

Robbinsville Board of Education

Tuesday, February 26, 2019 Monthly Meeting Minutes

7:00 PM

RHS Student Activity Center

BOARD OF EDUCATION

Mrs. Jane Luciano, President

Mr. Scott Veisz, Vice President

Mrs. Shaina Ciaccio

Mrs. Sharon DeVito

Mr. Vito Galluccio

Mr. Thomas Halm

Mr. Craig Heilman

Mrs. Lisa Temple

Mr. Richard Young

SUPERINTENDENT

Dr. Kathleen A. Foster

ASSISTANT SUPERINTENDENT OF CURRICULUM & INSTRUCTION

Dr. Kim Tew

SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY

Ms. Beth Brooks

BOARD ATTORNEY

Mr. Matthew Giacobbe

Ms. Jodi Howlett

STUDENT GOVERNMENT PRESIDENT

Miss Kelly Herbert

ROBBINSVILLE BOARD OF EDUCATION
PUBLIC SESSION MINUTES

February 26, 2019

I. CALL TO ORDER PUBLIC MEETING

President Jane Luciano called the February 26, 2019 meeting of the Robbinsville Board of Education to order at 6:05 PM. She read the Public Announcement and led the flag salute.

II. ROLL CALL

| | | | | | |
|--------------|-----------------|---------------|---------|-------------|---------|
| Mrs. Ciaccio | Present | Mr. Galluccio | Present | Mrs. Temple | Present |
| Mrs. DeVito | Present | Mr. Heilman | Present | Mr. Veisz | Absent |
| Mr. Halm | Arrived 6:50 PM | Mrs. Luciano | Present | Mr. Young | Present |

III. MOTION TO CONVENE IN EXECUTIVE SESSION

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| On motion of Mrs. Ciaccio and seconded by Mrs. DeVito, the Robbinsville Board of Education voted to enter Executive Session at 6:07 PM to discuss the topics indicated below. |
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WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Robbinsville Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," without the public being permitted to attend, and

WHEREAS, the Board has determined that three (3) issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on Tuesday, February 26, 2019 at 6:00 P.M, and

WHEREAS, the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written:

1. Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:
2. Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:
3. ✓ Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed

publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is: **Monthly HIB Report / Student Matter**

4. Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body." The collective bargaining contract(s) discussed are between the Board and_____.
5. Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:
6. Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:
7. Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is:
8. ✓ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are: **Personnel Matter**
9. Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

WHEREAS, the length of the Executive Session is estimated to be sixty (60) minutes after which the public meeting of the Board shall reconvene and proceed with business where formal action will be taken.

NOW, THEREFORE, BE IT RESOLVED that the Robbinsville Board of Education will go into Executive Session for only the above stated reasons; and

BE IT FURTHER RESOLVED that the Board hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

IV. RESUME PUBLIC SESSION – 7:07 PM

V. BOARD PRESIDENT'S REPORT

Board President Jane Luciano led a moment of silence for a set of recently deceased New Jersey twins.

A. GREEN TEAM INITIATIVE - Mr. John Finnegan

John Finnegan spoke to the Board about creating an initiative that would coordinate the efforts of various green teams throughout the township and schools. He also discussed the need to manage the trees that were donated to the township and school district as a result of the turnpike widening project in 2015. Ultimately he requested three things: that the Board approve a green team, approve him (or another individual) to serve as head of the team, and to approve promotional language.

B. EAGLE SCOUT PROPOSAL – Mohit Khandekar, BSA Troop 40

To meet the requirements of his Eagle Scout badge, Mohit Khandekar proposed to spruce up the area by Eagle Pond Creek. His plan includes installing a bat house, wilderness ID cards, benches near the creek and general clean up and will take place over five weekends in April and May.

C. MODEL UN PRESENTATION – Model UN Executive Committee

Brian Johnson, head of the RHS Model UN Executive Committee, spoke with the Board about the award winning Model UN team. He updated Board members on recent competitive events including the team's seven awards at Rutgers and five awards at Yale.

D. BOARD GOALS: MIDYEAR REVIEW

Board members reviewed the goals that they set during the July 2018 Board retreat.

Goal 1: Create annual calendar of regular contract renewals, annual processes, and critical events to make robust and informed decisions in a timely manner. Target two months ahead of deadline for first board conversations either in public meeting or committees for most critical or complex decisions. Work on improved communications and increased transparency.

- Calendar has been created – Critical issues discussed in a timely manner – FAQ – Presentations

Goal 2: Working with administration on the creation of a 5-year strategic plan for the school district to include for example: education, facilities, security, et al.

- Dr. Foster is heading up the strategic planning effort and the process is ongoing.

Goal 3: Continued advocacy for consistent and stable funding. Maintain continued fiscal responsibility, strategic use of resources to meet the needs of our students in a safe and secure and a optimal learning environment.

- State aid numbers due to districts in March.

