

EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION

Date: APRIL 26, 2010 7:30 p.m.

The Board of Education of the East Windsor Regional School District held its regular and re-organization meeting on MONDAY, APRIL 26, 2010 at 7:30 p.m. in the Hightstown High School Cafeteria, 25 Leshin Lane, Hightstown, NJ.

1. WELCOME

Board Secretary, Kurt Stumbaugh called the meeting to order at 7:30 p.m. and read the Open Public Meeting Act Statement as follows:

“Written advance notice of this meeting has been given in accordance with law. Minutes of this meeting are being kept by the Board Secretary and will be made available promptly to any member of the public requesting them from the Board Secretary at the Administration building 25A Leshin Lane, Hightstown, NJ. Minutes will be provided at cost and in accordance with Board policy.”

Mr. Stumbaugh 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.”

Members Present: Paul Connolly, Bruce Ettman, Suzann Fallon, Bonnie Fayer, Christine Harrington
Bob Laverty, Susan Lloyd, Kennedy Paul and Alice Weisman

Members Absent: None

Also Present: Michael Dzwonar, Interim Superintendent
Kurt Stumbaugh, Business Administrator/Board Secretary
David Coates, Board legal counsel

Fire Code Compliance: Mr. Stumbaugh made the following announcement: “In compliance with the fire code of the State of New Jersey, I call your attention to the emergency exit for this room, which is located.....” Mr. Stumbaugh pointed to the exits.

2. PLEDGE OF ALLEGIANCE

3. ELECTION REPORT

Mr. Stumbaugh, School Business Administrator/Board Secretary, presented to the Board the results of the school election and budget vote on April 20, 2010.

Budget vote: Yes 1,587
No 2, 179 **RESULT:** Budget is defeated by 592 votes.

Board of Education – East Windsor

Christine Harrington - 1,745

Bonnie Fayer: - 1,375

Robert Laverty - 1,364

Bertrand Fournies 1,241 votes

RESULT: Ms. Harrington is the newly elected member of the Board of Education

Ms. Fayer and Mr. Laverty retain their seats on the Board.

(No Hightstown seats were open this year.)

4. SEATING OF NEW BOARD MEMBERS and OATH OF OFFICE

Ms. Harrington, Ms. Fayer, and Mr. Laverty were sworn in by the Board Secretary and took their seats on the Board.

5. BOARD ORGANIZATION

A. ELECTION OF BOARD PRESIDENT FOR 2010-11 SCHOOL YEAR

Mr. Stumbaugh opened the nominations for the Board President. Mr. Ettman nominated Alice Weisman.

On a roll call vote of the Board, motion to approve Ms. Weisman as Board president for 2010-11 was carried unanimously

B. ELECTION OF BOARD VICE PRESIDENT FOR 2010-11 SCHOOL YEAR

Mr. Stumbaugh opened the nominations for vice president.

Ms. Weisman nominated Robert Lavery.

On a roll call vote of the Board, motion to appoint Mr. Lavery as Board Vice President was carried unanimously.

1. APPROVAL OF AGENDA

Mr. Lavery moved, seconded by Mr. Paul to approve the agenda as submitted.

On a roll call vote of the Board, motion to approve was carried unanimously.

2. RESOLUTION: EXECUTIVE SESSION

Mr. Lavery moved seconded by Ms. Fallon to approve the following resolution:

BE IT RESOLVED that the East Windsor Regional School District will hold two closed sessions at its regular meeting on April 26, 2010. These closed sessions concern: personnel matters, litigation, contract negotiations and attorney client privilege. Minutes will be available in accordance with Board policy when the need for confidentiality no longer exists.

On a roll call vote, motion to approve was carried unanimously.

Mr. Lavery moved, seconded by Mr. Paul to approve the following Board organization items:

C. BOARD POLICIES, BYLAWS, CURRICULUM / COURSE ADOPTION

- Approve that the EWRSD Board of Education will continue its existing policies and bylaws including the “by exception” agenda procedure.
- Approve the District's existing K-12 curriculum and course offerings for the 2010-11 school year in accordance with N.J.A.C. 6:8-3.5 .
- Approve adult high school program of studies and graduation requirements for 2010-11 school year.

On a roll call vote of the Board, motion to approve was carried unanimously.

D. DEPOSITORIES OF SCHOOL FUNDS

“I move the Board approve the following depositories for school funds with duly certified signatures as listed.”

Accounts @ TD Bank, N.A.

Required Signatures

| | |
|--------------------------------------|---|
| General Account | President, Board Secretary and Treasurer of School Monies |
| Payroll Account | Treasurer of School Monies |
| Unemployment Trust Account | President, Board Secretary and Treasurer of School Monies |
| Payroll Agency | President, Board Secretary and Treasurer of School Monies |
| Petty Cash Account (Business Office) | Board Secretary |
| Capital Reserve Account | President, Board Secretary and Treasurer of School Monies |
| Capital Projects Account | President, Board Secretary and Treasurer of School Monies |
| Cafeteria Account | President, Board Secretary and Treasurer of School Monies |
| Community Education Internal Account | Director, Coordinator, Coordinator |
| Student Services Internal Account | Director, Supervisor, Secretary |
| Curriculum Internal Account | Assistant Superintendent, Supervisor, Secretary |
| Awards Trust Account-Scholarships | President, Board Secretary and Treasurer of School Monies |

Awards & Scholarships

| | |
|--------------------------------|--------------------------------------|
| Al Punk Memorial Award | |
| Behar Surveying Assoc. Award | D. Dixon Scholarship |
| Art Award | East Windsor Management Assoc. Award |
| Betty Reeves Klank Award | Glen Howard Sturman Memorial Award |
| Field Hockey Award | Elise Ann Triano Memorial Award |
| Hightstown Elks 1955 Art Award | Enos E. Parsell Memorial Award |
| Cathy Gager Award | Eric Whitney Award |
| C. Goldhammer Award | Hightstown Woman’s Club |
| Champs Incentive Award | Isabelle Lusby Award |
| Deptford Cope Award | Leonard J. Millner Award |
| | Jason Segarra Memorial Award |

