

## **MINUTES of the REGULAR MEETING on FEBRUARY 8, 2016**

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held a regular meeting on Monday, February 8, 2016 at 7:30 p.m. in the Hightstown High School Cafeteria located at 25 Leshin Lane, Hightstown, NJ.

**Members Present:** Pete Bussone, (arrived 7:35 p.m.) Paul Connolly, Bertrand Fougnyes, Lilia Gobaira, Christine Harrington, Robert Laverty, Kennedy Paul

**Member(s) Absent:** Tracy Healy, Alice Weisman

**Also Present:** Dr. Richard Katz, Chief School Administrator  
Paul M. Todd, SBA/Board Secretary  
David Coates, Board Legal Counsel

### **1. WELCOME/SUNSHINE NOTICE**

Board Vice President Paul Connolly called the meeting to order at 7:30 p.m. and read the Open Public Meeting Act Statement: "Written advance notice of this meeting has been given in accordance with law. Minutes of this meeting are kept by the Board Secretary and are available to any member of the public requesting them at the Administration building, 25A Leshin Lane, Hightstown, NJ. Minutes will be provided at cost and in accordance with Board policy." Mr. Connolly asked "Are there any Board members present who believe this meeting to be in violation of the Open Public Meeting Act?"

(No one objected.) "There being none, we may proceed."

### **2. PLEDGE OF ALLEGIANCE**

#### **3. A. MOTION TO APPROVE AGENDA**

**Action:** Mr. Paul moved, seconded by Mr. Fougnyes to approve the agenda as submitted.

By a roll call vote with all Board members present voting yes, this Board action was approved unanimously.

#### **3. B RESOLUTION FOR EXECUTIVE SESSION**

**Action:** Mr. Paul moved, seconded by Mr. Fougnyes as follows:

"**BE IT RESOLVED**, that the Board of Education of the East Windsor Regional School District will hold two executive sessions during its Meeting on Monday, FEBRUARY 8, 2016. These closed session's concern:

1. Personnel
2. Negotiations
3. Attorney/Client Privilege
4. Student Matters – Bullying

"Minutes of these closed sessions will be available in accordance with board policy when the need for confidentiality no longer exists."

**Vote:** By a roll call vote with all Board members present voting yes, this Board action was approved unanimously.

### **4. VIOLENCE & VANDALISM REPORT (VVR) and HARRASSMENT, INTIMIDATION, BULLYING (HIB) DATA PRESENTATION**

Dr. Katz updated the Board on the latest VVR and HIB District Data. The results focused more on verbal incidents; insulting/ demeaning comments. As far as consequences; detentions and suspensions, an important component is the District's intervention through counseling services and involving the parents in the remedial process. In general it is great to note our HIB numbers are dropping.

**5. FIRST OPPORTUNITY FOR BOARD MEMBER’S COMMENTS**

Mr. Fournies noted the lack of respect and non-adherence to the high school pool rules/regulations, he had observed while at his daughter’s swim lesson. He also asked about a police officer or security person at the high school in the evening when the facility is open to groups.

Dr. Katz responded he will follow up on this, but also noted we wouldn’t have police presence at every single event.

Mr. Bussone congratulated the Kreps school’s outstanding performance of Peter Pan Jr. and the excellent turnout. It was sold out at Friday evening’s performance, and Mr. Bussone suggested that a Saturday matinee be considered going forward. Additionally, he spoke about the high school swim and cheerleading teams. They are having a marvelous season and are participating in State championship competitions.

Dennis Vinson, high school principal, then updated the Board on the recent wins and successes of the teams.

Mr. Connolly summarized for the Board and public on the recent finance committee meeting.

The meeting focused on several items. Discussed was the recent Audit Report and having a “How to Read the Board Secretary’s Report” meeting/session to help explain to the Board all the calculations. Things to improve upon were discussed, such as current expenditures/ internal review, and making sure all items are being charged to the correct accounts. The recent roof bids received for WCB and GNR came in above the architect’s estimate and we are currently reviewing our options. The District expects to purchase 4 or 5 new 54 passenger buses a year over the next 6 years. We are currently well stocked with vans and smaller 24 passenger buses and will retire older vehicles as we replace with newer. The committee reviewed the 2016 budget calendar and there are 2 regularly scheduled meetings during our public budget hearing window, one on April 25 and the second on May 9. Kindergarten costs were also discussed, and Mr. Connolly noted that Dr. Katz will address this in his report to the Board later in the meeting.

Mr. Laverty asked about the Board calendar that was created some time ago, which included a timeline for the evaluations.

Ms. Harrington responded that it was very comprehensive calendar that had included the board self-evaluations, superintendent evaluation and also presentations. The Board had discussed it back and forth and we need to see where we left off. We should revisit it now that we are done with all the transitions and have stability with our permanent administrators on board.