VI. SUPERINTENDENT'S REPORT – Dr. Kathie Foster

Dr. Foster reported on the following matters:

- Robbinsville Night Off – Appreciative of local business participation / No homework for students
- Upcoming Parent Nights – Navigating Middle School Series
- Strategic Plan Update – Focus Groups currently reviewing common themes

A. ENROLLMENT REPORT: February 22, 2019

| School | 3H | 3F | 4H | 4F | KF | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | Total |
|-----------------|-----------|----------|-----------|----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| RHS | | | | | | | | | | | | | | 313 | 243 | 229 | 265 | 1050 |
| PRMS | | | | | | | | | | 271 | 242 | 266 | 258 | | | | | 1037 |
| SES | 16 | 6 | 17 | 5 | 166 | 184 | 225 | 233 | 222 | | | | | | | | | 1074 |
| Subtotal | 16 | 6 | 17 | 5 | 166 | 184 | 225 | 233 | 222 | 271 | 242 | 266 | 258 | 313 | 243 | 229 | 265 | 3161 |
| OOD | | | | | 2 | 1 | | | | | | 3 | 3 | 7 | 5 | 5 | 10 | 36 |
| Total | 16 | 6 | 17 | 5 | 168 | 185 | 225 | 233 | 222 | 271 | 242 | 269 | 261 | 320 | 248 | 234 | 275 | 3197 |

| School | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | June |
|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------|------|-----|------|
| RHS | 980 | 1062 | 1057 | 1058 | 1054 | 1052 | 1052 | 1051 | 1050 | | | | |
| PRMS | 1068 | 1017 | 1034 | 1034 | 1032 | 1033 | 1031 | 1036 | 1037 | | | | |
| SES | 1134 | 1024 | 1041 | 1061 | 1062 | 1066 | 1058 | 1072 | 1074 | | | | |
| Subtotal | 3182 | 3103 | 3132 | 3153 | 3148 | 3151 | 3141 | 3159 | 3161 | | | | |
| OOD | 38 | 32 | 32 | 33 | 34 | 35 | 37 | 36 | 36 | | | | |
| Total | 3220 | 3135 | 3164 | 3186 | 3182 | 3186 | 3178 | 3195 | 3197 | | | | |

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

School Business Administrator Beth Brooks reported on the following matters:

- June 30, 2018 CAFR
- Bid Opening – PRMS HVAC - \$30K under budget – Summer 2019 project
- Bid Opening – Food Service – April 30, 2019 Award – July 1, 2019 start
- ESIP
- 2019-2020 Budget Update & Presentation – Dr. Foster recommends 1.75% increase

Discussion: After the presentation, Board members engaged in conversation about the 2019-2010 budget. Topics included:

- New state regulations involving sick time for part-time employees (substitutes)
- Allotment for Capital Projects in the budget (No)
- Possible adjustments to Student Activity Fees
- Assessed Value (Township must provide)
- Two Scenarios include keeping the budget flat vs. 1.75% increase to balance (\$500K)
- Meet with budget managers to reconsider ways of making up \$500K needed to remain flat
- Compare Cost per Pupil with other districts

Ms. Brooks will send out last year’s budget detail for comparison.

VIII. STUDENT GOVERNMENT REPORT – Kelly Herbert, President, RHS Executive Council

Ms. Herbert reported on the following matters:

- Winter sports have been finishing up the season. Winter track and field had their final race this weekend. Three athletes finished out their successful season at the “Meet of Champs.” Ice Hockey had a great run this year as they made it all the way to states.
- Robotics has been working tirelessly on their robot for this year's World’s competition.

- National Honor Society has hosted many successful fundraisers this year including, a Clothing Drive and bakes sales. The profits of the bake sale went to Joey's Little Angels and the bags of the clothing were donated to Homefront. The Clothing Drive was able to collect over 50 bags of clothes.
- World Language Honor Society will be hosting a few fundraisers coming up in the near future.
- The Junior Class will be hosting their Pot of Gold Fundraiser the week of March 11th. Students will donate money to the administrator they want to see get their hair painted green at the end of the week. All donations collected will go to Thea's Star of Hope.
- The Multicultural Club is hosting an ice cream sandwich fundraiser and all proceeds will be donated to the NAACP Legal Defense and Educational Fund.
- The Executive Council listened to 5 club proposals and we were excited to see how passionate students are about beginning new clubs at the high school.
- Mr. RHS was a very successful event this year, the Class of 2019 was able to collect over \$5,000 towards their fundraising budget.
- Seniors will be departing for the annual Disney trip on February 28.
- This month each grade will focus on a specific task within PEI. Ninth graders will create "Positivity Portfolios" by focusing on a specific emotion and collecting memories, pictures, songs, and more that reflect that particular emotion. Tenth through Twelfth graders will identify the aspects of life that enhance their well-being, that in turn produce feelings of gratitude. This skill is called "In the Moment".

IX. PRMS / SES STUDENT COUNCIL REPORT – Hannah James, RHS Executive Council

Ms. James reported on the following matters:

- PRMS – School Counseling Week / Mary Poppins / 8th Grade Planning Night / Upcoming Parent Nights
- SES – Day 100 Celebrations / PJ Day / Peace, Love and Kindness Day

X. COMMITTEE REPORTS

Each committee chair is invited to highlight items discussed during this month's committee meetings, if he/she so chooses. For members of the public, a copy of each committee report is on file at the Board Office. The committee reports are also available for review in a binder at the front of the room.

A. EDUCATION, DEVELOPMENT & POLICY – Mrs. Lisa Temple, Chair

Mrs. Temple reported on the following matters that were discussed during the February 12, 2019 meeting of the Education, Development and Policy Committee:

- Policies: First Reading and Adoption
- Character Strong Program at Pond Road Middle School - Paul Gizzo will discuss this social-emotional learning program at the March committee meeting
- Random Drug Testing Policy Discussion - RHS admin. team is reviewing the policy to ensure that the district is following best practice and code. An RDT policy information night will be on Thursday, 3/28 at 7:00 PM at RHS.
- February Professional Development Day - Friday, February 15th. Teachers will be able to choose sessions about the different skills and learn how to embed them into their instruction and assessment.
- Eagle Scout Project - Junior Mohit Khander is proposing to clean up and conserve the area of Eagle Pond as part of his Eagle Scout project. He will be presenting at the board meeting about this project.
- Next meeting is Tuesday, March 5th at 5pm.

