #150223 during the period dating from July 1, 2017 through August 31, 2017.

g. Approve Contract: Learning Well

Motion to approve a contract with Learning Well in the amount of \$24,330.00 to provide Autism Services for student #150223 during the period dating from September 7, 2017 through June 21, 2017.

h. Approve Contract: Learning Ally

Motion to approve a two year contract with Learning Ally for district membership. In year one there will be no cost to the district. In year two, membership will be provided at a discounted rate of 50% totaling \$2,398.50.

10. 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 2017-2018 school year as indicated. With the exception of Community-Based Instruction (CBI), the district will incur no admission/transportation costs.

Month/Year	Class	Destination	Cost / Pupil	Purpose
12/17	FTC Robotics	WWP-N	\$11.94	Competition
12/17	FTC Robotics	Picatiny Arsenal, Wharton, NJ	\$ 0.00	STEAM Related
12/17	FTC Robotics	Williamstown Middle School	\$37.92	Competition
1/18	FTC Robotics	Oxford Area HS	\$41.58	Competition
1/18	FTC Robotics	Hackensack Healthcare Arena	\$33.25	Competition
1/18	FTC Robotics	Timothy Christian School	\$33.92	Competition
1/18	SOAR (CBI)	Panera Bread	\$12.00	Practice Life Skills
1/18	Virtual Enterprise	Fairleigh Dickenson	\$ 0.00	Tradeshow

b. Field Trips –Sharon Elementary School

Motion to approve the following field trip(s) for Sharon Elementary School to take place during the 2017-2018 school year as indicated. With the exception of Community-Based Instruction (CBI), the district will incur no admission/transportation costs.

Month/Year	Class	Destination	Cost / Pupil	Purpose
12/17	2 nd Grade	Senior Center	N/A	Performance

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

Comment: The Board thanked the Perez family for their generous donation of a telescope

On motion of Ms. Dee and seconded by Mrs. DeVito the Robbinsville Board of Education, upon recommendation of the Superintendent, voted 9-0 to approve Finance, Facilities and Transportation resolutions C.1-3 as indicated.

1. FINANCE

a. Bills and Claims: December 19, 2017 (Attachment #16)

Motion to approve payment of the Bills & Claims List in the amount of \$4,281,482.41 for the period ending December 19, 2017 as indicated.

Accounts Payable	
Fund	
11 - General Fund	\$ 1,295,130.44
12 - Capital Outlay	\$ -
20 - Special Revenue	\$ 54,721.88
30 - Capital Projects	\$ -
40 - Debt Service	\$ -
60 - Food Service Fund	\$ 3,892.04
61 - R.E.D.	\$ 15,761.35
Unemployment	\$ 17,386.70
Hand Checks	\$ 281,364.59
Subtotal	\$ 1,668,257.00
Payroll 11.30.17	\$ 1,146,608.35
Payroll 12.15.17	\$ 1,466,617.06
Total	\$ 4,281,482.41

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 November 30, 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 #17)

Motion to accept the Report of the Board Secretary for the period ending November 30, 2017.

d. Report of the Treasurer (Attachment #18)

Motion to accept the Report of the Treasurer for the period November 30, 2017.

e. **Approve Transfer Report: December 19, 2017**

Motion to approve transfers totaling \$86,783.70 for the period ending December 19, 2017.

Account From	Account To	Description	Amount
11-401-100-800-02-01 Sharon Student Act Misc	11-000-270-161-07-22 Field Trip	Robbinsville Senior Center Visit	\$ 260.20
11-000-216-100-07-01- RHS Speech	11-000-216-320-04-01- Contracted Speech	Contracted Speech for open req	\$ 41,000.00
11-000-291-270-07-01 Hospitalization	11-000-291-280-07-04 Tuition Reimbursement	Funding Non-affiliate tuition reimbursement program	\$ 2,000.00
11-000-213-600-01-01- RHS Nurses Supplies	11-190-100-610-01-01- RHS Supplies	Instructional, general supplies	\$ 1,400.00
11-190-100-640-01-01- RHS Textbooks	11-190-100-610-01-01- RHS Supplies	Instructional, general supplies	\$ 1,000.00
12-140-100-730-01-01 RHS Equipment	11-190-100-610-01-01- RHS Supplies	Instructional, general supplies	\$ 3,600.00
11-000-218-500-01-02- RHS Guidance Travel	11-190-100-610-01-01- RHS Supplies	Instructional, general supplies	\$ 2,980.00
11-402-100-600-06-02 RHS Reconditioning	12-402-100-730-06-00 Athletic Equipment	Replace Pole Vault Pit	\$ 12,353.00
11-000-100-562-04-01 Tuition- Other Public LEA	11-000-217-320-04-01 Contracted Services	Behavioral Consultant	\$ 12,000.00
11-000-216-320-04-01 Speech Contracted	11-000-217-320-04-01 Contracted Services	Behavioral Consultant	\$ 4,240.50
11-000-240-103-07-01 RHS Principal Salary	11-000-240-420-01-01 Contracted Services	Extended leave	\$ 5,950.00
TOTAL December 2017 Transfers:			\$ 86,783.70

