



**ROBBINSVILLE BOARD OF EDUCATION
MONTHLY MEETING**

**TUESDAY, DECEMBER 15, 2015 – 7:00 PM
RHS STUDENT ACTIVITY CENTER**

PUBLIC SESSION MINUTES

BOARD OF EDUCATION

Mr. Matthew O’Grady, President

Mr. Thomas Halm, Jr., Vice President

Mrs. Shaina Ciaccio

Dr. Vincent J. Costanza

Mrs. Sharon DeVito

Mrs. Florence Gange

Mr. Keith Kochberg

Mrs. Faith Silvestrov

Mr. Richard Young

SUPERINTENDENT OF SCHOOLS

Dr. Steven J. Mayer

ASSISTANT SUPERINTENDENT

Dr. Kathleen A. Foster

SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY

Christina Moskal

STUDENT GOVERNMENT PRESIDENT

Ryan Bondoc

ROBBINSVILLE BOARD OF EDUCATION
PUBLIC SESSION MINUTES

December 15, 2015

I. CALL TO ORDER PUBLIC MEETING

President Matthew O’Grady called the December 15, 2015 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	Absent	Mrs. Gange	Present	Mr. O’Grady	Present
Dr. Costanza	Present	Mr. Halm	Present	Mrs. Silvestrov	Present
Mrs. DeVito	Present	Mr. Kochberg	Absent	Mr. Young	Present

III. MOTION TO CONVENE IN EXECUTIVE SESSION

On motion of Mrs. DeVito and seconded by Mr. Halm, the Robbinsville Board of Education voted 7-0 to convene in Executive Session at 6:01 PM to discuss the following topics.
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- A. Harassment, Intimidation & Bullying Report
- B. Personnel

IV. MOTION TO RESUME PUBLIC SESSION

On motion of Mr. Halm and seconded by Mrs. Silvestrov, the Robbinsville Board of Education voted 7-0 to resume Public Session at 7:23 PM.

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

- Kudos to Jessica Steele, Grade 4 – SES T-shirt Design Contest

SES Vice-Principal Nicole Bootier and Guidance Counselor Kim White introduced Jessica Steele, a 4th grader and winner of the Sharon Elementary School T-Shirt Design Contest. After providing some background about the contest, they informed the Board that by utilizing the district’s Google platform students participated in a live vote to determine the best of three possible school slogans. When the winning slogan, *Out of this World*, was deemed the winner, students created their own designs to depict the slogan. After Jessica’s design was selected as the winning design by the School Safety Team, t-shirts incorporating the design were made and are on sale at Sharon Elementary School. Mrs. Bootier, Mrs. White and Jessica wore their t-shirts to the Board meeting.

- *Passing the Palette* – Freida Villepontoux & Students
Art teacher Freida Villepontoux and 4 RHS art students submitted work for the “Passing the Palette” art gallery held at Mercer County Community College. The exhibit showcased the talents of both students and teachers across Mercer County. In addition to having her own work on display, the artwork of students Morgan Newman, Jessica Nichol, Madison Tomasko, and Dan White was also on display.
- Congratulations RHS fall athletes!
RHS Athletic Director Curtis Wyers provided highlights of the fall season.

Football:	First Team – All Liberty Division
Boys Soccer:	First Team CVC - Paul Pietrini, Joseph Lettera, Brian Wojton
	Senior Game - Paul Pietrini, Joseph Lettera, Connor Bauer, Kevyn Ezzo

Girls Soccer:	Co-coach Jeff Fisher named Trentonian's Coach of the Year Mercer 33 / NGSCA – Kellie Hoffman, Morgan Newman All Coaches CVC – Kellie Hoffman First Team
Field Hockey:	The Times of Trenton All-Area Field Hockey Team- Jess Allen, Megan Kratz Trentonian Goalie of the Year - Abby Kirkpatrick CVC First Team- Ariana Dolce, Jess Allen, Megan Kratz, Abby Kirkpatrick
Cross Country:	2nd team All Group 2 / All Mercer County - Richie Kasper 3rd team All Group 2 - Zach Michon 2nd team All State / 1st team All Group 2 / 1st team All County / CVC runner of the year / Trentonian Area Runner of the year – Lauren Kroepfl
Cheerleading:	CVC 2015 champions 2 years in a row

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

As Dr. Costanza and Mrs. Gange opted not to run for reelection for the Board, Dr. Mayer recognized and thanked each for their service on the Board. Before presenting each with a crystal candy dish, he expressed appreciation for their commitment to the students of Robbinsville as well as their ability to balance the demands of personal and professional obligations with a desire to serve the greater community.

Mr. O'Grady and other Board members added to Dr. Mayer's sentiments.

VII. SCHOOL BUSINESS ADMINISTRATOR'S REPORT - Ms. Christina Moskal

Budget Update

Ms. Moskal indicated that she and Dr. Mayer, along with administrators from neighboring districts, recently met with county officials for a budget review. All in attendance continue to wrestle with the challenges of creating a budget within the 2% state mandated cap and the likely possibility of no increase in state aid. Ms. Moskal indicated that the Governor's budget address is scheduled to take place on the 4th Tuesday in February, after which the state will release the aid figures (typically within 48 hours). She also noted that the district's tentative budget hearing will take place on March 14.