B. PERSONNEL – Mr. Scott Veisz, Chair

In Mr. Veisz's absence, Mrs. Luciano read the minutes of the February 19, 2019 meeting of the Personnel Committee. The committee discussed the following matters:

- Review: Regular personnel agenda
- Job Descriptions: Supervisor of Buildings and Grounds, Benefits Coordinator, Special Services Secretary
- CSA Evaluation
- Succession Plan
- Next Meeting – March 12, 2019

C. FINANCE, FACILITIES, & TRANSPORTATION – Mr. Vito Galluccio, Chair

Because the FFT meeting had been rescheduled and took place on February 25, 2019 (the night before the Board meeting), minutes were not yet available.

D. COMMUNITY RELATIONS – Mr. Craig Heilman, Chair

Mr. Heilman reported on the following matters discussed during the February 5, 2019 meeting of the Community Relations Committee.

- District-wide Calendar
- Internet Safety Workshop: Mr. Daryn McCool has been working with Mr. Veisz on a parent night regarding Internet Safety. Due to scheduling conflicts this year, the workshop will take place in the fall.
- Parent workshop on Vaping: Fall 2019
- Strategic Planning Committee: Dr. Foster has conducted the parent and staff focus groups and has scheduled the student focus groups for next week. At the next steering committee meeting, the group will code and analyze the transcripts and identify the emerging themes to begin to develop the focus areas. Jane will join the Steering Committee at the February 21st meeting.
- The new Transportation Coordinator, Tammy Arnwine, will begin on February 19th and once she has settled in, the district will send out a communication to parents.
- Next meeting date: Tuesday, March 5, 2019

E. AD HOC SECURITY – Mr. Rich Young

Mr. Young reported on the following discussion items from the Ad Hoc Security Committee meeting that took place on February 5, 2019.

- **Memorandum of Agreement revisions:** The district has received notice from the state department that there are some revisions to the Memorandum of Agreement. In addition to the recommended changes from the state, additional language around live access to the security cameras will be included.
- **Enhancements: Panic Buttons:** The committee discussed the possibility of downloading an app where all staff members could potentially push a panic button in an emergency situation.
- **Alarms on Doors:** Before deciding to invest, Dr. Foster will ask building principals to identify doors that might warrant an alarm.
- **Safety Patrol:** The district is still exploring possible safe walking routes for our students who live in Town Center. Chief Nitti had agreed to see if we could acquire additional street lighting along Hutchinson Road.
- **Reunification through Genesis:** Worked well during a recent evacuation.

- **Attendance and Truancy:** The committee discussed the process for students who are absent due to truancy and steps the district might take to compel parents to get their child to school.
- **After School Security** – Approximately \$90K per year.
- **Next Meeting:** Tuesday, March 19, 2019

XI. PUBLIC COMMENT: AGENDA ITEMS ONLY

A. LEIF BREEDEN

- Inquired about a date for Internet Safety Awareness Night (Dr. Foster indicated a tentative date of October 15, 2019)
- January 29, 2019 Student Services Presentation – Proposed that the public have an opportunity to comment after such presentations. (Mrs. Luciano noted that she would take this suggestion under advisement.)

B. KARI FOX

- Asked if PRMS fire alarms had been fixed.
- Commented on activity fees and the importance of extra-curricular activities.

C. DIANE D'AMICO

- Described a recent experience with picking up her child early due to a family emergency (Dr. Foster agreed to call her to further discuss the situation.)

D. AVERY HUTCHINSON

- Appreciated Model UN presentation and asked if it could be offered as an elective or if other electives could be offered,
- Suggested that Executive Council reports take place earlier in the meeting.

E. NOUSHIN KANANI

- Indicated that her daughter was very moved by the RHS Holocaust presentation and suggested that middle school students would benefit from it as well.

F. MICHAEL TODD

- Appreciated the budget update and noted the importance of keeping taxes flat as a way to encourage people to move to Robbinsville.

G. MICHAEL MCGOWAN

- Asked about an ethics complaint and if the district is paying for an attorney.

H. CAROL ANN BLANK

- Asked when to expect answers from the January 29, 2019 Board meeting.

Note: Mrs. DeVito left the meeting at 9:00 PM and returned at 9:04 PM.

XII. APPROVE JUNE 30, 2018 COMPREHENSIVE ANNUAL FINANCIAL REPORT (Attachment #1)

On motion of Mr. Halm and seconded by Mr. Young the Robbinsville Board of Education voted 7-0 to accept the June 30, 2018 Comprehensive Annual Financial Report upon recommendation of the Superintendent. A public hearing question and answer period took place as required after the audit presentation on November 27, 2018. After review and discussion, the Board accepts the audit, and as there were no audit findings there is no corrective action plan required. Mrs. DeVito was not present for the vote. Mr. Veisz was absent.

XIII. MINUTES

On motion of Mr. Young and seconded by Mrs. Temple, the Robbinsville Board of Education upon recommendation of the Superintendent voted to approve the minutes of the following meetings as indicated. Mr. Halm and Mr. Heilman abstained. Mrs. DeVito was not present for the vote. Mr. Veisz was absent.