Minutes of the Regular Meeting April 26, 2010

EW PBA 191 Award
James Patrick White Memorial Award
Joseph Kluxen Memorial Scholarship
Marie Parker Black Scholarship
Nirupam Anand Award
Nathan Bard Award
Nat'l Citizenship Education Award-VFW
Philip Barlow Award
Robert Abrams Service Award
Robert Parada Memorial Award
Sally Cangelosi Memorial Award
Joan Catelli & Jeff Catelli Memorial Award
Joel Fischer Memorial Award
John I. Nelson Memorial Award
Kreps Scholarship Biological Study Award

Marc Seiden Memorial Scholarship
Marie Parker Black Award
Martin F. Charney Award
Robert L. Flammer Award
Robbie Miller Memorial Scholarship
Stacy M. Cutler Memorial Award
Stephanie Dara Berman Award
Steven Silverman Memorial Math Award
Tina Petri Memorial Award
Thomas Carroll Memorial Award
Vincent Palmer Award
William Roesch Memorial Award
Mehjabin Saifi Memorial Science Award
VFW 5700 Award

Student Activities Accounts

| | |
|---|---|
| Grace N Rogers School Student Activity Account | Principal, Secretary, Clerk |
| Walter C Black School Student Activity Account | Principal, Secretary, Clerk |
| Ethel McKnight School Student Activity Account | Principal, Vice Principal, Secretary, Clerk |
| Perry L Drew School Student Activity Account | Principal, Vice Principal, Secretary, Clerk |
| Melvin H Kreps School Student Activity Account | Principal, Vice Principal, Clerk |
| Hightstown High School Student Activity Account | Principal, Vice Principal, Clerk |
| Hightstown High School Officials Account | Principal, Administrator, Clerk |

Petty Cash Funds and Approved Signatories

Hightstown HS: Principal, Vice Principal, Clerk
Melvin H. Kreps: Principal, Vice Principal, Clerk
Walter C. Black: Principal, Secretary, Clerk
Grace N. Rogers: Principal, Secretary, Clerk
Ethel McKnight: Principal, Vice Principal, Secretary, Clerk
Perry L. Drew: Principal, Vice Principal, Secretary, Clerk

Bank Accounts @ Citigroup Fund Services

NJ Cash Management Fund-General Account
NJ Cash Management Fund-Capital Reserve Account
NJ Cash Management Fund - Unemployment

"I further move that the School Business Administrator/Board Secretary or Acting Board Secretary be authorized to invest idle funds in investments permitted to New Jersey municipalities as specified in N.J.S.A. 40A:5-15.1, 40A:5-14 and 17:12B-241 via wire transfer in any bank in the State which is eligible to act as a depository for public funds as certified by the Commissioner of Banking; provided that he/she will report monthly, such investments to the Board of Education at the next regularly scheduled meeting."

Additional Designated Financial Depositories

Beneficial Bank;
Wachovia Bank

On a roll call vote of the Board, motion to approve was carried unanimously.

E. AUTHORIZATION TO SIGN CHECKS

"I move that the Board authorize the continued use of the check signer with signatures of the Board President, School Business Administrator/Board Secretary and Treasurer of School Monies."

On a roll call vote of the Board, motion to approve was carried unanimously.

F. PAYMENT OF CERTAIN BILLS PRIOR TO BOARD APPROVAL

The Board receives a bill list for approval once a month. This creates delays in the processing of bills and vouchers and payments to vendors. The effect of delayed payment sometimes results in reduced services and/or increased costs through the loss of prompt payment discounts. NJSA 18A:19-4.1 states that a Board of Education may, by resolution, designate a person in addition to the Secretary to audit any account and approve for payment that account prior to presentation to the Board. Any such approval shall be presented to the Board at its next meeting for ratification.

"I move that the School Business Administrator/Board Secretary and Chief School Administrator be designated as the persons authorized to approve accounts to be paid prior to their presentation to the Board. Any such approval shall be presented to the Board at its next meeting for ratification."

On a roll call vote of the Board, motion to approve was carried unanimously.

G. BUDGET IMPLEMENTATION

"I move that the Chief School Administrator and School Business Administrator/Board Secretary be empowered to implement the budget pursuant to policies and regulations of the State Board and the local Board."

On a roll call vote of the Board, motion to approve was carried unanimously.

H. DESIGNATION OF OFFICIAL NEWS MEDIA

"I move the Board designate the *Windsor-Hights Herald & The Times of Trenton* as the Board's official newspapers to meet the requirement of the Open Public Meetings Act. All legal advertisements are placed at the discretion of the administration to satisfy NJ Statutes and Administrative Code."

On a roll call vote of the Board, motion to approve was carried unanimously.