June 30, 2015 CAFR

Ms. Moskal informed the Board that, again this year thanks to the effort of the entire team, the district June 30, 2015 annual audit had no findings. She indicated that the final report was slightly delayed due to a new regulation requiring the testing of pension liability but added that such a delay will be unlikely next year.

Mr. O'Grady urged the administration to consider the worst case scenario, a reduction in state aid, when building the 2016-2017 budget. He also reminded the Board that the district continues to be underfunded by \$4-6 Million based upon the criteria established by the state for providing an adequate education to students.

VIII. RESOLUTION TO ACCEPT THE JUNE 30, 2015 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) (ATTACHMENT #1)

On motion of Mrs. Silvestrov and seconded by Mr. Young, the Robbinsville Board of Education voted 7-0 to accept the June 30, 2015 Comprehensive Annual Financial Report (See pages 10-12 for synopsis).

IX. STUDENT GOVERNMENT REPORT – Ryan Bondoc

Student Government President Ryan Bondoc reported on the following matters.

- Ms. Austin – December Teacher of the Month
- Clubs update
- Class news
- Sports
- Winter Pep Rally

X. MINUTES

On motion of Mr. Halm and seconded by Mrs. Silvestrov the Robbinsville Board of Education voted 6-0-1 approve the minutes of the following meetings. Mr. Halm abstained.

- November 17, 2015 Executive Session (Attachment #2)
- November 17, 2015 Public Session (Attachment #3)

XI. COMMITTEE REPORTS

A. EDUCATION, DEVELOPMENT & POLICY – Mrs. Florence Gange

Mrs. Gange reported on the following matters discussed at committee level on December 1, 2015

- Policies – First Reading and Adoption
- RHS Program of Studies – Reviewed revisions from 2014-2015
- Curriculum Revision – Grades 7&8 Computer Technology curriculum designed to address Informational Technology and Computer Science. Typing is embedded throughout the curriculum.
- Professional Development – Last month, designated middle and high school teachers and K-12 guidance counselors attended a half day workshop that focused on strategies for working with ELL students led by Donna Gill (RHS replacement Spanish teacher and retired ESL Director) and her colleague Lynn Grodnick (retired ESL teacher, WWP). For three days in December, First Year teachers participated in Literacy Walks led by the Literacy Coaches. Third and Sixth grade teachers and administrators will be traveling to visit the BAPS Shri Swaminarayan Mandir on December 17th. Plans are underway for the February 16th district in-service day!
- Next Meeting – January 12, 2016

B. PERSONNEL – Mrs. Sharon DeVito

Mrs. DeVito reported on the following personnel items discussed at committee level on December 8, 2015.

- Review of personnel agenda
- Update on the search for an Assistant Principal at Pond Road Middle School and LDTC position

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

Mr. Halm reported on the following matters discussed during the December 9, 2015 meeting of the Finance, Facilities and Transportation Committee.

- Transportation – The committee reviewed the November transportation reports.
- 2016-17 Budget Update – The committee reviewed revenue and appropriation trends for the 2016-17 school year budget. It was noted that the 2% tax levy cap equals \$684,320. This is the maximum dollar amount that the board can increase the budget (aside from waivers and adjustments) without voter approval. The committee discussed the projected increases of fixed costs, such as salaries, benefits, and transportation. The increases in salaries and health benefits alone have the potential to total over \$1,000,000.
- Demographic Study – The committee reviewed a proposal from Richard Grip, Statistical Forecasting, LLC, for an updated demographic study. The last study was completed in 2009. The committee agreed that Options 1 and 5 would best suit the needs of the district. This proposal will be on the December agenda for approval. The anticipated turnaround time on the demographic study is 8 to 10 weeks.

- Inquiries at the 11/11/15 meeting regarding facility walk through items. All issues have been resolved.
- Solar PPA RFP – The district is working with McManimon Scotland & Baumann and Spiezle Architectural Group to develop a Request for Proposal. Administration will solicit a proposal for the anticipated cost of the work related to developing the RFP. It is anticipated that the RFP will be completed for advertisement at the end of January. This would provide an appropriate time frame for the board to approve a proposal at the March meeting. The targeted construction start date is after the last day of school in June 2016.

D. COMMUNITY RELATIONS – Dr. Vincent Costanza

Dr. Costanza reported on the State of the Schools celebration that took place on November 19. He thanked Mrs. DeVito for the work she did to organize the event. Mr. Young noted that 250+ individuals attended and that there was much positive feedback. Dr. Mayer added that while this year's event focused on the district's big picture, next year's follow up will include more specific information about district objectives for the long term.

XII. HEARING OF THE PUBLIC

A. NUSHIN KAHANI

Mrs. Kahani thanked Mrs. Gange and Dr. Costanza for their service. She inquired about expectations for state aid. Dr. Mayer indicated that the expectation is that aid will remain flat. He noted that as the district gets deeper into the budget process, it will create a budget based on worst case scenario, particularly in relation to health care. Cuts or new revenue (PPA, sale of Windsor, RED, Kinderville) will be used to fill any gaps.

In light of the recognition of the fall athletes, Mrs. Kahani said that she thinks it is important to also recognize students that participate in clubs.

XIII. APPROVE MONTHLY RESOLUTIONS

A. PERSONNEL (A.1 – 4)

Discussion

Dr. Mayer informed the Board that RHS Business Teacher Tawrye Mason has been selected to serve as the Assistant Principal at Pond Road Middle School and expressed confidence in her ability to transition into a leadership role.