Be it Resolved that the Robbinsville Board of Education approve the minutes of the following meetings:

- January 29, 2019 Executive Session (Attachment #2)
- January 29, 2019 Public Session (Attachment #3)

XIV. APPROVE MONTHLY RESOLUTIONS

A. PERSONNEL (A.1 – 11)

Discussion: Mr. Halm thanked Mrs. Keener for her years of service.

On motion of Mr. Heilman and seconded by Mr. Halm, the Robbinsville Board of Education upon recommendation of the Superintendent voted 8-0 to approve personnel resolutions A.1- 11 below and on pages 19 – 22 as indicated. Mr. Veisz was absent.

8. APPROVE JOB DESCRIPTIONS (Attachments #4 - #6)

Motion to approve a job description for the following positions:

Benefits Coordinator (Attachment #4)
Special Education Part-time (Attachment #5)
Supervisor of Buildings and Grounds (Attachment #6)

9. APPROVE CURRICULUM DEPARTMENT INTERNSHIP: DANA WILSON

Motion to approve Dana Wilson, Sharon Elementary School Teacher of Grade 4, to complete in a thirty hour internship in the Robbinsville Public Schools Curriculum Department as one of the requirements of acquiring her supervisory certification through NJEXCEL. Ms. Wilson will shadow Curriculum Supervisor Amanda Carpena.

10. AUTHORIZE SIDEBAR AGREEMENT BETWEEN THE ROBBINSVILLE BOARD OF EDUCATION AND THE ROBBINSVILLE EDUCATION ASSOCIATION

WHEREAS, the Robbinsville Board of Education (“Board”) and the Robbinsville Education Association (“Association”) are parties to a collective negotiations agreement (hereinafter “Agreement”); and

WHEREAS, the terms of the Agreement do not provide for a sick leave donation bank; and

WHEREAS, both the Board and the Association wish to create a one-time sick leave bank for Employee #5431; and

WHEREAS, Association members wish to voluntarily transfer accumulated sick, vacation, and/or personal leave to the sick leave bank for use by Employee #5431.

NOW, THEREFORE, in consideration of the foregoing, the Board and the Association agree as follows:

1. Association members shall be permitted to voluntarily donate accrued sick, vacation, and/or personal days to the Employee’s sick leave bank, up to a maximum of ten (10) days per member, so long as the Association member maintains a minimum sick leave bank of thirty (30) days. The maximum number of days permitted in the leave bank is twenty-seven (27) days. Members’ donations will added to the leave bank in the order in which they are donated but shall be used one

at a time on an as needed basis (If a member donates ten (10) days to the bank, days shall be left in the members own sick leave bank until one or more is needed by employee #5431).

2. The leave bank may only be utilized by Employee #5431 for the purposes of leave associated with the treatment and / or recovery from his / her own personal illness.
3. The sick leave bank expires on May 23, 2019. Any leave days remaining in the leave bank upon its expiration shall also expire.
4. Employee #5431 shall be compensated 1/185 of his / her annual salary for each day of the leave bank, irrespective of the salary of the donating member.
5. This Agreement shall be non-precedential and cannot be used by either party in any future dispute for any purpose whatsoever, including, but not limited to, establishing past practice.

11. APPROVE EMPLOYEE AGREEMENT

Motion to approve an agreement between the Robbinsville Board of Education and employee #4065.

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

Discussion: Although the Board is very happy with the Eagle Scout proposal to clean up the area around Eagle Pond Creek, Board members briefly discussed the need for a long term maintenance plan.

On motion of Mrs. DeVito and seconded by Mrs. Temple, the Robbinsville Board of Education upon recommendation of the Superintendent, voted 8-0 to approve Education, Development and Policy resolutions B.1-9 as indicated. Mr. Veisz was absent.

1. ACCEPT MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT (Attachment #7)

Motion to accept without modification the Superintendent's Report on Harassment, Intimidation and Bullying for the period ending February 26, 2019.

2. REVIEW POLICIES & REGULATIONS: FIRST READING (Attachment #8 - #17)

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

Policy 0000.01: Adoption Resolution (Attachment #8)

Policy 0131: Bylaws and Policies (Attachment #9)

Policy 2422: Health and Physical Education (M) (Attachment #10)

Policy 4219: Commercial Driver's License Controlled Substance & Alcohol Testing (M) (Attachment #11)

Policy 5111: Eligibility of Resident / Nonresident Students (Attachment #12)

Regulation 5111: Eligibility of Resident / Nonresident Students (Attachment #13)

Policy 5756: Transgender Students (M) (Attachment #14)

Policy 7440: School District Security (M) (Attachment #15)

Regulation 7440: School District Security (M) (Attachment #16)

3. REVIEW POLICIES & REGULATIONS: ADOPTION (Attachment #17-#21)

Policy 0145: Board Member Resignation and Removal (Attachment #17)

Policy 0146: Board Member Authority (Attachment #18)

Policy 0147: Board Member Compensation and Expenses (M) (Attachment #19)

Policy 0148: Board Member Indemnification (Attachment #20)
Policy 9151: Civility (New) (Attachment #21)

4. AUTHORIZE AFFIRMATIVE ACTION TEAM TO CONDUCT ASSESSMENT

Motion to authorize the Robbinsville Pubic Schools Affirmative Action Team to conduct a needs assessment and develop a comprehensive equity plan for the period dating July 1, 2019 through June 30, 2022.

