

***EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520***

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION**

**Date: MARCH 8, 2010 7:30 p.m.**

**The Board of Education of the East Windsor Regional School District held a Regular meeting on MONDAY, MARCH 8, 2010 at 7:30 p.m. in the Hightstown High School Cafeteria, located at 25 Leshin Lane, Hightstown, NJ.**

**1. WELCOME**

Board President Alice Weisman 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.”

Ms. Weisman 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, Stu Dolgon, Bruce Ettman, Suzann Fallon, Bonnie Fayer, Bob Laverty, Kennedy Paul and Alice Weisman

Members Absent: Susan Lloyd

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

Fire Code Compliance: Ms. Weisman 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.....”

(Ms. Weisman pointed to the emergency exit.)

**2. PLEDGE OF ALLEGIANCE**

**3. A APPROVAL OF AGENDA**

Mr. Laverty moved seconded by Ms. Fayer to approve the agenda with the following revisions -

- Removable of item 5: Presentation on Elementary Literacy Program.
- The addition of a second executive session.

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

**3. B RESOLUTION FOR CLOSED SESSION**

Mr. Laverty moved, seconded by Mr. Dolgon, to approve the following resolution:

**BE IT RESOLVED**, that the Board of Education of the East Windsor Regional School District will hold two closed sessions during its regular meeting on March 8, 2010. These closed sessions concern:

- Personnel matters, Litigation, Contract matters, 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.

**3. C FIRST EXECUTIVE SESSION**

#### **4. ANNOUNCEMENTS**

##### **Mr. Dzwonar, Interim Superintendent -**

- Regarding the recent snowstorm, we fortunately lost only one day of school so our calendar remains intact.
- HESPA Testing - we completed our HESPA testing last week and it went without a hitch. We also completed our pre-benchmark assessments in biology, algebra and social studies in the high school and middle school. This is done to assess all students on what content they have learned to date and give teachers the opportunity to address some areas that may need remediation. We think benchmarking is a great idea and it is also mandated by the State.
- The High School Drama Club presentation of Beauty and the Beast will be on March 12, 13, and 14<sup>th</sup>. The students are very excited about it. The sets look great. Don't miss it.
- The Literacy presentation scheduled for today will take place either at the next board meeting or the one following.
- Good news: we received a letter from the State that the East Windsor Regional School District is no longer classified as a district in need of improvement, in accordance with NCLB Law.
- Regarding the 2010-11 budget - It is a very challenging time for all school superintendents. Our budget process began in November to review all programs and departments to analyze their needs and priorities. The central office administrators went over each budget line one at a time to identify cuts to assure that we were within cap and to go even beyond that in the second tier to develop additional cuts that would get us below cap. At this point we are looking at a little over \$2 million in cuts. Some areas considered are capital projects (HVAC), technology, renegotiating with vendors, suspending textbook adoption, substitute pay line, reducing professional development during the day. On February 17, 2010, we received notice from the State to prepare for a 15% cut in aid. This equals \$3 million in cuts for our district. This would have a devastating impact to all areas.

Ms. Weisman – read a letter dated March 5, 2010, from the Board that was sent to the presidents of the District Associations. The letter concerned the severe impact that the State imposed budget restrictions would have on the District and asked all the employees of the District to consider accepting a wage freeze for the 2010-11 school year. Ms. Weisman noted they received two union responses to this letter and they were disappointing. Ms. Weisman offered an invitation to meet with the negotiating teams to discuss the gravity of the situation as the Board desperately wants to protect as many jobs and programs as possible.

#### **5. PRESENTATION: ELEMENTARY LITERACY PROGRAM**

Removed from agenda and will be rescheduled for a future meeting.

#### **6. FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

No one spoke.

#### **7. FIRST OPPORTUNITY FOR BOARD MEMBERS' COMMENTS**

Ms. Fallon – commented that each district receives different amounts of State aid. Each school district is made up of different socio-economic factors, so some of our neighboring communities may not rely on State funding as much as we do. For our district a 15% reduction is very serious. Both the Borough and Township are looking at tax increases already. The letter we sent is a really serious last resort to reach out to the staff.