**6. FIRST OPPORTUNITY FOR PUBLIC COMMENT:** no one spoke.

**7. FIRST READING OF BOE BYLAWS, POLICIES AND REGULATIONS:**

*Mr. Paul moved, Seconded by Mr. Fournies to approve the following BOE Bylaws, Policies, & Regulations on FIRST READING*

- A. Bylaw 0134 – Board Self-Evaluation – Revised/Suggested
- B. Bylaw 0152 – Board Officers - Revised/Recommended
- C. Policy1240 – Evaluation of Superintendent – Revised/Mandated
- D. Regulation 1240 – Evaluation of Superintendent – Revised/Mandated
- E. Policy 2622 – Student Assessment- Revised/Mandated
- F. Policy 3212 – Attendance – Revised/Recommended
- G. Policy 4212 – Attendance – Revised/Recommended
- H. Policy 3218 – Substance Abuse – Revised/Mandated
- I. Policy 4218 – Substance Abuse – Revised/Mandated
- J. Policy 3322 – Staff Member’s Use of Personal Cellular Telephones/Other Communication Devices – New/Suggested
- K. Policy 4322 – Staff Member’s Use of Personal Cellular Telephones/Other Communication Devices – New/Suggested
- L. Policy 5330 – Administration of Medicine -Revised/Mandated
- M. Regulation 5330 – Administration of Medicine – Revised/Mandated
- N. Policy 5339 – Screening for Dyslexia – Revised/Mandated

- O. Policy 5615 – Suspected Gang Activity – Revised/Recommended
- P. Policy 8540 – School Nutrition Programs – Revised/Recommended
- Q. Policy 8820 – Opening Exercises/Ceremonies – Revised/Recommended

**1240 - Evaluation of Superintendent (Revised)**

The only revisions in the Policy Guide are a few minor changes and the Code section has been recodified from N.J.A.C. 6A:10-7 to 6A:10-8. The only revision in the Regulation Guide is the revised Code citation in Section C.1.b. Policy Guide 1240 is **MANDATED** Regulation Guide 1240 is **MANDATED**

**2622 – Student Assessment (Revised)**

The New Jersey Department of Education (NJDOE) published an October 30, 2014 Memorandum in response to inquiries regarding the ability of parents and students to choose to not participate in the Statewide assessment program. The Memorandum indicates “State law and regulations require all students to take State assessments.” The Memorandum indicates it is important for the school district to outline the positive reasons individuals participate in the PARCC examinations in speaking with parents and students. The Memorandum also lists some of these positive reasons. Policy Guide 2622 has been revised to incorporate the provisions outlined in the Memorandum to assist districts in addressing the “opt-out” inquiries and to align with the current administrative code subchapter, N.J.A.C. 6A:8-4 – Implementation of the Statewide Assessment System. In accordance with NJDOE guidance, the updated Policy Guide specifically states there “is no provision for a student to opt-out of Statewide assessment.” However, upon request of many school districts, Strauss Esmay has developed a suggested internal procedure to be used when a parent refuses to have their child participate in a Statewide assessment. We do not recommend this procedure be issued or adopted as a Regulation at this time pending any additional information or guidance on this subject that may be forthcoming from the NJDOE. In addition, in order to avoid revising this Policy Guide in the future if the name of an assessment is changed, the revised Policy Guide removes any reference to an assessment by a specific name. The revised Policy Guide indicates the district will comply with the NJDOE’s and the Commissioner’s requirements and removes any specific assessment requirements as these requirements also change. Lastly, the existing statute and code still refers to the Core Curriculum Content Standards (CCCS) and does not mention the Common Core State Standards. However, the Strauss Esmay “Introduction” in the front of the Policy Manual defines the CCCS to include Common Core State Standards so specific mention of Common Core State Standards is not required in this Guide. **Compliance with requirements in Policy Guide 2622 are MANDATED.**

**3212 – Attendance (Revised)**

**4212 – Attendance (Revised) (formerly P4211 – Attendance)**

Policy Guides 3212 for teaching staff and 4211 for support staff have been revised. The updated Guides address two frequently asked questions. The N.J.S.A. 18A:30-1 definition of “sick leave has been added to these Policy Guides indicting sick leave is a person’s absence from work because of “personal disability due to injury or illness....” The second issue is the Superintendent’s right to require a physician’s certificate as per N.J.S.A. 18A:30-4, which has also been added to the two Guides. A previous monitoring provision requiring the Superintendent of Schools to develop a program if the rate of absence for professional staff exceeds 3½ percent is no longer required by the New Jersey Department of Education and has been removed from Policy Guide 3212. Also, Policy Guide 4211 has been renumbered to 4212 for consistency between the 3000s and 4000s. These updates do not affect the Regulations Guides, but a district may want to review its Regulation Guides 3212 and 4211. **Regulation Guide 4211 should be renumbered to 4212.** Policy Guide 3212 is no longer a monitoring requirement, but it is highly recommended to be included in a district’s manuals.