f. **Authorize Acceptance of Additional ESSA Funding – FY 2018**

Motion to authorize the acceptance and submission of an amended application for Title IA of ESSA funds for FY2018. Originally approved on August 29, 2017 in the amount of \$164,695.00, and amended for carryover funding totaling \$5,095.00. This results in an amended total in Title IA funding of \$169,790.00.

g. **Shared Service Agreement: Robbinsville Township – Automotive Repair Services**

Motion to approve a shared service agreement with Robbinsville Township for the provision of automotive repair services for the period of January 1, 2018 through December 31, 2018.

h. **Accept Donation: Perez Family**

Motion to accept a donation from the Perez family of a telescope valued at \$50.00 for Pond Road Middle School. The Board is appreciative of this generous donation.

2. **FACILITIES**

a. **Building Use (Attachments #19-#24)**

Motion to approve the Buildings and Grounds Use of Facilities Schedule for the months of January and February 2018.

b. Approve Completion of Fire and Security Drills: November 2017

Motion to approve Fire and Security Drills for the 2017-2018 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	9/25/17		9.15.17 Bus	9.28.17	
October	10.25.17		10.27.17		
November	11/30/17	11/29/17			
December					
January					
February					
March					
April					
May					
June					

PRMS	Fire Drill	Lockdown / Active Shooter	Evacuation	Shelter in Place	Other / Tabletop
September	9.19.17		9.22.17		
October	10.25.17			10.30.17	
November	11/28/17	11/29/17			
December					
January					
February					
March					
April					
May					
June					

SES	Fire Drill	Lockdown/ Active Shooter	Evacuation	Shelter in Place	Other / Tabletop
September	9.15.17	9.29.17			
October	10.26.17		10.31.17		
November	11.21.17			11.16.17	
December					
January					
February					
March					
April					
May					
June					

3. TRANSPORTATION

a. Approve Transportation Agreement: M&R Transportation Services

Motion to approve a transportation agreement with M&R Transportation Services in the amount of \$25,084.80 for route NH 17-18 for the period dating January 2, 2018 to June 30, 2018.

D. ROBBINSVILLE EXTENDED DAY PROGRAM (D.1-2)

On motion of Ms. Dee and seconded by Mrs. DeVito the Robbinsville Board of Education, upon recommendation of the Superintendent, voted 9-0 to approve Robbinsville Extended Day resolution D.1-2 as indicated.

1. APPROVE VOLUNTEER

Motion to approve RHS student Mario Gamler to serve as a volunteer (PRMS Book Club and homework help) during the week of January 2, 2018.

2. APPROVE LIGHTING AND SOUND WORK FOR TALENT SHOW

Motion to approve Birch Wilson as lighting and sound technician for annual RED talent show to take place in January 2018 (date TBD) at \$27.00 per hour and not to exceed four hours.

XVI. HEARING OF THE PUBLIC

A. AARON HOBART

Mr. Hobart asked about the district's progress on implementation of the New Jersey Science Standards.

Dr. Tew explained that there is a 3 year implementation timeline and that the district is running ahead of schedule. Curriculum has been realigned and reapproved. Teachers are holding discussions within their PLCs on implementing Next Generation Practices. The district's Sciences Coaches are turn-keying related professional development.

XVII. OLD BUSINESS

Mrs. Luciano asked if the Program of Studies is available for the general public to view. Dr. Tew indicated that it is on the district website.

XVIII. NEW BUSINESS

Mrs. DeVito expressed concern about the lack of vocational opportunities for students and noted that at one point Dr. Mayer was going to speak with the Mercer County Superintendents to gauge interest in a focus group. She indicated that Burlington County is miles ahead of Mercer in this regard. It was determined Ed. Policy would initiate a conversation. Mr. Young expressed interest in touring Mercer County Vo-Tech.

Mr. Young asked Mrs. Keener to assess the cleaning staff with regard to cleaning and stocking the bathrooms in the schools.

XIX. EXECUTIVE SESSION – 8:47 PM

On motion of Ms. Dee and seconded by Mr. Heilman, the Robbinsville Board of Education voted 9-0 to convene in Executive Session at 8:47 PM.