5. APPROVE 2019-2020 ADMINISTRATOR / SUPPORT STAFF HOLIDAY CALENDAR (#22)

Motion to approve the 2019-2020 12 Month Administrator and Support Staff Holiday Calendar. (Attachment #23)

6. APPROVE EAGLE SCOUT PROJECT: MOHIT KHANDEKAR, BSA TROOP 40

Motion to approve Mohit Khandekar, BSA Troop 40, to clean up and conserve Eagle Pond as an Eagle Scout requirement.

7. STUDENT SERVICES

a. Waiver of Requirements - Special Education Medicaid Initiative (SEMI) 2019-2020

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2019-2020 school year, and;

Whereas, the Robbinsville Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students.

Now Therefore Be It Resolved that the Robbinsville Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Mercer an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2019-2020 school year.

b. Approve Tuition Contract: New Jersey Department of Education

Motion to approve a tuition contract with the State of New Jersey Department of Education in the amount of \$51,949.04 for student (#210140) for the period dating from October 18, 2018 through June 30, 2019 as this student is the responsibility of the state and the BOE serves as a financial conduit for tuition payments from the NJDOE to the Mary Dobbins School, the student's school of attendance.

c. Approve Tuition Adjustment: Center School

Motion to a tuition adjustment, in accordance with N.J.A.C.18A:23A-18.3(m), in the amount of \$5,698.00 with the Center School for student # 200019. The adjustment is for the 2017-2018 school year.

d. Approve Contract: Pegasus Theater Company

Motion to approve a contract with Pegasus Theater Company in the amount of \$4,200.00 to provide an Artist-in-Residency Program for the period dating from March 1, 2019 through June 21, 2019.

e. Authorize Dr. Joseph Hewitt to Conduct Evaluations

Motion to approve Joseph Hewitt, DO, to conduct evaluations as needed during the period dating from March 1, 2019 through June 30, 2019 as indicated.

| <u>Type of Evaluation</u> | <u>Cost per Evaluation</u> |
|---------------------------------------|----------------------------|
| Psychiatric | \$600.00 |
| Neuropsychiatric / Neurodevelopmental | \$650.00 |

8. APPROVE PROFESSIONAL DEVELOPMENT AND TRAVEL

Motion to approve the following conferences, workshops and seminars for district staff to meet professional development requirements.

| Name | Workshop Title | Event Date(s) | Location | Registration | Travel Reimbursement |
|---|--|----------------------|-------------------|---------------------|-----------------------------|
| Kim Tew | NJDOE Curriculum Units Project PM | 3/4/2019 | Monroe, NJ | \$0.00 | \$8.18 |
| Gina Policastro | Tabernacle Elementary School Visitation | 3/5/2019 | Tabernacle, NJ | \$0.00 | \$20.46 |
| Amanda Carpena | Tabernacle Elementary School Visitation | 3/5/2019 | Tabernacle, NJ | \$0.00 | \$20.66 |
| Kyle Brosseau | NJ Bldg. & Grounds Assn. Conference | 3/11-13/2019 | Atlantic City, NJ | \$200.00 | \$199.68 |
| K. Ott K. McCarthy B. Jones I. Picone R. Miller T. Pilch K. Concepcion T. Clark N. Kaczor J. Callahan A. Quinn M. Burum D. Tesar L. Scheer G. Olinsky | 2019 School Bus Driver Safety Seminars (\$20 per person) | 3/16/2019 | Columbus, NJ | \$300.00 | \$0.00 |
| Amanda Carpena | ASCD Empower 19 | 3/16-18/2019 | Chicago, IL | \$575.00 | \$1,230.83 |
| Rajneet Bajnath | ASCD Empower 19 | 3/16-19/2019 | Chicago, IL | \$575.00 | \$367.00 |
| Kristina Mannino | Defiant, Manipulative, & Attention Seeking Students | 3/19/2019 | Philadelphia, PA | \$126.36 | \$40.34 |
| Sean Greig | Defiant, Manipulative, & Attention Seeking Students | 3/19/2019 | Philadelphia, PA | \$126.36 | \$40.34 |
| Nathan Smith | Defiant, Manipulative, & Attention Seeking Students | 3/19/2019 | Philadelphia, PA | \$126.36 | \$40.34 |
| Lindsay Ambriz | Defiant, Manipulative, & Attention Seeking Students | 3/19/2019 | Philadelphia, PA | \$126.36 | \$38.48 |
| Michelle Warren | Defiant, Manipulative, & Attention Seeking Students | 3/19/2019 | Philadelphia, PA | \$126.36 | \$0.00 |