On motion of Mrs. DeVito and seconded by Mrs. Silvestrov, the Robbinsville Board of Education voted 7-0 to add an addendum (Item XIII.A.4) to the agenda.

On motion of Mrs. DeVito and seconded by Mr. Halm, the Robbinsville Board of Education voted 7-0 to amend Kaitlyn Kellar's start date to January 8, 2015.

On motion of Mrs. DeVito and seconded by Mrs. Silvestrov, the Robbinsville Board of Education voted 7-0 to approve Personnel items A.1-4 below and on pages 16-18 as indicated.

4. APPROVE ASSISTANT PRINCIPAL: POND ROAD MIDDLE SCHOOL

Motion to approve Tawrye Mason to serve in the position of Assistant Principal of Pond Road Elementary School effective date to be determined based upon the length of time needed to hire a

replacement to fill her current role as RHS Business Teacher. Per RPSA contract, Mrs. Mason will be compensated in the amount of \$102,830.00 per year.

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

On motion of Mrs. Gange and seconded by Dr. Costanza the Robbinsville Board of Education voted 7-0 to approve Education, Development, & Policy resolutions B.1 – 9 as indicated.

1. HARASSMENT, INTIMIDATION & BULLYING MONTHLY REPORT (Attachment #4)

Motion to accept without modification the Superintendent's Report on Harassment, Intimidation and Bullying for the period ending December 15, 2015.

2. POLICIES & REGULATIONS: FIRST READING Attachments #5 - #13)

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

P1240 Evaluation of the Superintendent (#5)
R1240 Evaluation of the Superintendent (#6)
P3221 Evaluation of Teachers (#7)
R3221 Evaluation of Teachers (#8)
P3222 Evaluation of Teaching Staff Members, Excluding Teachers & Administrators (#9)
R3222 Evaluation of Teaching Staff Members, Excluding Teachers & Administrators (#10)
P3224 Evaluation of Principals, Vice Principals and Assistant Principals (#11)
R3224 Evaluation of Principals, Vice Principals and Assistant Principals (#12)
P5337 Service Animals (#13)

3. POLICIES & REGULATIONS: ADOPTION (Attachments #14 - #19)

Motion to adopt the following policies and regulations.

P2460 Special Education (M) (#14)
R2460.1 Special Education - Location, Identification and Referral (M) (#15)
R2460.8 Special Education - Free and Appropriate Public Education (M) (#16)
R2460.9 Special Education - Transition from Early Intervention Programs to Preschool Programs (#17)
R2460.16 Special Education - Instructional Material to Blind or Print - Disabled Students (M) (#18)
P5330 Administration of Medication (M) (#19)

4. APPROVE 2016-2017 RHS PROGRAM OF STUDIES (Attachment #20)

Motion to approve the 2016-2017 Robbinsville High School Program of Studies.

5. APPROVE TECHNOLOGY TRAINING: CHROMEBOOK INITIATIVE

Motion to approve Google Trainer, Allan Johnson, to conduct a half day of administrator training for the Google Chromebook Initiative at \$200.00.

6. AUTHORIZE BOOK DISPOSAL (Attachment #21)

Motion to authorize the disposal of worn and outdated books from the Sharon Elementary School library as indicated.

7. SPECIAL SERVICES

a. Approve Board Attorney: Methfessel & Werbel

Motion to approve Methfessel & Werbel to serve as the attorney of record for matters related to special education. Hourly rates are as indicated.

Partner: \$160.00 per hour

Associate: \$150.00 per hour

Paralegal: \$ 85.00 per hour

b. Approve Tuition Contract: Burlington County Special Services School District

Motion to approve a tuition contract with Burlington County Special Services School District in the amount of \$45,935.00 for student # 150223 for the period dating September 8, 2015 through June 30, 2016.

c. Approve Non-Resident Fee: Burlington County Special Services School District

Motion to approve payment of a non-resident fee in the amount of \$3,100.00 to Burlington County Special Services School District for student # 150223.

d. Authorize Janet Haigh to Conduct Evaluations

Motion to authorize Janet Haigh to conduct psychological evaluations at \$375.00 per evaluation during the period dating from December 16, 2015 through January 30, 2016.

e. Authorize Arleen Romano to Conduct Evaluations

Motion to authorize Arleen Romano to conduct educational evaluations at \$375.00 per evaluation during the period dating from December 16, 2015 through January 30, 2016.

8. FIELD TRIPS

a. Field Trips – Robbinsville High School

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

<u>Month/Year</u>	<u>Class</u>	<u>Destination</u>	<u>Cost / Pupil</u>	<u>Purpose</u>
June 2016	Robbinsville High School Choir	Hershey Park	\$125.00	Music in the Park Comp.

b. Field Trips –Pond Road Middle School

Motion to approve the following field trip(s) for Pond Road Middle School during the 2015-2016 school year as indicated. All field trips tie into academic areas of study. The district will incur no admission or transportation costs.

<u>Month/Year</u>	<u>Class</u>	<u>Destination</u>	<u>Cost / Pupil</u>	<u>Purpose</u>
January 2016	Science Olympiad	Union County College	\$0.00	Academic Competition
March 2016	Science Olympiad	Middlesex Community College	\$0.00	Academic Competition

c. Field Trips – Co-curricular

Motion to approve the following co-curricular field trip(s) district wide for the 2015-2016 school year as indicated. The district will incur admission/transportation costs.