I. BOARD OF EDUCATION REGULAR MEETING CALENDAR

"I move the official meeting place of the Board be the Hightstown High School Cafeteria and, in accordance with the bylaws, the regular meetings be scheduled at 7:30 p.m. on the second and fourth Mondays of each month except on Monday holidays.

| | |
|------------------------------|----------------------------------|
| May 10, 2010 | Hightstown High School Cafeteria |
| May 24, 2010 | Hightstown High School Cafeteria |
| June 7, 2010 | Hightstown High School Cafeteria |
| June 28, 2010 | Hightstown High School Cafeteria |
| July 19, 2010 | Hightstown High School Cafeteria |
| August 23, 2010 | Hightstown High School Cafeteria |
| September 13, 2010 | Hightstown High School Cafeteria |
| September 27, 2010 | Hightstown High School Cafeteria |
| October 11, 2010 | Hightstown High School Cafeteria |
| October 25, 2010 | Hightstown High School Cafeteria |
| November 8, 2010 | Hightstown High School Cafeteria |
| November 29, 2010 | Hightstown High School Cafeteria |
| December 13, 2010 | Hightstown High School Cafeteria |
| January 10, 2011 | Hightstown High School Cafeteria |
| January 24, 2011 | Hightstown High School Cafeteria |
| February 7, 2011 | Hightstown High School Cafeteria |
| March 7, 2011 | Hightstown High School Cafeteria |
| March 21, 2011 | Hightstown High School Cafeteria |
| April 11, 2011 | Hightstown High School Cafeteria |
| May 2, 2011 (reorganization) | Hightstown High School Cafeteria |

On a roll call vote of the Board, motion to approve was carried unanimously.

J. DISTRICT 403B PLAN VENDORS

- ING DIRECT
- AMERIPRISE FINANCIAL SERVICES
- AXA EQUITABLE
- LINCOLN INVESTING PLANNING
- SECURITY BENEFIT LIFE
- OPPENHEIMER FUNDS
- PRUDENTIAL FINANCIAL
- USAA LIFE
- VANGUARD
- VALIC/AIG RETIREMENT
- METLIFE
- FIDELITY INVESTMENTS
- GREAT AMERICAN D/B/A/GALIC
- LINCOLN FINANCIAL GROUP
- AMERICAN CENTURY SERVICES

On a roll call vote of the Board, motion to approve was carried unanimously.

K. BOARD RESPONSIBILITIES

- 1) Negotiations Committee (as designated)
- 2) Legislative Liaison
- 3) NJSBA Delegates
- 4) Staff Development Council Members
- 5) Mercer County Vocational Coordinating Council Representative
- 6) Equity Council
- 7) Teacher of the Year
- 8) Governor's/EWRSD Teacher Award
- 9) Finance Committee

On a roll call vote of the Board, motion to approve was carried unanimously.

L. APPOINTMENTS FOR FISCAL YEAR 2010-11

• **Board Secretary**

"I move to appoint Mr. Kurt Stumbaugh, School Business Administrator to serve as Board Secretary for the 2010-11 school year."

On a roll call vote of the Board, motion to approve was carried unanimously.

• **Acting Board Secretary**

"I move the Board appoint Michael Dzwonar, Interim CSA, David Coates Board Legal Counsel, Thaddeus Thompson Assistant SBA, and Carolina Jablonski, Secretarial Assistant to the Board Secretary as Acting Board Secretaries to serve with no pay in the absence of the Board Secretary for the 2010-11 school year."

On a roll call vote of the Board, motion to approve was carried unanimously.

• **EWRSD New Jersey School Boards Association Delegate**

"I move to appoint myself, Mr. Robert Laverty as EWRSD Board of Education Delegate to the NJ School Boards Association." On a roll call vote of the Board, motion to approve was carried unanimously.

• **Treasurer of School Monies**

"I move to appoint Mr. John Calavano as the Treasurer of School Monies."

On a roll call vote of the Board, motion to approve was carried unanimously.

• **Board Legal Counsel**

"I move to appoint Mr. David Coates, Esq. and the law firm Turp, Coates, Essl & Driggers as Board Legal Counsel and that the officers of the Board be empowered to sign, on the Board's behalf, the Agreement for Legal Services.

On a roll call vote of the Board, motion to approve was carried unanimously.

- **Construction Attorney**
“I move to appoint Mr. Rob MacPherson, Esq. of GIBBONS, Law Firm as Board Construction Attorney.”
On a roll call vote of the Board, motion to approve was carried unanimously.
- **Labor Attorney**
“I move to appoint Mr. David B. Rubin, Esq. as the Board Labor Attorney”
On a roll call vote of the Board, motion to approve was carried unanimously.
- **District Architects**
“I move to appoint Garrison Architects and Faridy, Veisz, Fraytak, P.C. as the District’s architectural firms.
On a roll call vote of the Board, motion to approve was carried unanimously.
- **Health Services, School Physicians**
“I move to appoint Dr. Howard Cohen of East Windsor Family Group as the District health services physician and to appoint US Healthworks as an alternate school physician.”
On a roll call vote of the Board, motion to approve was carried unanimously.
- **District Sports Physician**
“I move to appoint Dr. Adam Redlich of A+ Athlete Sports Medicine to serve as the District Sports physician.” On a roll call vote of the Board, motion to approve was carried unanimously.
- **District Auditor**
“I move to appoint the firm of Holman & Frenia, P.C. to serve as the District auditors.”
On a roll call vote of the Board, motion to approve was carried unanimously.
- **Chemical Hygiene Officer**
“I move that the Board appoint Kurt Stumbaugh, SBA/Board Secretary as the District’s Chemical Hygiene Officer”. On a roll call vote of the Board, motion to approve was carried unanimously.
- **Public Agency Compliance Officer**
As the NJ Department of Treasury Affirmative Action Office Regulations requires that all vendors doing business with the District must be in compliance with Affirmative Action regulations;
“I move that the Board appoint Kurt Stumbaugh as the District’s Public Agency Compliance Officer for the 2010-11 school year.” On a roll call vote of the Board, motion to approve was carried unanimously.
- **District Police Liaison**
“I move that the Board approve the appointment of Mr. Michael Dzwonar, Interim CSA, as the District’s Police Liaison for the 2010-11 school year.”
On a roll call vote of the Board, motion to approve was carried unanimously.
- **Insurance Broker**
“I move to appoint insurance firm WILLIS Insurance as the District’s insurance broker.”
On a roll call vote of the Board, motion to approve was carried unanimously.
- **District 504 Officer**
“I move the Board appoint Dr. Tekelah Sherrod as the District’s 504 Officer.”
On a roll call vote of the Board, motion to approve was carried unanimously.
- **Affirmative Action Officer**
“I move to appoint Ms. Deborah Feaster as the District’s Affirmative Action Officer and appoint Michael Dzwonar, Interim CSA as her alternate. “On a roll call vote of the Board, motion to approve was carried unanimously.
- **Title IX Coordinator**
“I move to appoint Mr. Gary Bushelli as the District’s Title IX Coordinator.”
On a roll call vote of the Board, motion to approve was carried unanimously.
- **Equity Officer**
“I move that the Board appoint Dr. Tekelah Sherrod as the EWRSD Equity Officer
On a roll call vote of the Board, motion to approve was carried unanimously.
- **ADA Coordinator**
“I move to appoint Dr. Tekelah Sherrod as District Coordinator for the American’s With Disabilities Act”
On a roll call vote of the Board, motion to approve was carried unanimously.