**Policy Guide 3212 is RECOMMENDED      Policy Guide 4212 is RECOMMENDED**

**3218 – Substance Abuse (Revised)**

**4218 – Substance Abuse (Revised)**

New Policy and Regulation Guides 3218 and 4218 concerning a staff member’s use of drugs, alcohol, and anabolic steroids have been significantly revised to reflect the current practices used in school districts if a staff member is suspected of reporting to work under the influence of drugs or alcohol. There is not a New Jersey statute or administrative code that specifically address procedures to be used when a school staff member is suspected of coming to work under the influence of drugs or alcohol. However, there is a 2004 Commissioner of Education decision, *Bayonne Teacher’s Association v. Board of Education of the City of Bayonne* that upheld Strauss Esmay’s Policy and Regulation 3218 that required an immediate medical examination of a school employee who was reasonably suspected of being under the influence of drugs or alcohol at work. The new Policy Guide 3218 is similar to the current Guide 3218 except the new Policy Guide does not provide specific first offense, second offense, third offense and fourth offense consequences and just indicates any staff member who is confirmed as reporting to work under the influence “will be subject to appropriate discipline, which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.” The new Policy Guide 4218 is more detailed than the current Policy Guide 4218 and aligns with the new Policy Guide 3218. The new Regulation Guides 3218 and 4218 are more detailed in providing the procedure to be used when a staff member is suspected of being under the influence of a substance at work. The major distinction between Policy and Regulation Guide 3218 for teaching staff members and Policy and Regulation Guide 4218 for support staff members is the designation of the supervisor who is authorized to meet with the employee upon suspicion of being under the influence. The Principal is designated for meeting with teaching staff members while the support staff member’s supervisor “as designated by the Superintendent” for meeting with support staff members. The new Policy and Regulation Guides are consistent with the Commissioner’s decision in the 2004 *Bayonne* case.

**Policy Guide 3218 is MANDATED**

**Regulation Guide 3218 is MANDATED**

**Policy Guide 4218 is MANDATED**

**Regulation Guide 4218 is MANDATED**

**3322 / 4322 – Staff Member’s Use of Personal Cellular Telephones/Other Communication Devices (Revised)**

The constantly changing methods in which people communicate using electronic devices require an update to Policy Guides 3322 and 4322 regarding a staff member’s use of personal cellular telephones for non-school related, personal matters during the workday. These revised Guides define the methods of communication to include text-messaging and posting on social networking sites and the devices in which such communications are made including tablets and other electronic devices. These Policy Guides have been updated to expand the mode of communication and the devices used for non-school related, personal matters during the workday. The Guides also include various options for acceptable times for such communications and an option requiring staff members to have such devices outside the view of others when performing assigned school district responsibilities. These Policy Guides are not mandated and adoption of these Guides or any other Policy on the issue is a local district decision.

**Policy Guide 3322 is SUGGESTED**

**Policy Guide 4322 is SUGGESTED**

**5330 – Administration of Medication (Revised)**

Public Law 2015, Chapter 13 concerning the emergency administration of epinephrine to students for anaphylaxis was signed into law and is effective beginning the 2015-2016 school year. The law amends provisions of N.J.S.A. 18A:40-12.5 and 12.6 permitting the school nurse or trained designee to administer epinephrine via an auto-injector mechanism to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements for the nurse or designee to administer epinephrine when the nurse or trained designee believes in good faith the student is having an anaphylactic reaction. The amendments also require a school district to have a supply of epinephrine auto-injectors in a secure, but unlocked and easily accessible location in the school under a standing protocol from a licensed physician or advanced practice nurse. The amendments also provide immunity from liability for good faith actions of school employees, nurses, agents of the Board, and for physicians and advanced practice nurses. Policy and Regulation Guides 5330 have been revised to incorporate these new requirements which are mandated. **Policy and Regulation Guides 5330 are MANDATED.**

**5339 – Screening for Dyslexia (Revised)**

There have been some additional statutes regarding dyslexia which are required to be incorporated into Policy Guide 5339 – Screening for Dyslexia. One additional statute requires the New Jersey Department of Education (NJDOE) to incorporate the International Dyslexia Association’s definition of dyslexia into Chapter 14 of Title 6A of the Administrative Code. The NJDOE will incorporate the definition into Chapter 14 when the Chapter is opened for amendment. In the interim, the NJDOE, in an April 15, 2014 Memorandum, provided the definition of dyslexia that school districts should be using. This definition has been incorporated into the revised Policy Guide 5339. In addition, the reading disabilities professional development requirement of N.J.S.A. 18A:6-131 for specific teaching staff members has also been incorporated into the revised Policy Guide. **This Policy Guide 5339 is MANDATED**

**5615 – Suspected Gang Activity (Revised)**

Policy Guide 5615 – Suspected Gang Activity has been revised to include a few new matters. The legal definition of a “criminal street gang” as defined in N.J.S.A. 2C:33-29 and the gang training requirement for administrators in accordance with N.J.S.A. 52:17B-4.7 have been inserted into Policy Guide 5615. In addition, Policy Guide 5615 has been revised to indicate any unacceptable conduct that is, or may be, gang-related will be reported to local law enforcement. **Policy Guide 5615 is RECOMMENDED**

**P 8540 – School Nutrition Programs (Revised)**

**R 8540 – Free and Reduced Rate Meals (Abolished)**

Policy Guide 8540 has been revised to address several issues. Revised Policy Guide 8540 addresses requirements for all School Nutrition Programs of the New Jersey Department of Agriculture including the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program. This revised Policy Guide will be applicable for any school district that operates any of these programs. In addition, Regulation 8540 should be abolished as this Regulation provided detailed requirements of the School Lunch Program as outlined in the New Jersey Department of Agriculture Agreement. As terms in this Agreement change often, the revised Policy Guide incorporates this Agreement and its requirements by reference, meaning the Board will not need to revise the Regulation Guide every time the Agreement is revised, which could be every year. Therefore, new language inserted into revised Policy Guide 8540 indicates the district will comply with the requirements or provisions of the Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. This will eliminate the need to update this Policy or Regulation Guide each time a requirement of the school district is changed by the United States or New Jersey Department of Agriculture. Also, the revised Policy Guide indicates the person authorized to initially review and determine eligibility will be designated in an annual letter to the parent. Revised Policy Guide 8540 also indicates the hearing officer for parent appeals of eligibility determinations will be designated by the School Business Administrator/Board Secretary and decisions of the hearing officer are appealable to the School Business Administrator/Board Secretary. A district may assign these responsibilities to another administrative staff member; however, most districts assign these responsibilities to the School Business Administrator/Board Secretary. In addition, the title of Policy Guide 8540 has been changed to School Nutrition Programs.