| Name | Workshop Title | Event Date(s) | Location | Registration | Travel Reimbursement |
|-----------------------|---|---------------|-------------------|-------------------|----------------------|
| Stephanie Lewandowski | Defiant, Manipulative, & Attention Seeking Students | 3/19/2019 | Philadelphia, PA | \$126.36 | \$0.00 |
| Christie DelHagen | Facing the Future | 3/22/2019 | New Brunswick, NJ | \$175.00 | \$18.79 |
| Anthony Dentino | Facing the Future | 3/22/2019 | New Brunswick, NJ | \$175.00 | \$0.00 |
| Sarah Paluzzi | Rowan University Education Expo | 3/28/2019 | Glassboro, NJ | \$0.00 | \$34.72 |
| Amanda Carpena | Rowan University Education Expo | 3/28/2019 | Glassboro, NJ | \$0.00 | \$34.72 |
| Tammy Arnwine | STS Annual Conference | 3/28-29/2019 | Atlantic City, NJ | \$350.00 | \$41.62 |
| Jennifer Lipschutz | NJSSNA Spring Conference | 3/30/2019 | Princeton, NJ | \$199.00 | \$6.51 |
| Heather Cassidy | NJSSNA Spring Conference | 3/30/2019 | Princeton, NJ | \$199.00 | \$6.51 |
| Deniela LoPresti | Future Horizons Inc. Autism Conference | 4/12/2019 | Philadelphia, PA | \$135.00 | \$31.04 |
| Dawn Brunow | Future Horizons Inc. Autism Conference | 4/12/2019 | Philadelphia, PA | 135,00 | \$31.04 |
| Sarah Paluzzi | The Connected Action Roadmap | 5/6/2019 | Monroe, NJ | \$149.00 | \$8.18 |
| Alison Sussman | 2019 Book Expo | 5/30-31/2019 | New York, NY | \$150.00 | \$0.00 |
| Margrette Alagar | 2019 Book Expo | 5/30-31/2019 | New York, NY | \$150.00 | \$0.00 |
| Gina Policastro | 2019 Book Expo | 5/29-31/2019 | New York, NY | \$150.00 | \$116.62 |
| Sarah Paluzzi | 2019 International Society for Tech. Education | 6/23-26/2019 | Philadelphia, PA | \$550.00 | \$820.00 |
| Amanda Carpena | 2019 International Society for Tech. Education | 6/23-26/2019 | Philadelphia, PA | \$550.00 | \$460.00 |
| Kristin Aquilino | 2019 International Society for Tech. Education | 6/25/2019 | Philadelphia, PA | \$250.00 | \$0.00 |
| Total | | | | \$5,590.16 | \$3,616.06 |

9. APPROVE FIELD TRIPS

Motion to approve the following field trip(s) to take place during the 2018-2019 school year as indicated. With the exception of Community-Based Instruction (CBI), the district will incur no admission/transportation costs.

| <u>Month/Year</u> | <u>School</u> | <u>Class</u> | <u>Destination</u> | <u>Cost / Pupil</u> | <u>Purpose</u> |
|-------------------|---------------|-----------------------|----------------------------|---------------------|----------------------------|
| 2/19 | RHS | Robotics | Senior Center | \$11.51 | Community Service Demo |
| 3/19 | RHS | Jazz Band | NJSBGA Conference | N/A | Performance |
| 3/19 | RHS | Science Olympiad | Middlesex Comm. Coll. | N/A | Competition |
| 3/19 | RHS | SOAR | Shoprite | N/A | Life Skills |
| 3/19 | PRMS | SOAR | RHS | N/A | Kitchen Safety |
| 3/19 | RHS | Virtual Enterprise | Wagner HS, Staten Island | N/A | Competition |
| 3/19 | RHS | Italian Class | SES | N/A | Present Play in Italian |
| 3/19 | RHS | Italian Class | Metropolitan Art Museum | \$40.00 | Supports Curriculum |
| 4/19 | PRMS | Math League | Goetz Middle School | N/A | Competition |
| 4/19 | SES | 4 th Grade | Inst. For Environ. Studies | \$14.19 | Supports Curriculum |
| 4/19 | RHS | Drama | NYC | \$100.00 | Supports Curriculum |
| 5/19 | SES | 2 nd Grade | Howell Farm | \$8.00 | Supports Curriculum |
| 5/19 | RHS | Virtual Enterprise | Great Adventure | \$35.49 | Business Day |
| 5/19 | RHS | SOAR | Rider University | N/A | Dare to Dream Conf. |
| 5/19 | RHS | Biology Class | Rutgers University | \$7.00 | Tour Research Facility |
| 5/19 | PRMS | 8 th Grade | Hershey Park | \$105.00 | 8 th Grade Trip |
| 6/19 | RHS | Senior Class | Robbinsville Field House | N/A | Senior Picnic |
| 6/19 | RHS | Art Class | Grounds for Sculpture | \$16.00 | Intro to Sculpture |

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

Mrs. DeVito asked what is covered in the contract with the landscaper. Ms. Brooks indicated that the contract covers the cost of cutting the grass only. Additional costs will be incurred for any extras the district requests.

On motion of Mr. Young and seconded by Mrs. Luciano, the Robbinsville Board of Education upon recommendation of the Superintendent voted 8-0 to approve Finance, Facilities and Transportation resolutions C.1-3 as indicated. Mr. Galluccio and Mrs. Temple abstained on item C.2a. Mr. Veisz was absent.

1. FINANCE

a. Bills and Claims: February 26, 2019 (Attachment #23)

Motion to approve payment of the bills & claims list in the amount of \$4,156,170.04 for the period ending February 26, 2019 as indicated.

| Accounts Payable | | |
|-------------------------|-----------|---------------------|
| Fund | | |
| 11 - General Fund | \$ | 1,076,700.41 |
| 12 - Capital Outlay | | |
| 20 - Special Revenue | \$ | 83,536.63 |
| 30 - Capital Projects | \$ | - |
| 40 - Debt Service | \$ | - |
| 60 - Food Service Fund | \$ | 94,145.75 |
| 61 - R.E.D. | \$ | 94.88 |
| Unemployment | \$ | 9,037.27 |
| Hand Checks | \$ | 263,027.59 |
| Subtotal | \$ | 1,526,542.53 |
| Payroll | | |
| Payroll: 1.30.19 | \$ | 1,211,242.86 |
| Payroll: 2.15.19 | \$ | 1,418,384.65 |
| Total | \$ | 4,156,170.04 |

b. Certification of Board Secretary

Pursuant to N.J.A.C. 6A:23-2.12(a), I, Beth Brooks, Board Secretary/School Business Administrator, certify that as of January 31, 2019 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 #24)