<u>Month/Year</u>	<u>Class</u>	<u>Destination</u>	<u>Cost / Pupil</u>	<u>Purpose</u>
January 2016	SOAR	R'ville Field House	\$0.00	Unified Kickball Tournament
January 2016	PreK-Autism-ELM MD	Great Clips / Ruby Tues	\$0.00	Practice real world skills
January 2016	V.E.	69th Regiment Armory	\$0.00	Youth Business Summit
January 2016	V.E.	FDU	\$0.00	Business Plan Regionals
March 2016	PreK-Autism-ELM MD	Whole Foods Market	\$0.00	Practice real world skills
April 2016	SOAR	Mercer County College	\$0.00	Dare to Dream Conference
April 2016	V.E.	LIU-Brooklyn	\$0.00	Business Plan Nat'l Comp.
May 2016	Project Unify-SOAR	RHS	\$0.00	3rd Annual Spring Field Day
May 2016	SADD	Six Flags	\$0.00	U Got Brains Awards
June 2016	Special Olympics	The College of NJ	\$0.00	2016 Summer Games

9. WORKSHOPS

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

<u>Name</u>	<u>Workshop Title</u>	<u>Event Date(s)</u>	<u>Registration</u>	<u>Reimbursement</u>
Anna Hernandez	Bullying 101 for Educators	TBD	\$ 30.00	\$ -
Betty Jane Oliva	Destiny Library Manager Training	1/7/2016	\$ 99.00	\$ -
Jennifer Haas	Making the Best Use of Mobile Devices to Strengthen your Science Instruction	1/7/2016	\$ 239.00	\$ -
Rajneet Bajnath	Understanding Autism Through Personal Narratives	1/11/2016		\$ 6.63
Kristin Aquilino	Revitalized your Library Program	1/12/2016	\$ 239.00	\$ -
Catherine Zahn	Presentation at Garfield School District	1/18/2016	\$ -	\$ -
Marissa Dolan	EduCon 2.8	1/29-31/2016	\$ 150.00	\$ -
Kimberly Keener	Cenergistic Winter 2016 Training Conference	1/17-19/2016	\$ -	\$ 803.08
Claire Johnson	Differentiating Math Instruction	2/1/2016	\$ 195.00	\$ 17.76
Jody Nestel	Differentiating Math Instruction	2/1/2016	\$ 195.00	\$ 11.00
Kristin Whitmore	What's New In Young Adult Literature & How to Use it in Your Program	2/8/2016	\$ 245.00	\$ 23.75
Rajneet Bajanth Nicole Rossi Nicole Bootier Roxanne Clarke-Holmes	An Updated Guide to Identifying & Planning for Students with Disabilities in the Schools (\$199 / person)	2/10/2016	\$ 799.00	\$ 25.64
Michael Griffin	Northeast Conference on the Teaching of Foreign Languages	2/12&13/2016	\$ 195.00	\$ 33.00
David Revay	2016 NJAHPERD Annual Convention	2/22&23/2016	\$ 100.00	\$ 53.75
Lauren DeSimone Kristina Mannino	Strengthening Your Special Needs Students' Executive Function (\$239 / person)	2/24/2016	\$ 478.00	\$ 11.10
Lauren DeSimone	Strengthening Your Special Needs Students' Executive Function Skills	2/24/2016	\$ -	\$ 12.71
Ellen Malissa	Power Up! Learning All Day, Every Day	4/15/2016	\$ 159.00	\$ 19.13
Rosemaire McGlew	Power Up! Learning All Day, Every Day	4/15/2016	\$ 159.00	\$ 16.68
Margrette Alagar Alison Sussman	Book Expo America (BEA) (\$81 / person)	5/13/2016	\$ 162.00	\$ -
Total			\$ 3,444.00	\$ 1,034.23

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

On motion of Mr. Halm and seconded by Mrs. Silvestrov, the Robbinsville Board of Education voted 7-0 to approve Finance, Facilities and Transportation items C.1-3 as indicated.

Discussion

On behalf of the Board, Mrs. DeVito expressed appreciation to McGraw Hill and Lockheed Martin for their generous donations to the Robotics Team (Item C.1g).

1. FINANCE

a. Bills and Claims List (Attachment #22)

Motion to approve payment of the Bills & Claims List in the amount of \$1,352,917.71 for the period ending December 15, 2015 as indicated.

Accounts Payable		
Fund		
11 - General Fund	\$	1,039,091.31
12 - Capital Outlay	\$	11,224.20
20 - Special Revenue	\$	43,438.22
30 - Capital Projects	\$	-
40 - Debt Service	\$	-
60 - Food Service Fund	\$	240,088.46
61 - R.E.D.	\$	19,075.52
Unemployment	\$	-
Hand Checks		
Total	\$	1,352,917.71

b. Transfer Report: December 15, 2015

Motion to approve transfers totaling \$119,389.03 for the period ending December 15, 2015.