**Policy Guide 8540 is RECOMMENDED Regulation Guide 8540 is ABOLISHED**

**8820 – Opening Exercises/Ceremonies (Revised)**

Policy Guide 8820 regarding opening exercises has been revised to align with the Pledge of Allegiance requirements in N.J.S.A. 18A:36-3. This Policy Guide has also been revised to remove the requirement that a parent of a student who objects to saluting the flag be required to submit a written statement of the student’s conscientious objection. This requirement may be subject to a constitutional challenge and does not appear to be a practical concern in school districts. In addition, ceremonies and observances as outlined in N.J.S.A. 18A have been added to this Policy Guide. Policy Guide 8820 title has been changed to Opening Exercises/Ceremonies.

**Policy Guide 8820 is RECOMMENDED**

**Vote on First Reading of Policies:** By a roll call vote with all Board members present voting yes, this Board action was approved unanimously.

## 8. SUPERINTENDENT'S REPORT

### Welcome to new administrators:

Dr. Katz introduced Mr. Paul Todd as the new School Business Administrator; and Mr. David Roe, as our new Director of Student Services. Welcomed them aboard.

### Budget:

Shared highlights of the budget planning process and associated due dates. Things being targeted are full day kindergarten, class size reduction in certain grades, world language requirements in the elementary schools, expansion in technology. Also curriculum rewrites and purchase of related materials; school security and safety.

### Goals:

1. RE: Full day kindergarten looking at all aspects of the sustainability 3 years out. Consideration of space, staffing and transportation and the impact on fine arts schedule and food service.
2. Development of a Philosophy in regards to Curriculum and Instruction. For upcoming full day Kindergarten will use the NJ kindergarten guidelines as a start. Have team meetings so that all are included.
3. Improving Communication by sending district updates to staff and parents. Will be launching his twitter account and will be tweeting on district events, student and staff accomplishments and general education topics that will also tie into the District Facebook page.
4. Elementary Report Cards – Mr. Dzwonar put together a template for teachers to use.
5. Parent Programs and involvement are another goal. We will develop a catalog of what we have in place and fill in the gaps with what we need to implement.

### School Events:

WCB: Student Council held a "Souper Bowl" food drive which collected canned food items to benefit the RISE Community Action Service Center.

McKnight: the gym was converted to a bowling alley with lights and music during the PE periods and students were bowling, utilizing math equations to keep score. Also, the Gifted and Talented students hosted "Biz World", which represented a small business model simulation.

Kreps School: Once again, we proudly announce the Kreps middle school students' "Red Ink" publication was ranked excellent by the National Council of Teachers of English.

Dr. Katz informed the Board of a conflict with having a board meeting on November 14, 2016. He suggested the alternate date of November 21<sup>st</sup>.

## 9. EXECUTIVE SESSION (OPTIONAL)

The Board went into closed session at 8:05 p.m.

**10. SECOND OPPORTUNITY FOR BOARD MEMBERS COMMENTS:** there were none.

**11. SECOND OPPORTUNITY FOR PUBLIC COMMENT:** no one spoke.

## 12. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION

Mr. Paul moved seconded by Mr. Fougnes, as follows: *"Having read and reviewed the materials received, I move that the Board approve the routine items listed below, by exception, to include the following revision: First Placement on Item , (out of district placement) is tabled till next meeting.*

- A. Staffing
- B. Bullying Report from January 11, 2016
- C. Field Trips
- D. Donation to HHS FIRST Robotics from J. Rupp Construction
- E. Overnight Field Trip – HHS FCCLA to Cherry Hill, NJ
- F. New Non-paid Club: Movement Club at MHK
- G. Travel & Related Expenses
- H. High School New Course Proposals for 2016-17:
  - Business Department: *Hospitality & Tourism; Organizational Behavior* (honors)
  - English Department: *Debate; Foundational Composition; Foundational Literacy Concepts*
  - Social Studies Department: *Big History; The Presidential Election; Genocide Studies II*
  - Television Production Department: *Advanced Broadcast Journalism*
- I. Out of District Placement
- J. Professional Services for Students
- K. Approval of East Windsor Regional School District Integrated Preschool Tuition Cost for 2016-2017
- L. Resolution: for Coordinated Transportation with Monmouth-Ocean Educational Services Commission
- M. Minutes for January 4, and January 11, 2016 meeting
- N. Resolution to Authorize SBA to Endorse Regulatory Agency Applications for MHK Athletic Field Renovation
- O. Bill List for Feb. 8, 2016