Mr. Ettman - the Governor has called for 15% across the board cuts in aid and has done so without reviewing each individual district's numbers and progress over the years. We don't have equalized tax rates throughout the State. In addition, our municipalities are talking about another large tax increase. More affluent districts have a more favorable tax rate when it comes to school taxes due to commercial ratables available to those communities. Also, a lower portion of their budget is made up of State aid. Each district should be reviewed individually. 15% across the board is not equal in this State. It hurts the middle class communities as they are made to suffer more of a tax burden.

Mr. Dolgon - noted that the administration works countless hours on the budget. We have to stress this is not just the Board's budget. It is *our* budget. It is the whole community's budget. It affects all our residents and our children. The Board and the District Administration work tirelessly to bring us budgets that are fiscally prudent each year.

Mr. Laverty - the Board has confidence in the expertise of the administrators who have served the district well with conservative budgets. The recommendations made to us are from people who are experts in their field. We will defend the progress we have made the past 6 years and will continue to do so. We have the greatest respect for our employees and have done a pretty good job negotiating contracts that have been fair to the district, fair to the taxpayers, good for the students, and beneficial to our employees. It was basically out of desperation that the Board sent the letter to the Associations. We had no hidden motivation or intent when we sent that letter, only that we want to have the success so far achieved by the District to continue.

Ms. Fallon - a current problem we also have is the Governor said that our reserve of \$457,000 for maintenance has to be spent. We have been saving money for important and needed maintenance projects. We asked the Governor and County office if we could keep that money and we were denied. This would reduce our final payment in aid. Those projects would have to be put on hold and who knows when we will be able to replace this reserve.

Ms. Weisman - expressed disappointment that no Association representatives were in attendance at the meeting. The Board cares greatly about the livelihoods and contributions of all employees. We don't want to have to make cuts and the whole idea of a wage freeze is not new, as wage freezes or partial wage freezes have been approved in other districts. This is a measure that is being used to avoid layoffs and other cuts.

**8. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION**

- A. Staffing
- B. Emergent Hiring
- C. Professional Services
- D. Travel Related Expenses
- E. Donation to HHS Drama Club\*
- F. Approval of Non-Paid Club at HHS
- G. Field Trips
- H. Approval of Minutes – February 8, February 17, and February 22, 2010 meetings
- I. Roosevelt Tuition Contract for 2010-11 School Year\*\*
- J. 2009-10 Tuition Contract Agreement with Mercer County Technical Schools
- K. Mileage Reimbursement
- L. Recycle Proposal for Surplus Technology Equipment
- M. Board Secretary's Report – January, 2010
- N. Treasurer's Report – January 2010
- O. Transfer Report – January 2010
- P. Bill List – March 8, 2010

\*Ms. Weisman thanked Thompson Licensing its donation to the HS drama club.

\*\* 8.I: Roosevelt tuition contract was removed from exception items for further discussion during executive session and will be voted on separately.

**8. A STAFFING** – as submitted

**8. B AUTHORIZATION BY COUNTY SUPERINTENDENT FOR EMERGENT HIRING PENDING COMPLETION OF CRIMINAL HISTORY CHECK for the following individuals:**

- Eno Pinney Cafeteria Monitor

**8. C 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
Hampton House	Bedside Instruction	\$45.00 per hour

**8. D TRAVEL RELATED EXPENSES FOR MARCH 8, 2010 BOARD APPROVAL**

ATTENDEE	LOCATION	DATE OF CONFERENCE	CONFERENCE ATTENDING	TOTAL	YTD TOTAL
					<b>\$26,041</b>
Susan Wilczewski	Kreps	March 12, 2010	ALC Spring Conference "The National Scene" Sheraton at Eatontown	95.00	
Becky Wiley	GNR	March 12, 2010	ALC Spring Conference "The National Scene" Sheraton at Eatontown	95.00	
Margaret Scott	PLD	April 16, 2010	42nd Annual Conference on Reading & Writing @ Rutgers University Center of Effective School Practice	195.00	
Helene Cimino	Repro	April 30, 2010	Compumaster Adobe Creative Suite Users Workshop	199.00	
Debbie Feaster Gayle Parker Darlene Nemeth	Admin	March 22, 2010 and April 21, 2010	NJASCD: Designing Curriculum to meet revised standards. Monroe Township	825.00	
Debbie Feaster Gayle Parker Darlene Nemeth	Admin	May 18, 2010 and June 2, 2010	Foundation for Education Admin. Inc. Assessment Institute 2 sessions, Monroe	275.00	
Paul Hewins Thomas LoBue	Building & Grounds	March 8, 2010	National Asbestos Environment Training Institute - Removal of Flooring Materials Refresher (VAT Refresher)	140.00	
			<b>Total</b>	<b>1,824.00</b>	