Account From	Account To	Description	Amount
11-000-270-161-07-20 Bus Driver Salary	11-000-270-162-07-27 Sal. For Pupil Transportation	Bus runs	\$ 15,000.00
11-401-100-800-02-01 Sharon School Student Act.	11-000-270-161-07-22 Field Trip Account	Additional funds needed for field trip	\$ 169.50
11-204-100-101-04-99 LLD ESY Teacher	11-000-221-104-07-09 Hum Sup & Genesis	Summer work	\$ 1,012.28
11-230-100-101-09-99 Jumpstart ESY	11-000-221-104-07-09 Hum Sup & Genesis	Summer work	\$ 313.60
11-000-213-101-03-99 PRMS Summer Nurse	11-000-240-105-07-02 Sharon Secretary	Contractual obligation (longevity)	\$ 366.72
11-230-100-101-09-99 Jumpstart ESY	11-110-100-101-07-02 Kindergarten Salary	Leave replacement extended	\$ 1,600.00
11-230-100-101-07-03 PRMS BS Teacher	11-130-100-101-07-03 Grade 6-8 salary	Staff reassignment	\$ 19,000.00
11-000-291-270-07-01 Health Insurance	11-000-291-290-07-02 Opt Out	Health benefits opt out	\$ 56,000.00
11-230-100-101-09-99 Jumpstart ESY	11-000-217-100-04-04 Extra Work	IEP driven overtime	\$ 3,192.40
11-215-100-106-04-99 ESY LLD Aide Salary	11-000-217-100-04-04 Extra Work	IEP driven overtime	\$ 37.32

Account From	Account To	Description	Amount
11-000-218-104-03-99 Pond Summer guidance	11-000-217-100-04-04 Extra Work	IEP driven overtime	\$ 248.28
11-000-218-104-01-99 RHS Summer Guidance	11-000-217-100-04-04 Extra Work	IEP driven overtime	\$ 30.98
11-000-213-101-03-99 PRMS Summer Nurse	11-000-217-100-04-04 Extra Work	IEP driven overtime	\$ 51.52
11-000-213-101-02-99 Sharon Summer Nurse	11-000-217-100-04-04 Extra Work	IEP driven overtime	\$ 14.00
11-000-262-100-07-91 Energy Education	11-000-217-100-04-04 Extra Work	IEP driven overtime	\$ 185.00
11-000-216-100-07-02 Sharon Speech/ OT	11-000-217-100-04-04 Extra Work	IEP driven overtime	\$ 3,420.80
11-000-221-104-09-91 Professional Development	11-000-221-600-09-01 Curriculum Supplies	Supplies	\$ 336.63
11-214-100-610-04-01 Autism Supplies	11-000-219-600-04-01 CST Supplies	Additional testing materials for CST evaluations	\$ 410.00
11-190-100-610-08-06 Tech-Refresh	12-000-252-730-08-00 Admin Tech Equipment	New e-mail server	\$ 10,000.00
11-000-251-100-07-00 BA Salary	11-000-251-592-07-00 Ads & Printing	Additional job postings	\$ 8,000.00
TOTAL December 2015 Transfers:			\$119,389.03

c. Certification of Board Secretary

Pursuant to N.J.A.C. 6A:23-2.12I3 I, Christina Moskal, Board Secretary/School Business Administrator, certify that as of October 31, 2015 no line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23-22.12(a).

d. Report of the Board Secretary (Attachment #23)

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

e. Report of the Treasurer (Attachment #24)

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

f. Authorize Demographic Study

Motion to authorize a contract with Richard Grip, Statistical Forecasting, in the amount of \$12,450.00 as indicated.

Demographic Study	\$ 4,950.00
Housing Turnover Analysis	\$ 7,500.00
Total Contract	\$12,450.00

g. Accept Donations: RHS Robotics Team

Motion to accept donations in the amount of \$3,000.00 designated for the RHS Robotics Team as indicated.

McGraw Hill	\$1,000.00
Lockheed Martin	\$2,000.00
Total Donations	\$3,000.00

h. Approve Tuition Contract: Rubino Academy

Motion to approve a contract with Thomas J. Rubino Academy in the amount of \$12,530.00 for student #160699 for the period dating November 30, 2015 through June 30, 2016.

2. FACILITIES

a. Fire and Security Drills – November 2015

Motion to approve Fire and Security Drills for November 2015 as indicated.

Required:	Monthly	2/School Yr.	2/School Yr.	2/School Yr.	2/School Yr.	2/School Yr.
School	Fire Drill	Security Drill Lockdown	Security Drill Bomb Threat	Security Drill Evacuation	Security Drill Active Shooter	Security Drill Other
SES	November 4	N/A	N/A	N/A	N/A	November 11
PRMS	November 11	N/A	N/A	N/A	N/A	November 30
RHS	November 18	N/A	N/A	N/A	N/A	November 18

b. Building Use (Attachments #25 - #30)

Motion to approve the Buildings and Grounds Use of Facilities Schedule for the months of January and February 2016.

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

On motion of Dr. Costanza and seconded by Mr. Halm, the Robbinsville Board of Education voted 7-0 to approved Robbinsville Extended Day resolutions D.1-2 as indicated.

1. APPROVE NEW HIRES

a. Approve Substitute Instructor

Motion to approve Doreen Risoldi as a substitute instructor at SES and PRMS for up to ten hours per week at \$15.50 per hour effective December 16, 2015.

b. Approve Aide

Motion to approve Naomi Taylor-Ford as an Aide at Sharon Elementary School (pending criminal history check) for up to twenty hours per week at \$9.75 per hour effective December 16, 2015.

2. Approve Lighting and Sound Work for Talent Show

Motion to approve Birch Wilson for lighting and sound work on February 4, 2016 (4:00 PM – 6:30 PM) at \$27.00 per hour.