**VOTE:** By a roll call vote with all Board members present voting yes, this Board action was unanimously approved.

**A. Staffing for February 8, 2016 approval**

Name	Action	Loc.	Step	Salary	Effective	End	Explanation/Certification
Fuchsloch, Ruth	Appoint	Transp	2	\$13.88	2/9/16	6/30/16	From Sub to permanent, Repl: Letizia
Resnyk, Patricia	Appoint	Transp		\$110,000	TBD	6/30/16	Pending clearance-release from current employer
Serrano, Patricia	Appoint	CS		\$11.51/hr	1/20/16	6/30/16	Revised start date-Repl: Intravartolo
Simmons, Tanisha	Appoint	CS		\$11.51/hr	1/21/16	6/30/16	Revised start date-Repl: Brown
Vetere, Laura	Appoint-Interim	EMK		\$500/per diem	TBD	TBD	Principal/Supervisor (Stand) Pending clearance
Benjamin, Stephanie	Appoint-LOAR	WCB	1-MA	\$59,222	2/1/16	6/22/16	Revised start date & end date Elem. Teacher (Stand) for emp #4162
Porter, Amanda	Appoint-LOAR	HHS	1-MA	\$59,222	TBD	6/22/16	Teach of English(Stand) School Counselor (Stand) pending clearance for emp # 5648
Romanchik, Katherine	Appoint-LOAR	MHK	1-BA	\$57,492		5/25/16	Revised end date -Teach of Social Stud. (CEAS) Emp# 5264
Gladkowski, Heather	Extra pay	GNR		\$499.21/per diem	9/1/15	6/30/16	Sell back 4 vacation days for the 15-16 School year
Magee, Deborah	Extra pay	HHS		\$37 per event	2/9/16	6/30/16	
Mullen, Marion	Extra pay	HHS		\$37 per event	2/9/16	6/30/16	
Carrroll, Jennifer	Extra Pay-Sub	EMK		\$37/hr	1/19/16	6/30/16	
Lankford-Byrnes, Susan	Extra Pay	EMK		\$37/hr	1/12/16	6/30/16	
Mosca, Laura	Extra Pay-Sub	EMK		\$37/hr	1/19/16	6/30/16	
Smith, Lauren	Extra pay	EMK		\$37/hr	1/12/16	6/30/16	

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Vandervort, Sarah	Extra Pay-Sub	EMK		\$37/hr	1/19/16	6/30/16	
Cohen, Stefanie	Extra Pay-Sub	GNR		\$37/hr	1/19/16	6/30/16	
Fallon, Kathleen	Extra Pay-Sub	GNR		\$37/hr	1/19/16	6/30/16	
Freire, Julia	Extra pay	GNR		\$37/hr	1/12/16	6/30/16	
Greenholtz, Hilary	Extra Pay-Sub	GNR		\$37/hr	1/19/16	6/30/16	
Jaskowski, Lyndsay	Extra Pay-Sub	GNR		\$37/hr	1/19/16	6/30/16	
Rivera, Jeannette	Extra Pay-Sub	GNR		\$37/hr	1/19/16	6/30/16	
Rodriguez, Maria	Extra Pay-Sub	GNR		\$37/hr	1/19/16	6/30/16	
Tanikawa-Brown, Lisa	Extra Pay-Sub	GNR		\$37/hr	1/19/16	6/30/16	
Caputo, Peggy	Extra pay	PLD		\$37/hr	1/12/16	6/30/16	
Churchman, Lynn	Extra pay	PLD		\$37/hr	1/12/16	6/30/16	
Phillips, Carol	Extra pay	PLD		\$37/hr	1/12/16	6/30/16	
Watkins, Crystal	Extra pay	PLD		\$37/hr	1/12/16	6/30/16	
Carpenter, Christopher	Extra Pay	MHK		\$37 per event	2/9/16	6/30/16	
Masters, Luann	Extra Pay	MHK		\$37 per event	2/9/16	6/30/16	
Townley, Laura	Extra Pay	MHK		\$37 per event	2/9/16	6/30/16	
Marfo, Anthony	Extra pay	B&G		per diem		6/30/16	GCN required training 2.5 hours
Kisko, Taryn	Extra pay	SS		\$45/hr	2/9/16	6/30/16	
Taitt, Patricia	Extra pay	SS		\$45/hr	2/9/16	6/30/16	
Santoleri, Gerald	Extra pay	MHK		\$37/hr	2/9/16	6/30/16	
Schupak Ellen	Extra pay	MHK		\$37/hr	2/9/16	6/30/16	
Becerra, Jolly	Extra Pay	GNR		\$150	1/25/16	6/30/16	Moving expense
Hess, Donald	Extra pay	HHS		\$5,655		6/30/16	Adjust extra pay amt. from \$5,348
Employee #4006	LOA				9/8/15	TBD	SD 9/8-2/22, PD 2/22-2/25, SD minus subpay 2/25-3/10/16
Employee #4130	LOA				9/22/15	3/11/16	Revised dates - SD 9/24-12/23/15 NJFLA 1/4-3/11/16 Return date 3/14/16
Employee #4162	LOA				1/8/16	6/22/16	Revised dates-SD 1/11-3/9, FI 3/10, SD minus sub pay 3/11-3/24, NJFLA 4/4-6/22 Return date 9/1/16
Employee #4240	LOA				1/13/16	5/27/16	Revised dates-SD 1/14-2/17, PD 2/18-2/19, NJFLA 2/22-5/20, Unpaid 5/23-5/27 Return date 5/31/16
Employee #5264	LOA				11/25/15	5/20/16	Revised dates-SD 1/4-2/23, NJFLA 2/24-5/20/16 Return date 5/23/16
Employee #5375	LOA				2/23/16	6/22/16	Unpaid leave Return date 9/1/16
Employee #5380	LOA				1/19/16	3/11/16	SD 1/19-1/27, PD 1/27-2/1, SD minus sub pay 2/1-2/12, FMLA 2/16-3/11/16 Return date 3/14/16