RESOLUTION FOR APPOINTMENT OF DISTRICT PURCHASING AGENT

“I move that the Board approve the following RESOLUTION for the appointment of Kurt Stumbaugh as the District Purchasing Agent for the 2010-11 school year”.

WHEREAS, 18:18A-2 provides that the Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$29,000), may be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution, and

WHEREAS 18a:18a-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$4,350.) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution,

NOW THERE BE IT RESOLVED, that the East Windsor Regional Board of Education pursuant to the statutes cited above hereby appoints Kurt Stumbaugh as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the East Windsor Regional Board of Education, and **BE IT FURTHER RESOLVED**, that Kurt Stumbaugh is hereby authorized to award contracts on behalf of the East Windsor Regional Board of Education that are in the aggregate less than 15% of the bid threshold (currently \$4,350.) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED, that Kurt Stumbaugh is hereby authorized to seek competitive quotations when applicable and practicable and to award contracts when contracts in the aggregate exceed 15% of the bid threshold (currently \$4,350) but less than the bid threshold (currently \$29,000).

On a roll call vote of the Board, motion to approve was carried unanimously.

Adopted April 26, 2010

- **RESOLUTION: TO APPOINT THE SCHOOL DISTRICT'S CUSTODIANS OF GOVERNMENT RECORDS**

WHEREAS, The Open Public Records Act expands the public's right of access to government records, and

WHEREAS, the East Windsor Regional Board of Education must appoint custodians of government records to comply with the law,

NOW THEREFORE BE IT RESOLVED, that the East Windsor Regional Board of Education appoints the following as its custodians of government records:

The Board Secretary, (or in his absence the acting Board Secretary) for all records other than records concerning students or district employees,

The Director of Personnel (or in her absence Personnel Manager) for records concerning district employees, **The Assistant Superintendent of Curriculum & Instruction** for curriculum records and student records for other than special education students,

The Director of Student Services for curriculum and student records of special education students.

During the absence or inability to act or during a vacancy in any of these positions the Superintendent shall be the acting custodian of government records for such positions.

On a roll call vote of the Board, motion to approve was carried unanimously.

Adopted April 26, 2010

6. ADOPTION OF CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

“The NJ Department of Education requires that each year the Boards of Education publicly acknowledge receipt of and compliance with the “Code of Ethics for School Board Members”, (18A:12-24.1).

Each Board member took a turn to read out loud the Code of Ethics for Board Members.

STATE OF NJ DEPARTMENT OF EDUCATION CODE OF ETHICS FOR SCHOOL BOARD MEMBERS (18A:12-24.1)

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my board action to policy making, planning, and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution. (L.2001, c.178, s.5.)

On a roll call vote of the Board, Motion to adopt the Code of Ethics for Board members was carried unanimously.

7. FIRST READING OF BOARD POLICIES

The following policies are being submitted to the Board for first reading:

Policy 3351/4351 – Healthy Workplace Environment (New)

Policy 5338 - Diabetes Management (New)

Policy 5512.01 - Harassment, Intimidation, and Bullying (Revised)

Policy 5533 - Pupil Smoking (Revised)

Policy 6660 - Student Activity Fund (Revised)

Policy 7434 - Smoking on School Grounds (Revised)

Policy 8461 - Reporting Violence, Vandalism, Alcohol, and Other Drug Abuse (Revised)

Policy 9700 - Special Interest Groups (Revised)

A. Policy 1570 - Internal Controls (Revised)

B. Policy 1620 - Administrative Employment Contracts (Revised)

C. Policy 6111 - Special Education Medicaid Initiative (SEMI) Program (Revised)

D. Policy 6471 - School District Travel (Revised)

BACKGROUND:

3351/4351 – Healthy Workplace Environment (New)

Many school districts have requested a Policy concerning workplace harassment/bullying beyond current policies concerning Federal and State anti-discrimination laws that afford numerous legal protections to employees in protected classes or to employees because of the worker's protected activities. This conduct is based on extensive research and publications in the area of workplace bullying. Unsuccessful legislation, New Jersey Assembly Bill A-1551 introduced in 2008, attempted to legislate the "New Jersey Healthy Workplace Act."

This proposed Act defined "abusive conduct" in the workplace, made it unlawful for an employer to subject an employee to abusive conduct or to permit an abusive work environment, and exposed employers to financial penalties. Although there is no Federal or New Jersey law prohibiting such conduct, claims regarding allegations of such conduct have resulted in employers defending themselves or an employee (usually a supervisory staff member) in civil litigation or in a workers' compensation matter. Policy Guides 3351/4351 have been developed to align with the definitions as outlined in A-1551, but does not include the consequences for an employer as outlined in the failed bill. The only difference between the two guides is in the first sentence. The proposed Policy Guides require a written, detailed report be filed and an investigation be conducted. It is recommended the Board's attorney review these Policy Guides in the event the district is interested in adopting Policies on this issue. A district interested in adopting this or a similar policy has flexibility in making revisions to these guides as there is no law covering such conduct.