XIV. HEARING OF THE PUBLIC – None

XV. OLD BUSINESS – None

XVI. NEW BUSINESS

- REF hosting Harlem Wizards – January 23, 2016
- REF Casino Night and Annual Recognition – April 1, 2016

XVII. ADJOURNMENT

On motion of Mrs. DeVito and seconded by Mrs. Silvestrov, the Robbinsville Board of Education adjourned the December 15, 2015 monthly meeting at 9:08 PM.

Respectfully submitted,

Christina Moskal, School Business Administrator / Board Secretary

SYNOPSIS OF AUDIT REPORT FOR PUBLIC DISTRIBUTION

ROBBINSVILLE BOARD OF EDUCATION COUNTY OF MERCER

As required by Title 18A:23-4, the following is a synopsis of the audit of the financial statements and supplementary data of the Governmental Activities for the year ended June 30, 2015

ASSETS	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	DEBT SERVICE FUND	TOTALS
Cash & Cash Equivalents	\$ 3,320,088.74	\$ -	\$ 538,356.45	\$ 2,562.49	\$ 3,861,007.68
Interfund	13,339.85	-	-	639.63	13,979.48
Accounts Receivable:					
Intergovernmental - State	525,349.07	-	-	-	525,349.07
Intergovernmental - Federal	-	36,216.00	-	-	36,216.00
Other	187,668.70	-	-	-	187,668.70
Restricted Cash & Cash Equivalents	1,124,300.44	-	-	-	1,124,300.44
Total Assets	5,170,746.80	36,216.00	538,356.45	3,202.12	5,748,521.37
LIABILITIES & FUND BALANCES					
Liabilities:					
Cash Deficit	-	27,899.73	-	-	27,899.73
Accounts Payable	129,366.68	-	3,352.21	-	132,718.89
Interfunds Payable	-	-	639.63	-	639.63
Unearned Revenue	113,843.99	8,316.27	-	-	122,160.26
Total Liabilities	243,210.67	36,216.00	3,991.84	-	283,418.51
Fund Balances:					
Restricted for:					
Excess Surplus	1,110,464.88	-	-	-	1,110,464.88
Excess Surplus Designated for Subsequent Year's Expenditures	1,392,447.17	-	-	-	1,392,447.17
Capital Reserve	773,706.12	-	-	-	773,706.12
Maintenance Reserve	251,594.83	-	-	-	251,594.83
Debt Service	-	-	-	640.12	640.12
Capital Projects	-	-	217,146.69	-	217,146.69
Committed to:					
Other Purposes	390,815.18	-	317,217.92	-	708,033.10
Designated for Subsequent Year's Expenditures	164,465.83	-	-	2,562.00	167,027.83
Unassigned Fund Balance	844,042.12	-	-	-	844,042.12
Total Fund Balances	4,927,536.13	-	534,364.61	3,202.12	5,465,102.86
Total Liabilities & Fund Balances	\$ 5,170,746.80	\$ 36,216.00	\$ 538,356.45	\$ 3,202.12	\$ 5,748,521.37

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES**

GOVERNMENTAL FUNDS

	GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECTS FUND	DEBT SERVICE FUND	TOTALS
Revenues:					
Local Sources:					
Local Tax Levy	\$ 33,526,643.00	\$ -	\$ -	\$ 5,269,659.00	\$ 38,796,302.00
Tuition	44,694.62	-	-	-	44,694.62
Transportation from Other LEAs	17,400.00	-	-	-	17,400.00
Sprouts Revenue	79,575.00	-	-	-	79,575.00
Interest on Earned on Investments	-	-	-	-	-
Student Activity Fee	-	-	-	-	-
Miscellaneous	586,551.29	38,194.56	639.63	-	625,385.48
Total Revenues - Local Sources	34,254,863.91	38,194.56	639.63	5,269,659.00	39,563,357.10
State Sources	6,574,866.09	-	-	109,664.00	6,684,530.09
Federal Sources	-	588,331.00	-	-	588,331.00
Total Revenues	40,829,730.00	626,525.56	639.63	5,379,323.00	46,836,218.19
Expenditures:					
Current Expense					
Instruction - Regular Programs	12,060,189.54	-	-	-	12,060,189.54
Special Education	3,508,409.08	584,337.36	-	-	4,092,746.44
Other Instruction	1,734,823.50	-	-	-	1,734,823.50
Support Services:					
Tuition	1,602,840.29	-	-	-	1,602,840.29
Student & Instruction Related Services	3,674,344.30	42,188.20	-	-	3,716,532.50
School Administrative Services	1,555,593.65	-	-	-	1,555,593.65
Central Services	1,416,806.99	-	-	-	1,416,806.99
Plant Operations & Maintenance	3,377,708.08	-	-	-	3,377,708.08
Pupil Transportation	1,913,105.62	-	-	-	1,913,105.62
Unallocated Benefits	9,049,112.64	-	-	-	9,049,112.64
Capital Outlay	1,167,266.11	-	10,275,702.09	-	11,442,968.20
Debt Service:					
Principal	-	-	-	3,085,000.00	3,085,000.00
Interest & Other Charges	-	-	-	2,680,631.26	2,680,631.26
Total Expenditures	41,060,199.80	626,525.56	10,275,702.09	5,765,631.26	57,728,058.71
Excess/(Deficiency) of Revenues Over (Under) Expenditures	(230,469.80)	-	(10,275,062.46)	(386,308.26)	(10,891,840.52)
Other Financing Sources/(Uses):					
Operating Transfers (Out)/In	-	-	(385,737.03)	385,737.03	-
Bond Proceeds & Transfers	-	-	-	-	-
Cancellation of Prior Year Receivable	-	-	-	-	-
Capital Leases (Nonbudget)	30,160.80	-	-	-	30,160.80
Total Other Financing Sources/Uses	30,160.80	-	(385,737.03)	385,737.03	30,160.80
Excess/(Deficiency) of Revenues & Other Financing Sources Over/(Under) Expenditur	(200,309.00)	-	(10,660,799.49)	(571.23)	(10,861,679.72)
Fund Balance - July 1	5,127,845.13	-	11,194,964.10	3,773.35	16,326,582.58
Fund Balance - June 30	4,927,536.13	-	534,164.61	3,202.12	5,464,902.86