Motion to accept the Report of the Board Secretary for the period ending January 31, 2019.

d. Report of the Treasurer (Attachment #25)

Motion to accept the Report of the Treasurer for the period ending January 31, 2019.

e. Approve Transfer Report

Motion to approve the transfer report totaling \$104,747.52 for the period ending February 26, 2019.

| Account From | Account To | Description | Amount |
|---|---|---|----------------------|
| 11-190-100-640-02-01-050 Sharon Textbooks | 11-000-222-600-02-01-050 Sharon Media Supplies | Book purchase | \$ 1,314.00 |
| 11-000-251-592-07-00 Ads and Printing | 11-000-251-600-07-01 Business Supplies | Accounts Payable supplies | \$ 3,500.00 |
| 11-000-221-104-07-09-000 Salaries | 11-000-221-390-09-00-000 Contracted Services | Assistance during maternity leave | \$ 7,350.00 |
| 11-401-100-800-01-01 RHS Co-Curr. Misc | 11-401-100-600-01-01 RHS Co-Curr. supplies | Math League hosting supplies | \$ 300.00 |
| 11-000-270-515-07-01 Jointures | 11-000-270-514-07-01 Special Ed Route | New OOD route | \$ 19,000.00 |
| 11-204-100-610-04-01-000 LLD Supplies | 11-000-219-320-04-01-000 CST Contracted | Theater program | \$ 4,500.00 |
| 11-000-251-592-07-00 Ads and Printing | 11-000-251-600-07-01 Supplies | Required Inventory Tags | \$ 2,000.00 |
| 11-000-230-339-07-04 Professional Services | 11-000-230-334-07-02 Architect | Professional Services-roof repair PRMS | \$ 4,000.00 |
| 11-401-100-300-03-01-040 School Sponsored Co-Curr. | 11-000-270-161-07-22 Field Trip Transportation | Math League Academic Bowl | \$ 230.04 |
| 11-000-240-103-07-01-030 Salaries | 11-000-230-334-07-02 Architect | Professional Services-roof repair SES | \$ 16,000.00 |
| 11-000-240-105-07-01-030 Salaries | 11-000-230-334-07-02 Architect | Professional Services-roof repair SES | \$ 4,000.00 |
| 11-000-240-105-07-03-040 Salaries | 11-000-230-334-07-02 Architect | Professional Services-roof repair SES | \$ 4,800.00 |
| 11-000-291-270-07-01 Health Benefits | 11-000-230-334-07-02 Architect | Professional Services-roof repair SES | \$ 22,000.00 |
| 11-190-100-610-01-01-030 RHS Supplies | 11-000-218-600-01-01-030 RHS Guidance Supplies | PSAT testing | \$ 7,200.00 |
| 11-190-100-640-09-00 District Textbooks | 11-000-221-600-09-01-000 Curriculum Supplies | Equity training supplies | \$ 1,653.48 |
| 11-190-100-610-03-01-040 PRMS Supplies | 11-190-100-640-03-01-040 PRMS Textbooks | 6-8 Science Text | \$ 6,900.00 |
| TOTAL February 2019 Transfers: | | | \$ 104,747.52 |

f. Approve Contracted Service Agreement: Jennifer Freeman

Motion to approve a contracted service agreement with Jennifer Freeman to provide training for Transportation Coordinator Tammy Arnwine. Ms. Freeman will contract with the district for up to two training days at \$214.58 per diem.

g. Authorize Professional Services Contract: Spieze Architectural

Motion to authorize a professional services contract with Spieze to oversee Phase II of the Energy Savings Improvement Plan (ESIP) as indicated.

| <u>Component</u> | <u>Cost</u> |
|--|----------------------------------|
| Preliminary Assessment & Development | \$2,800.00 |
| Work Designed, Documented, Specified by Spieze | 6.9% of Final Construction Costs |
| Work Documented & Specified by ESCO | 4.5% of Final Construction Costs |
| Site Visits (District Requested) | \$1,075.00 per Visit |
| Digital Bidding | \$250.00 |

h. Authorize ESIP Financial Advisor: Phoenix Advisors, LLC

Motion to authorize Phoenix Advisors, LLC to serve as financial advisor of Phase II of the Energy Savings Improvement Plan at a cost of \$15,000.00.

i. Accept Bids: PRMS Partial HVAC Equipment Replacement

Motion to accept the following bids for PRMS Partial HVAC Equipment Replacement. The bid opening took place on February 20, 2019.

| <u>Vendor</u> | <u>Bid</u> |
|----------------------|-------------------|
| Amco Enterprises | \$600,500.00 |
| Driscoll Mechanical | \$538,000.00 |
| EACM Corp. | \$584,000.00 |
| Gaudelli Bros. | \$524,500.00 |

j. Award Bid: Gaudelli Brothers - PRMS Partial HVAC Equipment Replacement

Motion to award a bid for the Robbinsville Pond Road Middle School Partial HVAC Equipment Replacement, including Base Bid and alternate bids AB-1, AB-2, AB-3, and AB-4A for replacement of roof top unit equipment on the A-wing, unit ventilators and condensing units in the C-wing and F-wing, and replacement of the DX module in Air Handler AH-A2, and provision of a Honeywell Control system for equipment of this project, to Gaudelli Brothers, the lowest responsible bidder. The amount of the base bid is \$211,200.00 and the bid for the 4 Alternates combined \$313,300.00, for a total of \$524,500.00. The bid, including the base and alternate bids, are in compliance with Public School Contracts Law.