- Policy Guides 3351/4351 is **SUGGESTED**

5338 – Diabetes Management (New)

Public Law 2009, Chapter 131, was signed into law on October 1, 2009 and addresses the care of pupils with diabetes in the school setting. The new statutes, N.J.S.A.18A:40-12.11 through 18A:40-21, require school districts to take specific actions to ensure pupils with diabetes are able to manage their disease and balance food, medications, and physical activity while at school or at school-related functions. New Policy and Regulation Guides have been developed listing the requirements as outlined in the new statutes. These Guides should be reviewed by the school district's health personnel, as the school nurse will be required to develop health care plans for pupils seeking diabetes care while at school. These Guides have been developed to be consistent with the statutes and may be revised in the future if the State Board of Education adopts administrative code/regulations. The new law takes effect on January 29, 2010. As these responsibilities are required, we have made the Policy and Regulation Guides mandated.

- Policy Guide 5338 is **MANDATED** Regulation Guide 5338 is **MANDATED**

5512.01 – Harassment, Intimidation, and Bullying (Revised)

Strauss Esmay Associates was informed by one school district that QSAC reviewers recommended several minor revisions to their Harassment, Intimidation, and Bullying (HIB) Policy. The reviewers recommended these minor revisions to Policy Guide 5512.01 that Strauss Esmay provided to school districts in February 2009. These few revisions to the February 2009 version of the HIB Policy Guide were the only HIB revisions brought to our attention as the February 2009 version is consistent with the most recent guidance published by the New Jersey Department of Education. We believe the February 2009 version was universally accepted throughout the State. Notwithstanding this fact, Strauss Esmay Associates has incorporated these revisions into the HIB Policy Guide for district consideration.

- Policy Guide 5512.01 is **MANDATED**

5533 – Pupil Smoking (Revised)

Policy Guide 5533 has been revised to reflect the “New Jersey Smoke-Free Air Act.” The new Act, as it pertains to pupils, is not much different than the statutes they replaced. However, the revised Policy Guide includes several new options regarding the filing of a complaint and the option of requiring educational programs for pupils who violate the Policy or law. In addition, a new Regulation Guide has been developed. Policy Guide 5533 is mandated, while Regulation Guide 5533 is suggested.

- Policy Guide 5533 is **MANDATED** Regulation Guide 5533 is **SUGGESTED**

6660 – Student Activity Fund (Revised)

The New Jersey State Board of Education adopted N.J.A.C. 6A:23A-16 through 22 at the November 2009 State Board of Education Meeting. N.J.A.C. 6A:23A-16.12 – Student Activity Funds has been revised requiring an updated Policy Guide 6660 – Student Activity Fund. The updated administrative code requires additional requirements in the implementation of a student activity account. Due to the extent of the additional requirements, a new Policy Guide has been developed to replace the current Policy Guide. The new code is very specific in the tasks that must be completed in administering student activity accounts.

- Policy Guide 6660 is **MANDATED**

7434 – Smoking On School Grounds (Revised)

Policy Guide 7434 has been revised to reflect the “New Jersey Smoke-Free Air Act.” The new Act, as it pertains to non-pupils, is not much different than the statutes they replaced. However, the revised Policy Guide includes a new option regarding the filing of a complaint for persons who violate the Policy or law.

- Policy Guide 7434 is **MANDATED**

8461 – Reporting Violence, Vandalism, Alcohol, and Other Drug Abuse (Revised)

Policy Guide 8461 has been revised to require the district report describing an incident regarding an act of violence or vandalism, possession or distribution of alcohol, drug use on school grounds, or a school employee’s report of a pupil suspected to be under the influence of alcohol or other drugs must be approved by the Board of Education. One district reported their QSAC monitors recommended the Board’s approval of the district form should be included in the language of Policy Guide 8461.

- Policy Guide 8461 is **MANDATED**

9700 – Special Interest Groups (Revised)

There have been several inquiries requesting guidance in the area of distribution of literature to or through pupils. Several districts have developed internal policies on this subject over the past several years. Policy Guide 9700 has been revised to include several options on this issue. A district may prohibit the distribution of material by every outside school organization or the Policy Guide provides an option to permit distribution for local, State, County, or Federal agencies with a secondary option for community non-profit organizations. The Guide includes criteria and an approval process for such distribution. This Guide does not provide an option for literature distribution requested by private or for-profit organizations as we have found this to be prohibited as standard practice. Several additional revisions are included in this Guide that provide better clarity and are consistent with N.J.S.A. 18A:42-4.

- Policy Guide 9700 is **RECOMMENDED**

The following accountability policy and regulations guide revisions are required as a result of the re-adoption of N.J.A.C. 6A:23A, which was published on December 21, 2009.0142.1 – Nepotism (Revised)

N.J.A.C. 6A:23A-6.2 was revised to clarify the issue permitting a relative of a Board member or Superintendent to continue to be employed or “to be promoted” in the district if the relative was employed by the district on the effective date of the Policy or the date the relative becomes a Board member or Superintendent. The more significant revision provides the Board an option to employ a relative of a Board member or Superintendent with approval of the Executive County Superintendent upon demonstrating the district conducted a thorough search and the proposed candidate is the “only qualified and available person for the position.” Districts wanting this option should include this optional code language in their Policy.

1570 – Internal Controls (Revised)

N.J.A.C. 6A:23A-6.6 has been revised deferring the implementation date for a school district to establish standard operating procedures for each task or function of the business operations of the school district from July 1, 2009 to December 31, 2009. N.J.A.C. 6A:23A-6.8 has been revised deferring the implementation date for a district to maintain a position control roster from July 1, 2009 to December 31, 2009. Policy Guide 1570 has been revised to reflect these revisions.