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Employee # 5545	LOA				1/5/16	5/5/16	Revised dates-SD 1/5-1/20, PD 1/20-1/25, SD minus sub pay 1/25-2/8, NJFLA 2/8-5/5/16
Employee # 5647	LOA				5/13/16	6/30/16	SD 5/16-6/22 return date 9/1/16
Employee # 5648	LOA				2/19/16	6/22/16	SD 2/22-3/22, SD minus sub pay 3/23-4/13, NJFLA 4/14-6/22 Return date 9/1/16
Employee #5668	LOA				5/27/16	11/30/16	SD 5/31-6/22, NJFLA 9/1-11/18, Unpaid leave 11/21-11/30/16 return date 12/1/16
Devanney, Andrew	LOAR					3/17/16	Revised end date
Frischman, Rikki	Mentor Fee	PLD		\$366.00		6/30/16	
Smith, Lauren	Mentor Fee	MHK		\$183.30		6/30/16	Change of Mentor
Valdivieso, Ruth	Reassignment	Transp	1	\$26.09	2/9/16	6/30/16	From Van Attendant, Repl: Zoran
Muneer, Amirah	Rescind	MHK	N	\$1,555		2/8/16	Spring
McGlew, James	Rescind	HHS	C	\$5,348		2/8/16	Spring
Carney, Melissa	Resignation	WCB				2/16/16	Accepted another position
Davis, Sharon	Resignation	HHS				1/27/16	Accepted another position
DeVany, Janet	Resignation	PLD					Accept resignation w/anticipated retirement effective 6/30/16 (Yrs: 29)
Goldberg, Dora	Resignation	MHK				6/30/16	Accept resignation w/anticipated retirement effect.6/30/16 (Yrs.:27)
Jones-Dilorio, Mary	Resignation	MHK				2/1/16	
McCall, Terri	Resignation	MHK				6/30/16	Accept resignation w/anticipated retirement effective 6/30/16 (Yrs: 29)
Corrigan, Jessica	Sabbatical	SS			9/1/16	6/30/17	Sabbatical Leave
McDonald, Adrienne	Stipend/Sal	GNR		\$4,250	9/1/15	6/30/16	
Berkley, David	Substitute	Transp		\$22.30/hr	2/9/16	6/30/16	
Arsenovic, Zoran	Terminated	Transp				1/22/16	Yrs: 15-Deceased 1/24/16

**B. Bullying Report:** as discussed at January 11, 2016 meeting.

**C. Field Trip Locations**

3/1/16 HHS ACE (Architecture, Construction, and Engineering) to Philadelphia, PA: City Hall at 1401 JFK Blvd. Philadelphia Historical Area – Liberty Bell, Independence Hall, Congress Hall, Old City Hall - 6<sup>th</sup> & Market St. KSS Architects Office - 150 South Independence Mall West  
 3/14/16 HHS Tomorrow’s Teachers/NJFEA Conference - Monmouth University, West Long Branch, NJ  
 6/2/16 EMK 2<sup>nd</sup> Grade Trip Garden State Discovery Museum, Cherry Hill, NJ

**D. DONATION: To HHS FIRST Robotics Team - J. Rupp Construction**

John and Valerie Rupp of J. Rupp Construction, 978 Windsor-Perrineville Rd., East Windsor, NJ 08520 would like to donate \$1,000 to the FIRST Robotics Team of Hightstown High School. The donation will be used for expenses incurred with the club and its competitions.

**E. Overnight Field Trip – HHS FCCLA to Cherry Hill, NJ**

The FCCLA Club of HHS would like to do an overnight trip to attend the 2016 NJ FCCLA State Leadership Conference. The Conference will take place on March 22-23, 2016 at the Crown Plaza Hotel in Cherry Hill, NJ.

**F. New Non-paid Club: Movement Club at MHK**

The Melvin H. Kreps Middle School would like to start a new club entitled the “Movement Club” which would fall under the category of a non-paid extracurricular activity with a teacher advisor. The advisor will be Amy Kirchmer, one of their social studies teachers. The club would entail teaching and engaging students about body awareness through different movement therapies such as dance, hula-hooping, yoga, Zumba, etc.