**8. E DONATION TO HHS DRAMA CLUB**

Thomson Licensing, LLC, a Division of Technicolor, thru Deborah Gainer, Senior Human Resources Specialist, Two Independent Way, Suite 100, Princeton, NJ 08540 has donated \$250 to the Drama Club of Hightstown High School. This donation is made on behalf of club member Rachel Garretson whose mother Jill Garretson, is an employee of the company.

**8. F APPROVAL OF NON PAID CLUB AT HHS**

Hightstown High School would like to start a new club entitled "Dodgeball Club" which would fall under the category of non-paid extra-curricular activity with a teacher advisor. The advisor for this club will be Donna Ratner, a World Language teacher.

## **8. G FIELD TRIPS**

### Field Trips planned for Hightstown High School:

- 3/24/10 Central NJ College Fair – Guidance Dept.  
South Plainfield High School, South Plainfield, NJ
- 3/18/10 Guidance Dept. - Seniors Going to MCCC for Testing  
Old Trenton Road, West Windsor, NJ

### Field Trips planned for Melvin H. Kreps School:

- 5/21/10 “In Between” at George Street Theater Playhouse  
9 Livingston Ave., New Brunswick, NJ
- 4/16/10 OCR 7 Science Class  
Wiltshire Park, East Windsor, NJ

### Field Trip planned for Ethel McKnight School:

- 6/4/10 2nd Grade - NJ State Museum - Planetarium  
205 West State Street, Trenton, NJ

### Field Trips planned for Walter C. Black School:

- 3/16/10 & 3/18/10 5<sup>th</sup> Grade Classes - Centra State Medical Center  
901 Main Street, Freehold, NJ
- 4/20/10 Grade 1 - Patriot’s Theatre/War Memorial  
One Memorial Drive, Trenton, NJ

### Field Trip planned for Perry L. Drew School:

- 3/11/10 Grade 3 – NJ State House, Trenton, NJ

## **8. H APPROVAL OF MINUTES for the February 8, Regular meeting, February 17, Special Meeting and February 22, 2010, Regular meeting.**

Minutes of the Board of Education meetings are routinely submitted for Board approval and are available for review on the District’s website, ( [www.eastwindsorregionalschools.com](http://www.eastwindsorregionalschools.com) ) and at the Board Secretary’s office, 25A Leshin Lane, Hightstown, NJ.

## **8. I ROOSEVELT TUITION CONTRACT FOR 2010-11 SCHOOL YEAR**

Moved to end of meeting pending further discussion in executive session.

## **8. J 2009-10 CONTRACT AGREEMENT WITH MERCER COUNTY TECHNICAL SCHOOLS**

The High School currently has seven students who attend the Vocational Program at Mercer County Technical Schools. As their current schedule does not allow time for their participation in the subjects of Physical Education and Foreign Language, the Guidance Department has arranged for them to take these subjects while at the vocational school for a rate of \$500.00 per student.

This year is the first time the District has participated in such an agreement.

## **8. K MILEAGE REIMBURSEMENT**

State travel regulations require the Board of Education to approve in advance payment for school related travel. The District compiles a list of individual(s) who may routinely receive the standard IRS mileage reimbursement rate for district related travel in accordance with collective bargaining agreements and unaffiliated employee terms of employment. Added to this list will be:

- o Michele Tiedemann Student Services
- o Sandra Gomez Student Services

## **8. L PROPOSAL TO RECYCLE SURPLUS TECHNOLOGY EQUIPMENT**

The Technology center is in possession of computer processing units that are no longer of useful service to the District. The recycling company, Technology Exchange, Inc. of Newtown, PA, has offered to buy this equipment (120 CPUs and 3 laptops) from the District for \$3,358.00 which includes labor and freight charges.