XX. RESUME PUBLIC SESSION – 10:17 PM

On motion of Ms. Dee and seconded by Mrs. DeVito, the Robbinsville Board of Education voted 9-0 to resume Public Session at 10:17 PM.

XXI. MOTION TO APPROVE RESOLUTION (Read into the record by Mr. Halm)

First: Ms. Dee / Second: Mr. Heilman

Vote: 9-0

WHEREAS, the Superintendent of Schools has recommended that the discipline of student bearing identification number 180152 ("the Student") be amended;

WHEREAS, on December 19, 2017, a formal disciplinary hearing was held before the Board of Education in accordance with N.J.A.C. 6A:16-7.3;

WHEREAS, at the formal disciplinary hearing, the Board of Education received testimony from the Robbinsville High School administration, the Student, his/her peers, and his/her parents;

BE IT RESOLVED that the Robbinsville Board of Education hereby requires the Student to participate in a re-entry meeting and return to school on January 2, 2018;

BE IT FURTHER RESOLVED that the Board of Education hereby determines that the Student shall not be present on any of the Board of Education's school premises before, during, and after the regularly-scheduled school day until January 2, 2018, unless specifically authorized by the Superintendent;

BE IT FURTHER RESOLVED that the Board of Education hereby determines that the Student shall not be permitted to participate in any athletic, co-curricular and/or extra-curricular activities sponsored by the Board of Education, and shall not be present for, or attend, any Board of Education sponsored activities, either on Board of Education premises or in any school district where the Robbinsville School District is participating in the activities until January 2, 2018 at the discretion of the administration;

BE IT FURTHER RESOLVED that the recommendation shall be reviewed at every subsequent regular board meeting to determine whether the recommendation will be continued until the next regular board meeting; and

BE IT FURTHER RESOLVED that home instruction shall continue to be provided to the Student until January 2, 2018.

XXII. ADJOURNMENT

On motion of Ms. Dee and seconded by Mrs. DeVito, the Robbinsville Board of Education voted to adjourn the December 19, 2017 monthly meeting at 10:20 PM.

Respectfully submitted,

Beth Brooks
School Business Administrator / Board Secretary

Last Name	First Name	Title	Location	Action	Effective	Ending	Step	Salary	GAAP Code	Notes
1. ADMINISTRATION / NON-AFFILIATED STAFF										
A. APPOINT										
B. APPROVE										
2. CERTIFIED STAFF										
A. APPOINT										
B. APPROVE										
Godinez	Chaille	Teacher	SES	Appoint	9.1.17	12.04.17	4 MA	\$58,990 prorated	11-120-100-101-07-02	Leave Replacement Szabo - end date revised
Herncane	Shelby	Teacher	SES	Appoint	9.1.17	12.1.17	1 BA	\$53,680 prorated	11-120-100-101-07-02	Leave Replacement: DiRusso- end date revised
C. RESIGN										
D. LEAVE OF ABSENCE										
Lackay	Linda			Approve	12.4.17					\$.5 unpaid day
Mumpower	Nicole			Approve		2.1.18				revised return date
Schwartz	Shayna			Approve		1.30.18				revised return date
E. MOVEMENT ON THE SALARY GUIDE										
3. NON-CERTIFIED STAFF										
A. APPOINT										
Bradley	Ann	Lunch Aide	PRMS	Approve	12.20.17	6.30.18		\$17.05/hr	11-000-262-107-03-03-040	Pending criminal history review
Jayabalan	Anitha	PT IA	Special Serv.	Approve	12.20.17	6.30.18		\$12,979.50 prorated	11-000-217-100-07-04	New position
Wolochuk	Anmarie	Secretary	PRMS	Approve	01.02.18	6.30.18		\$45,040 prorated	11-000-240-105-07-03-040	LR for Karen Karmazin
B. APPROVE										
Gilbert	Amy	PT IA	Special Serv.	Approve		12.19.17		\$12,979.50 prorated	11-000-217-100-07-04	LR - revised end date
C. RESCIND										
Concepcion	Karin	Bus Driver	Transportation	Rescind	12.1.17	6.30.18			11-000-270-161-07-20	rescind hours change
D. RESIGN										
E. LEAVE OF ABSENCE										
Maslak	Kimberly	PT IA	Special Serv.	Approve	12.12.17	12.18.17		\$(-140.32)		2 unpaid days: 12/12 & 12/18
Timony	Marilyn	FT IA	Special Serv.	Approve	1.17.18			\$(-146.26)		unpaid day
4. SUBSTITUTES										
A. APPROVE										
Boss	Lisa	Cert Sub		Approve	12.20.17	6.30.18		\$85.00/day		
Camarda	Christine	Cert Sub		Approve	12.20.17	6.30.18		\$85.00/day		pending paperwork/ criminal history
Dickerson	William	Non-Cert Sub		Approve	12.20.17	6.30.18		\$75.00/day		