RECOMMENDATIONS

None

The above synopsis was prepared from the report of audit of the Robbinsville Board of Education, County of Mercer, for the year ended June 30, 2015. This report of audit, submitted by Holman Frenia Allison, P.C., Rodney R. Haines, Public School Accountant, 618 Stokes Road, Medford, New Jersey 08055, is on file at the Secretary's Office and may be inspected by any interested person.



Christina Moskal, Business Administrator/Board Secretary

Robbinsville Board of Education Personnel Agenda-December

First Name	Last Name	Title	Location	Action	Effective Date	Ending Date	Return Date	Step	Salary	GAAP Code	Notes for Discussion
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a. Administrators/Supervisors/Non Affiliates: (Principals, Assistant Principals)
b. Certificated Staff: (Teachers)
RESIGN

Raheel	Saleem	Guidance Counselor	RHS	Resign	1/29/2016						
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APPOINT

Gabriela	Gill	Teacher	RHS	Appoint	1/4/2016	6/30/2016		4BA +15	\$ 55,011.00	11-140-100-101-07-01	Spanish Teacher
Kaitlin	Kellar	Teacher	SES	Appoint	1/11/2016	5/2/2016		3BA	\$ 53,323.00	11-120-100-101-07-02	LR for Abel
Susan	Brady	Teacher	PRMS	Appoint	12/14/2016	6/30/2016		5MA	\$ 58,231.00	11-213-100-101-07-03	LR for Zdunek
District Staff	District Staff	Translator	District	Appoint	12/16/2015	6/30/2016			\$34.00/hr.		Translating as needed at \$34.00/hr.

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

Diane	Laudanski	PT IA	PRMS	Resign	11/30/2015						
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APPOINT

Karen	Concepcion	Bus Driver	Transportation	Appoint	12/16/2015	6/30/2016			\$24,377.00	11-000-270-107-07-20	PT Bus Driver 4.5 hours a day
Colleen	Foundas	IA	SES	Appoint	12/16/2015	TBD				11-204-100-106-07-04 11-000-217-100-07-04	50% LR, 50% permanent
Nicole	Holt	IA	SES	Appoint	12/16/2015	TBD				11-000-217-100-07-04	50% LR, 50% permanent
Gregg	Learner	PT IA	PRMS	Appoint	12/16/2015	6/30/2016			\$12,312	11-213-100-106-07-04	New Hire
John	Marotta	Door Monitor	RHS	Appoint	1/4/2016	6/30/2016			21.00/hr.	11-000-266-100-05-05	Pending Fingerprint Clearance

LEAVE OF ABSENCE

Susan	Siben	FT IA	SES	Approve Leave	12/1/2015	TBD					
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d. Substitutes
APPOINT

Sarah	Christiansen	Non Cert Sub		Appoint	12/16/2015	6/30/2016			\$75.00/per day		Pending Cert
Elizabeth	Harrison	Non Cert Sub		Appoint	12/16/2015	6/30/2016			\$75.00/per day		Pending Cert
Laurie	Hunter	Cert Sub		Appoint	12/16/2015	6/30/2016			\$85.00/per day		
Danielle	Kassick	Non Cert Sub		Appoint	12/16/2015	6/30/2016			\$75.00/per day		Pending Cert
Karen	Mercurio	Cert Sub		Appoint	12/16/2015	6/30/2016			\$85.00/per day		
Carly	Setaro	Non Cert Sub		Appoint	12/16/2015	6/30/2016			\$75.00/per day		Pending Cert

First Name	Last Name	Title	Location	Action	Effective Date	Ending Date	Return Date	Step	Salary	GAAP Code	Notes for Discussion
Kristin	Patterson	Cert Sub		Appoint	12/16/2015	6/30/2016			\$85.00/per day		Pending Cert
Seethalakshmi	Vaidyanathan	Non Cert Sub		Appoint	12/16/2015	6/30/2016			\$75.00/per day		Pending Cert
Cassidy	Varga	Non Cert Sub		Appoint	12/16/2015	6/30/2016			\$75.00/per day		Pending Cert
Gladies	Williams	Cert Sub		Appoint	12/16/2015	6/30/2016			\$85.00/per day		

REVISE

Nicole	Gerdes	Cert Sub		Revise	12/16/2015	6/30/2016			\$85.00/per day		Appointed 6/23/2015
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3. Extra Work/Extra Pay:

a. Athletics:

APPOINT

David	Anthony	Volunteer	RHS	Appoint	3/1/2016	6/30/2016					Boys Lacrosse
John	Demkovitz	Volunteer	RHS	Appoint	3/1/2016	6/30/2016					Boys Lacrosse
Michael	Langford	Volunteer	RHS	Appoint	3/1/2016	6/30/2016					Boys Lacrosse
Martine	McGrath	Volunteer	RHS	Appoint	11/15/2015	3/15/2016					Winter Track
Chandler	Stachowski	Lifeguard	RHS	Appoint	12/16/2015	6/30/2016			\$41.25/per event	11-402-100-100-06-01	Lifeguard

b. Co-Curricular:

APPOINT

Kate	Appleby	Mentor for new hires	SES	Appoint	10/1/2015	6/30/2016			\$495.00		Paid by District for protégé Natalie DiSantis
Jennifer	Allessio	Advisor	RHS	Appoint	2/1/2016	6/30/2016			\$875.00	11-401-100-100-01-01	SADD Advisor. Pay prorated for time worked.
Christie	Delhagen	Co-Advisor	RHS	Appoint	12/1/2015	6/30/2016			\$34.00/per hour	11-401-100-100-04-00	Project Unify Advisor. Not to exceed \$1,020.
Kenneth	Gibson	Volunteer	RHS	Appoint	12/16/2015	6/30/2016					Advisor for Trivia Club
Jeffrey	Keller	Volunteer	RHS	Appoint	12/16/2015	6/30/2016					Volunteer for Robotics
Marybeth	Kowalski	Co-Advisor	RHS	Appoint	12/1/2015	6/30/2016			\$34.00/per hour	11-401-100-100-04-00	Project Unify Advisor. Not to exceed \$1,020.
Kristen	Levy	Lighting Designer	PRMS	Appoint Designer	9/1/2015	6/30/2016			\$2,992.00	11-401-100-100-03-01	Musical Lighting Designer
Ellen	Malissa	Advisor	SES	Appoint	11/25/2015	6/30/2016			\$474.00	11-120-100-101-02-03	Math Club
Jennifer	Paulino	Volunteer	RHS	Appoint	12/16/2015	6/30/2016					Volunteer for Gaming Club
Birch	Wilson	Mentor for new hires	PRMS	Approve Mentor	12/15/2015	6/30/2016			\$357.50		Paid via payroll by protégé Peter Heckman per Provisional program
Michelle	Warren	Chaperone	RHS	Approve Chaperone	12/3/2015	12/5/2015			\$273.00/per night	11-401-100-100-01-05	Overnight Model UN Chaperone. Payment equaled to \$819.00 total.
Joy	Wolfe	Advisor	RHS	Appoint	9/1/2015	6/30/2016			\$1,750.00	11-401-100-100-01-01	Technology Club

First Name	Last Name	Title	Location	Action	Effective Date	Ending Date	Return Date	Step	Salary	GAAP Code	Notes for Discussion
REVISE											
Laura	Francolino	Mentor for new hires	RHS	Revise Budget Code	12/30/2015	6/30/2016			\$357.50	11-000-221-104-09-92	Paid by District for protégé Laura Tetto
Claire	Johnson	Co-Advisor	PRMS	Revise Salary	9/1/2015	6/30/2016			\$587.00	11-401-100-100-03-01	Math League
Scott	Mangieri	Protégé	RHS	Revise Payment	9/15/2015	12/15/2015			\$192.50		Amount protégé paid via payroll.
Kathleen	Manning	Advisor	PRMS	Revise Salary	9/1/2015	6/30/2016			\$1,504.00	11-401-100-100-03-01	Student Council
Tawrye	Mason	Mentor for new hires	RHS	Revise Budget Code	12/30/2015	6/30/2016			\$357.50	11-000-221-104-09-92	Paid by District for protégé Scott Mangieri
Susan	Ringenary	Mentor for new hires	PRMS	Revise Budget Code	2/15/2015	6/30/2016			\$275.00	11-000-221-104-09-92	Paid by District for protégé Arthur Schmidt
Daniel	Rotante	Co-Advisor	PRMS	Revise Salary	9/1/2015	6/30/2016			\$587.00	11-401-100-100-03-01	Math League
Arthur	Schmidt	Protégé	PRMS	Revise Payment	9/1/2015	1/30/2016			\$275.00		Amount protégé paid via payroll.
Shayna	Schwartz	Advisor	PRMS	Revise Salary	9/1/2015	6/30/2016			\$1,504.00	11-401-100-100-03-01	Student Council
Laura	Tetto	Protégé	SES	Revise Payment	9/1/2015	12/15/2015			\$192.50		Amount protégé paid via payroll.
Randy	Weintraub	Protégé	RHS	Revise Payment	9/1/2015	12/15/2015			\$192.50		Amount protégé paid via payroll.
Suzanne	Wiedman	Mentor for new hires	RHS	Revise Budget Code	12/30/2015	1/30/2016			\$82.50	11-000-221-104-09-92	Paid by District for protégé Randy Weintraub
RATIFY											
Deborah	Binder	Team Leader	Pre-K	Ratify	9/1/2015	6/30/2016			\$639.00	11-120-100-101-02-03	Pre-K Team Leader
c. Other:											
APPROVE PAYMENT											
Catherine	Daughenbaugh	Central Registration	Central Office	Revise	7/1/2015	6/30/2016			\$8,000	11-000-270-160-07-20	Stipend for Central Registration