## **8. M BOARD SECRETARY'S REPORT –JANUARY, 2010**

**WHEREAS**, the Board of Education has received the report of the Board Secretary and Treasurer for the month of January, 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 sufficient funds are available to meet the district's financial obligations for the remainder of the year.

## **8. N TREASURER'S REPORT – JANUARY, 2010**

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

## **8. O TRANSFER REPORT – JANUARY, 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 Board of Education ratifies the attached transfers between budget line items approved by the Business Administrator as submitted pursuant to Board policy and State regulation.

## **8. P BILL LIST – MARCH 8, 2010**

The Bill and Claims Report must be Board approved before being submitted for payment.

**RESOLVED**: that the Board of Education approves the payment of bills and claims in the amount of **\$641,966.93** as submitted in the attached report.

### **ACTION:**

**Mr. Lavery moved, seconded by Ms. Fallon to approve the routine items by exception as submitted.**

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

## **9. SECOND OPPORTUNITY FOR PUBLIC COMMENT**

Laura Clemente, East Windsor - currently works in a hospital in New York. Noted that St. Vincent's hospital in N.Y. is closing. This is happening everywhere. The union where she works has recently agreed to not only a wage freeze but to a 10% cut across the board. She commented that the district board members should not feel they have to make excuses. The Board should do what is has to, in order to stay afloat.

**10. SECOND OPPORTUNITY FOR BOARD MEMBERS' COMMENTS**

No one spoke

**11. SECOND EXECUTIVE SESSION**

**12. OPEN SESSION**

**12. A APPROVAL OF ROOSEVELT TUITION CONTRACT**

The East Windsor Regional School District has a sending/receiving relationship with the Roosevelt School District. East Windsor is the receiving District for Roosevelt's seventh through twelfth grade students. This has been an ongoing relationship.

The budgeted tuition for the 2010-2011 school year is **759,706.00**

**ACTION:** Mr. Lavery moved seconded by Ms. Fayer to approve the tuition contract with Roosevelt for the 2010-11 school year.

On a roll call vote, members voting yes: Mr. Connolly, Mr. Ettman, Ms. Fallon, Ms. Fayer, Mr. Lavery, Mr. Paul and Ms. Weisman. Voting no: Mr. Dolgon. Abstaining: none.  
Motion to approve was carried with 7 yes votes and 1 no vote.

**13. ADJOURN**

Ms. Fayer moved to adjourn the meeting.

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**Kurt Stumbaugh, Board Secretary**

**MEMORANDUM OF AGREEMENT**

**East Windsor Regional School District & Roosevelt Public School District**

**THIS AGREEMENT**, made this day of March 8, 2010, between the Board of Education of the East Windsor Regional School District, Mercer County, New Jersey, hereinafter designated "East Windsor" and the Board of Education of the Borough of Roosevelt, Monmouth County, New Jersey, hereinafter designated as "Roosevelt;"

**WITNESSETH THAT:**

**WHEREAS**, East Windsor and Roosevelt wish to continue to maintain a sending/receiving relationship for Roosevelt's 7th through 12th grade students whereby Roosevelt, as the sending district, and East Windsor, as the receiving district, provide for the education of Roosevelt's 7th through 12th grade students - at its middle school for grades 7 and 8 and Hightstown High School for grades 9-12; and

**WHEREAS**, East Windsor and Roosevelt wish to provide for a method to calculate and provide for the payment of the "students sent and received" pursuant to NJAC 6:20-3.1 and also wish to establish a more formalized understanding of mutual interaction and communication, for a term of one year from July 1, 2010 through June 30, 2011;

**NOW THEREFORE**, it is mutually agreed as follows:

1. Roosevelt shall be entitled to send its residents' children of grades 7 through 12 to East Windsor schools during the term of this agreement.
2. Roosevelt agrees to pay East Windsor tuition charges which shall be fixed as follows:

**A. Methods of Determining Tuition Charges:**

1. Commencing with the 2010-2011 school year, the projected tuition charge per pupil for middle school students will be ten thousand five hundred seventy nine dollars. (\$10,579.00) and for high school students ten thousand seven hundred twenty two dollars (\$10,722.00). Special Services will be \$64,914.00 consisting of 31 periods at two thousand ninety four dollars (\$2,094.00.) per period. The **total** 2010-2011 projected tuition will be \$759,706.00 for 15 middle school students and for 50 high school students.