Last Name	First Name	Title	Location	Action	Effective	Ending	Step	Salary	GAAP Code	Notes
Godinez	Chaille	Cert Sub		Approve	12.20.17	6.30.18		\$85.00/day		
Hacker	Kevin	Non-Cert Sub		Approve	12.20.17	6.30.18		\$75.00/day		pending paperwork/ criminal history
Hussain	Raheela	Cert Sub		Approve	12.20.17	6.30.18		\$85.00/day		pending paperwork/ criminal history
Loesch	Bryan	Maint. Sub		Approve	12.20.17	6.30.18		\$18/hr		pending paperwork/ criminal history
Macy	Stephanie	Non-Cert Sub		Approve	12.20.17	6.30.18		\$75.00/day		
Marrazzo	Linda	Cert Sub		Approve	12.20.17	6.30.18		\$85.00/day		
Menker	Devin	Cert Sub		Approve	12.20.17	6.30.18		\$85.00/day		
Miller	Jeffery	Non-Cert Sub		Approve	12.20.17	6.30.18		\$75.00/day		
Murty	Nandita	Cert Sub		Approve	12.20.17	6.30.18		\$85.00/day		pending paperwork/ criminal history
5. CO-CURRICULAR ASSIGNMENTS										
A. APPROVE										
B. REVISE										
C. RESCIND										
6. ATHLETICS										
A. APPROVE										
Anderson	Patrick	Volunteer	PRMS	Appoint	12.20.17	3.15.18				Girls Basketball Coach
Hamilton	Linda	Lifeguard	RHS	Appoint	12.20.17	3.15.18		\$41.25/event	11-402-100-100-06-01	Swimming Team Lifeguard
B. REVISE										
C. RESCIND										
D. RATIFY										
7. EXTRA WORK ASSIGNMENTS										
A. APPROVE										
Boehm	David	Coach	RHS	Approve	12.20.17	6.10.18		\$41.25/event	11-402-100-100-06-02-030	Security for sporting events
Bonifazi	Carolyn	Mentor	RHS	Approve	1.2.18	6.30.18		\$275		Paid via payroll by protégé Gina Policastro per Provisional prgm / half year
DeSimone	Lauren	LDTC	Special Serv.	Approve	12.20.17	6.30.18		\$375/eval	11-000-217-100-04-04-000	Completing educational evaluations.
DeSimone	Lauren	LDTC	Special Serv.	Approve	12.20.17	6.30.18		\$43.98/hr	11-000-217-100-04-04-000	Evaluation planning and eligibility meetings Not to exceed 20 hours
Hamilton	Eric	Door Monitor	RHS	Approve	12.20.17	6.10.18		\$41.25/event	11-402-100-100-06-02-030	Security for sporting events
Hamilton	Linda	Door Monitor	RHS	Approve	12.20.17	6.10.18		\$41.25/event	11-402-100-100-06-02-030	Security for sporting events
Lipschutz	Jennifer	Nurse	RHS	Approve	11.6.17	12.22.17		\$43.47/hr	11-000-213-101-07-01-030	Extra Nursing work. Not to exceed 24 hours.
Lorenzo	David	Non-Cert Sub	RHS	Approve	12.20.17	6.10.18		\$41.25/event	11-402-100-100-06-02-030	Security for sporting events
Marotta	John	Door Monitor	RHS	Approve	12.20.17	6.10.18		\$41.25/event	11-402-100-100-06-02-030	Security for sporting events
Rotondo	Laurie	Guidance Counselor	RHS	Approve	12.20.17	6.10.18		\$58.59/hr	11-000-218-104-01-09	Extra Guidance work. Not to exceed \$10,000

Last Name	First Name	Title	Location	Action	Effective	Ending	Step	Salary	GAAP Code	Notes
Smith	Janet	Mentor	RHS	Approve	1.2.18	6.30.18		\$500		Paid via payroll by protégé Jeffrey Miller per Provisional program / half year
B. REVISE										
C. RESCIND										
8. OTHER										
A. APPROVE										
B. REVISE										
Mazzone	Francine	Teacher	PRMS	Approve	9.1.17	6.30.18		\$ 62,980.00	20-231-100-100-09-00	% of Salary applied to Title 1 ESSA Grant
9. RATIFY										
Kanagawa	Xiufeng	Teacher	RHS	Approve	11.30.17	12.3.17		\$273/night	11-401-100-100-01-05-030	Chaperone Model UN trip. 3 nights