- Policy Guide 1570 is **MANDATED** Regulation Guide 1570 is **MANDATED**

1620 – Administrative Employment Contracts (Revised)

N.J.A.C. 6A:23A-3.1(e) 12 was revised to correct an incorrect legal citation in the previous administrative code section from N.J.S.A. 18A:17-51 to N.J.S.A. 18A:17-15.1. Policy Guide 1620 has been revised to reflect this code revision.

- Policy Guide 1620 is **RECOMMENDED**

6111 – Special Education Medicaid Initiative (SEMI) Program (Revised) N.J.A.C. 6A:23A-5.3 has been revised in two areas. The first revision makes the requirements for a district to obtain a waiver of the code requirement by increasing the number of projected SEMI eligible pupils in the district from thirty to forty. The second revision expands the documentation requirements for a speech therapist to be considered a qualified related service provider and eligible for SEMI reimbursement. These two revisions have been incorporated into Policy and Regulation Guides 6111 along with the removal of several compliance dates that have already past.

- Policy Guide 6111 is **MANDATED** Regulation Guide 6111 is **MANDATED**

6471 – School District Travel (Revised) N.J.A.C. 6A:23A-7 regarding school district travel has been revised in several minor areas:

1. N.J.A.C. 6A:23A-7.5 – Required documentation for travel has been revised to remove “justification of the importance of these individuals attending the event” and “a copy of the agenda or itinerary for travel and subsequent schedule of events.” Also, “justification” in addition to a brief statement is required in a travel request and some additional details are required for certain training events.
2. N.J.A.C. 6A:23A-7.12 – Meal allowance has been revised regarding the school district’s requirements to acquire quotes for light meals and refreshments only “if required pursuant to N.J.S.A. 18A:18A-1 et seq.” Policy Guide 6471 is **MANDATED**

Mr. Lavery moved, seconded by Ms. Fayer, to approve the above policies be re-submitted for second reading at a future meeting On a roll call vote, motion to approve second reading of policies was carried unanimously.

8. FIRST READING OF BYLAWS

The following bylaws are being submitted to the Board for first reading:

- A. Bylaw 0142.1 - Nepotism (Revised)
- B. Bylaw 0174 - Legal Services (Revised)
- C. Bylaw 0177 - Professional Services (Revised)

The following accountability policy and regulation guide revisions are required as a result of the re-adoption of N.J.A.C. 6A:23A, which was published on December 21, 2009: 0142.1 – Nepotism (Revised) N.J.A.C. 6A:23A-6.2 was revised to clarify the issue permitting a relative of a Board member or Superintendent to continue to be employed or “to be promoted” in the district if the relative was employed by the district on the effective date of the Policy or the date the relative becomes a Board member or Superintendent. The more significant revision provides the Board an option to employ a relative of a Board member or Superintendent with approval of the Executive County Superintendent upon demonstrating the district conducted a thorough search and the proposed candidate is the “only qualified and available person for the position.” Districts wanting this option should include this optional code language in their Policy.

- Policy Guide 0142.1 is **MANDATED**

0174 – Legal Services (Revised)

N.J.A.C. 6A:23A-5.2 was revised with several significant revisions regarding legal services. Districts with legal costs that exceed 130% of the statewide average per pupil amount should establish the procedures outlined in 1. through 4. on page 2 of the Policy Guide unless these districts can provide “evidence that such procedures would not result in a reduction of costs....” There should be some additional guidance from the Department of Education on the districts that fall into this category and the evidence required to not implement these procedures. All other districts are required to establish procedures to “ensure the prudent use of legal services....” For these districts it is recommended the Board continue to designate contact persons and designate an administrator to review all legal bills and confer with the contact persons in reviewing such bills. In addition, the new revised code clarifies the issue regarding the use of Request for Proposals (RFPs) in issuing contracts for legal services.

- Policy Guide 0174 is **MANDATED**

0177 – Professional Services (Revised) The N.J.A.C. 6A:23A-5.2 revision that clarifies the use of RFPs in issuing contracts for legal services is applicable to all professional service contracts and also requires a revision in Policy Guide 0177 Professional Services.

- Policy Guide 0177 is **MANDATED**

Mr. Lavery moved, seconded by Ms. Fayer, to approve the above by-laws on first reading, to be re-submitted for second reading at a future meeting

On a roll call vote of the Board, motion to approve was carried unanimously.

DISCUSSION: Mr. Ettman commented that he objects to State mandated policies and language. It is a government mandate vs. policy.

ITEM 9. ANNOUNCEMENTS

Mr. Dzwonar, Interim CSA, gave a report on the failed budget process. 5 million dollars in cuts have been made in the budget that was presented to voters. Mr. Dzwonar read a lengthy list of the reductions and cuts. The next step is for the host municipalities to review our deductions and each line item, and to make their recommendations. It will be a difficult three weeks getting the budget finalized. However we end up, we will work together to make this District the best possible place it can be for all students considering the resources we have

On another note Mr. Dzwonar commented that we are testing this week on the elementary levels.

ITEM 10. FIRST OPPORTUNITY FOR PUBLIC COMMENT

Robert Thibault of Hightstown commented on the fact that the teachers have not accepted a salary freeze. He quoted the salary increase of our teachers over the past 6 years. He referred to the salary guide and step guide that reflected high increases compared to what the private sector would get. Commented that all these cuts will impact the education of our students and our teacher's union does not put the interest of the students first

Jim Fidler, of East Windsor commented on the budget flyer that went out prior to budget vote. It did not market very well the importance of the voting for the budget. Some items not represented well. It should have been noted in the pamphlet the State mandated services that we have no control over. And that any cuts are going to come from other areas that are not on the mandated list. The brochure could be more detailed. Would like to see a laundry list of the actual cost of mandated services.