k. Authorize Contract Renewal : Landscaping Services – Need Cost per Cut

Motion to renew a contract with On Site Landscape Management for the period dating from April 1, 2019 through October 31, 2019 with a cost increase of 1.45%, (equivalent to the Consumer Price Index rate) at \$1,112.00 per cut. This is the first of two one-year extensions as per N.J.A.C.18A:18A-42. The initial contract was approved on March 29, 2018.

l. Accept Honorarium: NJSBGA

Motion to accept an honorarium from NJ School Buildings and Grounds Association in the amount of \$500.00 and designated for the RHS Raven Regiment to support the costs for the Jazz Ensemble's performance at the March 12, 2019 annual banquet.

m. Authorize Inventory Disposal

Motion to authorize disposal of the following inventory.

- 1 Broken Shredder – Payroll Office
- 64 Boys' XC / Track Uniform Tops (Featured Block R)
- 38 Girls' XC / Track Uniform Tops (Featured Block R)

2. FACILITIES

a. Building Use (Attachments #26 - #31)

Motion to approve the Buildings and Grounds Use of Facilities Schedule for the months of March and April 2019.

b. Approve Completion of Fire and Security Drills: January 2019

Motion to approve Fire and Security Drills for the 2018-2019 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 | 9.24.18 | 9.25.18 | | | |
| October | 10.25.18 | | 10.25.18 | | |
| November | 11.21.18 | | | | AED Drill: 11.27.18 |
| December | 12.3.18 | | | | Security Meeting: 12.14.18 |
| January | 1.29.19 | | | | AED Drill: 1.15.19 |

| PRMS | Fire Drill | Lockdown / Active Shooter | Evacuation | Shelter in Place | Other / Tabletop |
|-----------|------------|---------------------------|------------|------------------|---------------------|
| September | 9.21.18 | 9.12.18 | | | |
| October | 10.29.18 | | 10.17.18 | | |
| November | 11.21.18 | | | 11.21.18 | |
| December | 12.14.18 | 12.12.18 | | | AED Drill: 12.17.18 |
| January | 1.25.19 | | | | Tabletop: 1.15.19 |

| SES | Fire Drill | Lockdown/ Active Shooter | Evacuation | Shelter in Place | Other / Tabletop |
|-----------|------------|--------------------------|------------|------------------|--|
| September | 9.13.18 | 9.21.18 | | 9.21.18 | |
| October | 10.17.18 | | 10.24.18 | | 10.10.18: Safety & Readiness Mtg. |
| November | 11.30.18 | | | | 11.15.18: Bus Evac. / Modified Dismissal |
| December | 12.4.18 | 12.11.18 | | | |
| January | 1.24.19 | | | | 1.18.19 Freeze / Shelter in Place |

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

On motion of Mrs. DeVito and seconded by Mrs. Temple, the Robbinsville Board of Education upon recommendation of the Superintendent, voted 8-0 to approve Robbinsville Extended Day Program resolution D.1-2 as indicated. Mr. Veisz was absent.

1. ACCEPT RESIGNATION

Motion to accept the resignation of Kristin Baldassari, SES, effective February 13, 2019.

2. APPROVE ANGELA BRIHN: YOGA CLASSES

Motion to approve Angela Brihn to teach yoga classes for RED at the rate of \$34.00 per hour (not to exceed 4 hours) on April 16, 2019.

XV. PUBLIC COMMENT: AGENDA & NON-AGENDA ITEMS

A. NOUSHIN KANINI

- Asked if fire drills could be planned for warmer days.
- Asked when she could see the budget. (Mrs. Luciano indicated that a budget meeting is scheduled to take place on March 12, 2019.)

XVI. OLD BUSINESS

- Mr. Halm - PRMS Roof Leaks – Started recently with driving rain – Still under warranty and contractor is aware. Ms. Brooks will follow up to see what the status is.

- Mrs. Temple appreciated the article Dr. Foster sent with the weekly Board update. She and Mr. Veisz attended a recent training and learned that 80% of a Board member's time should be spent on student achievement.
- Ms. Brooks reminded the Board that the March 12th budget meeting starts at 6:00 PM.
- Mrs. Luciano spoke with Dan Greco about painting animals around the windows of Sharon School.

XVII. NEW BUSINESS

Mrs. Ciaccio asked if discussions could take place to determine how the district can help students who may be in need of financial assistance when it comes to participation in activities like the senior trip. Mrs. Luciano indicated that this could be discussed at committee level. Dr. Foster will ask Ms. Avery to weigh in on this topic.

REF Casino Night will not take place this year.

Mrs. DeVito indicated that the Superintendent of Mercer County Vo-Tech has extended an invitation to Board members for a discussion. The Board attorney said she would look into whether or not this could be a conflict.

XVIII. ADJOURNMENT

On motion of Mrs. Temple and seconded by Mr. Heilman, the Robbinsville Board of Education voted to adjourn the February 26, 2019 monthly meeting at 9:25 PM.

Respectfully submitted,

Beth Brooks
School Business Administrator / Board Secretary