**G. Travel & Related Expenses**

NAME	DEPT/SCHOOL	DATE	EVENT	PER PERSON/ EVENT	TOTAL
E. Halat	GNR	Feb 18-20, 2016	Registration to attend NJ Music Conference, East Brunswick, NJ	165.00	165.00
E. Halat	GNR	Feb 18-20, 2016	Anticipated expenses to attend NJ Music Conference, East Brunswick, NJ	30.00	30.00
T. Halsey A. Polanski	Elem G&T	April 15-16, 2016	Registration to attend 25th Annual NJAGC Conference: Power Up! Learning All Day, Everyday, Somerset, NJ	159.00	318.00
M. Smith	HHS	March 4, 2016	Registration to attend Legal One-Social Media, Schools and the Law, Cherry Hill, NJ	75.00	75.00
J. Corrigan P. Schad T. Kisko B. Wiley C. Ruchlin S. Stevenson	Student Services	March 18, 2016	Six registrations to attend Facing The Future 24, New Brunswick, NJ	5@195 1@95	1,070.00
T. Kisko P. Schad	Student Services	March 18, 2016	Anticipated expenses to attend Facing The Future 24, New Brunswick, NJ	13.64	27.28
<b>Monthly Total</b>					<b>\$1,685.28</b>
<b>YTD Total</b>					<b>\$45,337.60</b>

**H. High School New Course Proposals for 2016-17:**

**1. Business Department: *Hospitality & Tourism; Organizational Behavior (honors)***

**Hospitality & Tourism Grades: 10, 11, 12 2.5 credits**

Hospitality & Tourism is a course designed to introduce the students to the various aspects of the Hospitality Industry. The class is designed to give the student basic skills needed to acquire an entry level job in lodging, recreation, travel planning, event planning, and theme park/exhibition occupations. It is a project based course that will allow students, through a hands-on skill emphasis approach, to acquire the knowledge of the hospitality and tourism industry. Students will work on an individual basis, as well as, collaboratively with their peers to complete real world simulations in the hospitality and tourism field.

**Organizational Behavior (Honors) Grades: 11, 12 5 credits**

*Pre-Requisite: B+ in Intro to Business & teacher recommendation*

This course develops knowledge and skills in the management of organizational behavior. Topics include wealth creation, personality, motivation, leadership, planning, teamwork, ethics, and employee development. Teaching methods may include lectures, cases, team decisions, and discussion. Assessment methods will include exams, rigorous written case assignments, and team projects.

- 1) This course is organizational behavior and its key business products or processes, namely, are leadership and management.
- 2) It stems from our beliefs (cognitions, what we know) and attitudes (affect or emotions; what we feel or value). There is a psychology behind the behavior of people in/and organizations.
- 3) This course is about people and organizations. The primary focus is business organizations. The concepts can be applied to other organizations, e.g., schools, hospitals, clubs, families, military.
- 4) Organizational behavior, management and leadership address descriptive, normative and prescriptive behavior, respectively, in organizations. Curriculum will be written and approved upon sufficient enrollment.

## **2. English Department: *Debate; Foundational Composition; Foundational Literacy Concepts***

### **Debate** semester 2.5 credits Grades 10-12

Information is knowledge. True. But the ability to succinctly deliver knowledge synthesized from multiple sources requires a level of skill acquired through the practice of persuasion through argumentation. In other words, debate. Students in this course will learn how to navigate, evaluate, and scrutinize informational texts from scholarly sources. They will use the synthesized information to defend and support a claim based on either a universal truth or a controversial current world issue. They will research issues, use claims, counterclaims, and impacts to dispute both sides of the given issue. Students will be prepared to defend either side of an argument and will practice persuasion and public speaking skills, based in ethos, pathos, and logos.

### **Foundational Composition** semester 2.5 credits Grade 9

Composition instruction in this elective includes the introduction and the reinforcement of the structure of language (grammar and syntax) and focuses on enabling the student to produce clear and detailed writing in a variety of genre: argumentative, narrative, and informational. The spectrum of individual goals include writing quality paragraphs and developing thesis-driven and analytical research-driven essays. Through targeted specific core lessons, individual conferencing, and consistent specific feedback, students will receive daily support to improve the quality of their writing in a variety of modes.

### **Foundational Literacy Concepts** semester 2.5 credits Grade 9

This elective is designed for students who need added support, instruction and practice with their comprehension skills. Comprehension is the focus of this class which includes reading a variety of types of literature to develop increased understanding of text. Vocabulary development and recognition as well as evaluation of literary elements are also emphasized. Students read from a variety of literature genres, short stories, novels, plays and nonfiction selections. Using these materials they receive practice in applying core reading skills, and engage in class discussions and directed questioning as well as providing the opportunity for independent reading practice. Curriculum will be written and approved upon sufficient enrollment.

## **3. Social Studies Department: *Big History; The Presidential Election; Genocide Studies II***

### **Big History** semester 2.5 credits Grades 10-12

This course will introduce students to Big History, which uses the tools of scientists, social scientists and historians to unite traditional history with the deep past of our species, our planet, and the universe. Students evaluate how the history of science and the world look different when viewed from India, China or Africa, as opposed to Renaissance Europe and ancient Greece. Studies will engage students in considering alternate histories—what if things had happened differently?—and alternatives to the modern university and its disciplines. Above all, students will argue against the separation of history and science, discovering how science and technology have always been shaped by human history and vice versa. Discussion, research, and evaluation of competing thoughts and ideas are an integral component of this course.

### **The Presidential Election** semester 2.5 credits Grades 10-12 Fall 2016 Only

This course offers students the opportunity to research and identify the political platforms of candidates in the 2016 presidential election. Students will be expected to stay current on the issues most important to voters, while making their own informed decisions as an emerging civic participant. The course will also examine theories and predictions regarding the next four years based on election results. Students who will be able to vote in November 2016 are most encouraged to enroll.