JoAnn Winziger of East Windsor, commented that parents at PLD are concerned about the high administrator salaries. Asked about what the administrators actually do. Noted that on the 101.5 radio station website there is a list of teacher and administrators salaries and the salaries have increased a lot. Requests to know exactly what the administrators and supervisors do for us and our children.

Mr. Dzwonar commented that he will get that information together and respond to her question.

Ms. Winziger also commented on the administration at PLD. Four principals in four years is unsatisfactory.

ITEM 11. FIRST OPPORTUNITY FOR BOARDMEMBER'S COMMENTS

Ms. Harrington commented that perhaps a committee that would support communication in our community is needed and should be considered.

Ms. Fallon expressed gratitude to Mr. Dolgon for his years of service and spoke about his dedication and hard work as a Board member.

ITEM 12. FIRST EXECUTIVE SESSION

ITEM 13. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION

At each of the regular meetings of the Board of Education, the Board is requested to approve routine agenda items by exception. The following items are recommended for Board Approval:

- A. Staffing
- B. Field Trips
- C. Volunteers
- D. Donation to PLD School
- E. Cheryl Nixon Scholarship for 8th Graders
- F. Out of District Placement
- G. Professional Services
- H. Award of Electrical Service Contract to HESS Corporation
- I. Renewal of Contract- Mercer County Special Services School District
- J. Approval of Minutes: March 25, 2010 & April 12, 2010
- K. Authorization to Submit Revised 2007-08 NCLB Report
- L. Board Secretary's Report – March, 2010
- M. Treasurer's Report - March, 2010
- N. Transfer Report – March, 2010
- O. Bill List – April 26, 2010

A. STAFFING – as submitted.

B. FIELD TRIPS

Field Trip planned for Perry L. Drew School:

6/2/10 & 4th Grade – Fossil Hunting
6/8/10 Poricy Park, Middleton Township, NJ

Field Trips planned for Melvin H. Kreps School:

| | | | |
|---------|---|---------|--|
| 5/11/10 | Life Skills Classes Shop Rite, East Windsor, NJ | 5/21/10 | One Act Plays Students Bucks County Playhouse 70 South Main St. New Hope, PA |
| 5/24/10 | Life Skills Classes BJ's and Designs by Linda Florist Washington Town Center Hamilton, NJ | | |
| 6/7/10 | Life Skills Classes - Moe's Restaurant, Hickory Corner Rd. East Windsor, NJ | | |
| 6/3/10 | Life Skills Classes The Bank, 304 Princeton-Hightstown Rd East Windsor, NJ | 6/3/10 | Life Skills Classes Better Beginnings Day Care 318 N. Main St. Hightstown, NJ |

Field Trips planned for Hightstown High School:

| | | | |
|---------|---|---------|---|
| 6/13/10 | Red Cross Club Special Olympics Event The College of NJ, Route 31, Ewing, NJ. | 5/27/10 | French Club – Broadway Show Jersey Boys or Stomp Times Square/Theater Dist. New York, NY |
|---------|---|---------|---|

Field Trips planned for Ethel McKnight School:

| | |
|---------|--|
| 5/14/10 | Safety Patrol NJ State Police Museum and Learning Center Route 175, West Trenton, NJ |
| 5/19/20 | Student Council – Senior Citizen Center Lanning Blvd., East Windsor, NJ |

Addendum to Field Trips planned for Hightstown High School with rescheduled date:

5/26 US History II, Holocaust Museum, Washington, D.C.

C. VOLUNTEERS

The Board of Education approves all volunteers who serve in the East Windsor Regional School District.

The following have offered to volunteer/chaperone at Walter C. Black School:

Ronald Canizares, Yinson Quezada, Silvia Uqillas

The following have offered to volunteer/chaperone at Grace N. Rogers School:

Matt McKenna, Jay Shumsky, Shireesha Digamarti

D. DONATION TO PLD SCHOOL

The Worldwide Environment, Health & Safety Department of Johnson and Johnson through Brian Boyd, Vice President, 410 George Street, GS505, New Brunswick, NJ 08933 has donated an ELMO overhead projector to the Perry L. Drew School. The donation was suggested by Mrs. Joanne Taussig, a member of the Department and parent of two Drew School students.

E. CHERYL NIXON SCHOLARSHIP FOR 8TH GRADERS

The Life Skills class at the Kreps School incorporates a business, Crunch & Munch, Drink & Think, Breakfast on Wheels, into their academics. The staff and administration have been very supportive in providing the students the opportunity to enhance their math skills by making purchases from Crunch & Munch, Drink & Think, and Breakfast on Wheels.

From the proceeds, the class would like to sponsor awards to three graduating 8th grade students in honor of former teacher, Cheryl Nixon. These scholarships will be given to students who are in the Special Education program and would be awarded during our 8th Grade Award Ceremony on June 1, 2010.

The purpose of the Cheryl Nixon Scholarship is to recognize three 8th grade Special Education students who display positive characteristics such as trustworthiness, responsibility, diligence, respect for all in the school community, fairness and caring. This award is not based on academic achievement.

The Cheryl Nixon Scholarships will be in the amount of \$50 each in the form of a gift certificate to Staples so that school supplies can be purchased for the following school year.