2. Both parties agree that when the actual tuition costs per student are finalized, any underpayment or over-payment of tuition will be paid in the second year following the tuition year. It is further agreed that the net amount due East Windsor will not exceed \$250 per student times the actual number of students covered by this contract.

3. Tuition cost for Roosevelt special education students placed out of district will be the responsibility of Roosevelt. However, the Roosevelt Chief School Administrator/Principal (CSA/Principal) and Child Study Team will be consulted on any placement decision at its inception by the East Windsor Child Study Team. Notice will be given to the Roosevelt Child Study Team regarding the IEP meeting to discuss this change of placement.

4. The Roosevelt CSA/Principal will be consulted at the inception of all proposed changes in placement that incur cost due to transportation or tuition such as but not limited to vocational or alternative school. This notice will be made prior to any parental notification of these proposed changes.

5. Any and all costs for the transportation of Roosevelt students to East Windsor will be the sole responsibility of Roosevelt. East Windsor agrees to offer whatever transportation jointure agreements are possible on an annual basis.

6. Tuition charges shall be paid annually (Sept. - June) in ten (10) monthly payments by Roosevelt to East Windsor upon Board approval at the regularly scheduled Board of Education meeting.

**B. Articulation Between Districts:**

1. Both East Windsor and Roosevelt agree that articulation and communication between the two districts is a necessary part of this contract. This articulation and communication will be through the Chief School Administrator (CSA) of East Windsor and the CSA/Principal of Roosevelt. Board of Education meeting agendas will be mailed routinely to each other through the CSA of East Windsor and the CSA/Principal of Roosevelt. A CSA or CSA/Principal may request his or her counterpart to place an item or items on a Board of Education meeting agenda. If the CSA or CSA/Principal agrees, said item(s) will be placed on the agenda and

the requesting district will be able to make a presentation at that time. The Board of Education holding the meeting will determine after hearing the presentation what time limits will be set on any ensuing dialogue.

2. In an effort to enhance communication and articulation between the districts East Windsor and Roosevelt agree to:

(a) have East Windsor forward standardized test scores and report card information for all residential students being sent from Roosevelt to East Windsor to the CSA/Principal of the Roosevelt School District; (b) allow for articulation and interaction in the area of staff development activities and district committees exploring educationally related matters.

3. East Windsor agrees to provide a program of orientation for Roosevelt sixth graders and their parents in the spring of the school year prior to 6<sup>th</sup> graders entering middle school including a one day orientation at Krepes Middle School.

4. East Windsor agrees to provide Roosevelt with a copy of its policy manual and to advise Roosevelt of any policies which may be revised or replaced that concerns or relates to the middle school or high school program.

### **C. Other Provisions**

1. In consideration of the payment by Roosevelt to East Windsor of the sums set forth above, all Roosevelt students covered under this agreement shall be admitted into East Windsor's middle or high school and taught therein during the term of this agreement, and such children shall be entitled to and shall receive like and equal instruction to that imparted to East Windsor children of like ages, grades, and departments and shall be accorded all the rights and privileges enjoyed by the resident students of East Windsor in attendance at the schools therein.

2. If during the length of this agreement Roosevelt wishes to expand its sending relationship to include additional grade levels, East Windsor agrees to negotiate that possibility.

3. Roosevelt and East Windsor agree to commence negotiations at least three months prior to the expiration of this Agreement to consider renewal or extension of this Agreement for a further term.

**IN WITNESS WHEREOF:** The parties hereto have caused these presents to be signed by their respective Presidents and their corporate seals to be hereto affixed and attested by their Secretaries the day and year first above written.