**Genocide Studies II** Grades 11 & 12 2.5 credits Prerequisite: Genocide Studies I

This is an advanced course in the interdisciplinary field of Genocide Studies and the second part of the Genocide Studies curriculum. This course will build on the content of Genocide Studies I and will introduce students to the principles and practices of historical research and writing within the fields of genocide studies and human rights issues. Instructional emphasis will be placed on research methods, including the identification and evaluation of primary and secondary sources, effective Web search techniques, the use of online databases, and the writing process. Curriculum will be written and approved upon sufficient enrollment.

**4. Television Production Department: *Advanced Broadcast Journalism***

**Advanced Broadcast Journalism** Credits: 5.0 Grades: 11, 12

Pre-Requisite: A “B” or better Broadcast Journalism

Advanced Broadcast Journalism is a workshop based class that allows students with strong skills in broadcast journalism to develop advanced abilities as news producers, reporters, photographers, editors and writers for radio and television news organizations and cable TV systems. In addition to serving as lead editorial staff of the HHS newscast The Ram Report, students will be expected to work independently to produce challenging journalistic work in a setting that resembles a professional newsroom. This course would meet concurrently with Broadcast Journalism.

**I. Out of District Placement in Public and Private Schools**

**Brookfield Academy** Tuition September 29, 2015 through June 30, 2016

1. Student: #102989 RSY \$ 57,294.00

**Eden School** Revised Tuition July 6, 2015 through June 21, 2016

1. Student: #101460 1:1 Aide \$ 29,684.60

**New Jersey Institute for Disabilities/Lakeview School** Tuition January 27, 2016 through June 30, 2016

1. Student: #104615 RSY \$ 43,787.52

**Thomas J. Rubino Academy** Revised October 13, 2015 – June 30, 2016

1. Student: #602984 RSY \$ 16,110.00

2. Student: #603191 RSY \$ 16,110.00

3. Student: #502773 RSY \$ 16,110.00

**J. Professional Services for Students**

The special education department requires services of consultants to provide children with disabilities a free appropriate public education as defined by The Individuals with Disabilities Education Act (IDEA).

Name	Type of Service	Rate
The Children’s Hospital of Philadelphia	Bedside Instruction	Per Contract

**K. Approval of East Windsor Regional School District Integrated Preschool Tuition Cost for 2016-2017**

The price for the integrated preschool program serving three (3) and four (4) year old children who are residents within the East Windsor Regional School District will be increased from \$280 to \$300 per month. A price comparison with neighboring districts indicated that the average tuition for an integrated preschool was \$340.

**L. Approve Resolution: for Coordinated Transportation with Monmouth-Ocean Educational Services Commission (MOESC).** This is for the purpose of transporting special education non-public, public and or vocational school students to specific destinations for maximum cost effectiveness, as submitted.

**M. Minutes for January 4, and January 11, 2016 meeting as submitted.**

**N. RESOLUTION to Authorize Paul Todd, Business Administrator to Endorse Regulatory Agency Applications on Behalf of the East Windsor Regional School District Board of Education**

**WHEREAS**, the East Windsor Regional School District (EWRSD) has need to file regulatory agency applications for the Melvin H. Kreps Middle School Athletic Field Renovation, and

**WHEREAS**, the EWRSD Board of Education is required to authorize such applications, or assign a designee for such action,

**THEREFORE, BE IT RESOLVED**, that the EWRSD Board of Education authorizes Paul Todd, School Business Administrator to endorse the following applications on their behalf.

- Application for Soil Erosion & Sediment Control Plan Certification Mercer County Soil Conservation District
- Application for Site Plan Approval - Mercer County Planning Board
- Delaware and Raritan Canal Commission Application

**O. Bill List for Feb. 8, 2016 in the amount of: \$10,206,732.72**

**Discussion:**

Ms. Harrington asked about the nature of a staff sabbatical as listed on the staffing item.

Mr. Roe, Director of Student Services, provided the explanation for this leave; it is for one of our school psychologists to take part in an internship outside the school setting.

Ms. Harrington commented she is pleased to see the fabulous new curriculum we are offering. Asked about the value of the literacy and composition courses, and how they would be viewed by colleges.

Mr. Dzwonar explained that students who do not have literacy readiness when entering high school would highly benefit from taking these electives. For these students we will strongly recommend taking these courses to be competent in all literacy aspects of their high school career.

Mr. Laverty commented on the Travel and Related Expenses agenda item. Noted the Board had talked about including a line with the maximum amount approved for the school year.

Dr. Katz responded that we will definitely begin including this information with the next meeting agenda.

**Welcome to new staff:**

Dr. Katz introduced Ms. Laura Vetere as the McKnight School interim principal and gave a summary of her background and experience.

Mr. Todd introduced Ms. Patricia Resnyk as the new Transportation Supervisor. She comes to us from Freehold Regional High School and we will definitely benefit from her expertise.

**Vote on Routine Agenda items:** By a roll call vote, with all Board members present voting yes, this Board action was approved unanimously.

**Thank you to donor(s):**

Mr. Connolly thanked Mr. & Mrs. Rupp, of J. Rupp Construction for their generous gift to the FIRST Robotics team.

Mr. Bussone seconded the comment and added they have been a consistent donor to us over the years.

**13. Executive Session**

The Board went into a second executive session at 8:50 p.m.

**14. Open Session**

**15. Adjourn: 9:38 p.m.**

**Respectfully Submitted by Paul M. Todd, BA/Board Secretary**