F. OUT OF DISTRICT PLACEMENT - REGULAR SCHOOL PROG

Approval from the Board of Education is requested for the following placements:

Private & Public Schools

Thomas J. Rubino Academy

Tuition March 3, 2010 through June 30, 2010

| | | | |
|-------------|----------|------|------------|
| 1. Student: | #9800593 | Reg. | \$6,600.00 |
|-------------|----------|------|------------|

G. PROFESSIONAL SERVICES

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 College of New Jersey | Workshop | 1,000.00 |

Recommend Board approval of the above list of consultants for the 2009-2010 school year

H. AWARD OF ELECTRICAL SERVICE CONTRACT TO HESS CORPORATION

On November 8, 2004 the East Windsor Regional School District approved a resolution binding the District to purchase electric generation services through ACES (Alliance for Competitive Energy Services). This resolution authorized ACES to obtain bids for electrical service on the District's behalf through May, 2010. The winning ACES electric supplier and the District's electric generation supply contract for school year 2010-2011 goes to HESS Corporation.

The term of the contract is May 1, 2010 to the last meter reading in April, 2011.

I. RENEWAL OF CONTRACT-MERCER COUNTY SPECIAL SERVICES SCHOOL DISTRICT

The school district belongs to "The Mercer Cooperative Transportation System" for the purpose of sharing transportation expenses of special education students sent to private and other schools located outside of the school district. Mercer County Special Services School District is the lead agency for the system. Each year the school district approves a transportation agreement to remain part of the cooperative system.

J. APPROVAL OF MINUTES: March 25, 2010 Special & April 12, 2010 Regular Meetings

As submitted. Copies are on the District website, and available for review in Board Secretary's office.

K. AUTHORIZATION TO SUBMIT REVISED 2007-2008 NCLB REPORT

Submitting an amended NCLB 2007-2008 Final Report will communicate the accurate total expenditures to the state for per our accounting system. It will include July and August 2008 expenditures, as required by the NCLB Grant.

| Title | Description | Original | Revised |
|--------------|--------------------------|-----------------|----------------|
| I Part A | Improving Basic Programs | \$168,023 | \$170,244 |
| II Part A | Professional Development | \$97,973 | \$103,138 |
| III | ESL | \$122,234 | \$124,586 |
| III | Immigrant | \$86,469 | \$87,204 |
| IV | Drug Free | \$10,989 | \$11,055 |
| V | Innovative Programs | \$5,791 | \$5,871 |

Total Increase of Reported Expenditures \$10,619

It is recommended that the Board approve the submission of the Amended NCLB 2007-2008 Final Report.

L. BOARD SECRETARY'S REPORT - MARCH, 2010

WHEREAS, the Board of Education has received the report of the Board Secretary and Treasurer for the month of March, 2010, submitted pursuant to N.J.S.A 18A:17-9, and

WHEREAS, in compliance with N.J.A.C. 6:20-2A.10 (d) the Secretary has certified that, as of the date of the reports, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district Board of Education;

NOW, THEREFORE BE IT RESOLVED, the Board of Education accepts the above referenced reports and certifications and certifies that after review of the Secretary's monthly financial report (appropriation section), to the best of its knowledge, no major account or fund has been over expended in violation on N.J.A.C.6:20-2A.10 (a) (1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year. Approval of the Board Secretary's report as submitted for period ending March 31, 2010.

M. TREASURER'S REPORT – MARCH, 2010

The Report of the Treasurer of School Monies for the month of March, 2010 is submitted for approval
The Treasurer's report is in agreement with the Board Secretary's report.

N. TRANSFER REPORT – MARCH 2010

All Budget Transfers must be properly recorded, documented and approved by the Board of Education. The School Business Administrator of the East Windsor Regional School District certifies to the best of his knowledge that no major account or fund has been over expended in violation of N.J.A.C. 6A:23-1.11 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

RESOLVED, that the East Windsor Regional Board of Education ratifies the attached transfers between budget line items approved by the School Business Administrator as submitted pursuant to Board policy and State regulation.

O. BILL LIST – APRIL 26, 2010

The Bill and Claims Report must be approved by the Board of Education before being submitted for payment.

RESOLVED: that the Board of Education approves the payment of bills and claims in the amount of **1,538,649.50** as submitted in the attached report.

Mr. Lavery moved, seconded by Ms. Fayer to approve the routine exception items as submitted. On a roll call vote of the Board, motion to approve was carried unanimously.

14. SECOND OPPORTUNITY FOR PUBLIC COMMENT

Robert Thibault, of Hightstown commented on administrator salary statistics. Median salary has gone from \$90,000 to about 120,000 while experience has declined. Administrator's salaries should be restrained in an effort to help taxpayers. The defeated budget says that taxpayers have had enough and hopes the Board gets that message. School taxes have doubled in ten years. Enough is enough.

15. SECOND OPPORTUNITY FOR BOARD MEMBER'S COMMENTS

Mr. Ettman commented on the increase in school budgets in New Jersey. Our District's budget has not increased as most. It has been less than 2 % in the last 3 years. State and federal funding has dropped dramatically. It is the manner in which schools are funded. There are different tax rates for different communities. We need the State to equalize the amount that school districts receive.

Ms. Fallon commented that we have highly qualified administrators and they do an excellent job of saving money for the District.

Mr. Dzwonar spoke about his past experience and the circumstances that led him to EWRSD. He wanted to work in a large district on curriculum and when he was hired, Mr. Bolandi eliminated three administrative positions. He noted that spending for quality administrators is money well spent.

Ms. Weisman reducing supervisors is a difficult situation. The District needs their services. The governor's actions are not ones she would emulate. Our administrators keep the district running appropriately and efficiently. It is sad that we have to dismantle what is helping the District. She hopes the elimination of administrators does not destroy the District completely in the process.

Mr. Dzwonar commented that the increase in student progress is greatly attributed to the hard work of the supervisors. He then shared some highlights and examples of the District's progress in past years.

16. SECOND EXECUTIVE SESSION

17. OPEN SESSION

18. ADJOURN

Kurt Stumbaugh, Board Secretary