

EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
MARCH 6, 2013**

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held a Regular Meeting on Wednesday, March 6, 2013 at 7:30 p.m. in the Hightstown High School Cafeteria located at 25 Leshin Lane, Hightstown, NJ.

Members Present: Lisa Abel, Pete Bussone, Paul Connolly, Bonnie Fayer, Christine Harrington, Robert Laverty, Kennedy Paul, Alice Weisman

Members Absent: Suzann Fallon (with advance notice)

Also Present: Kurt Stumbaugh, SBA/Board Secretary
Dr. Edward Forsthoffer, Superintendent
Lee Hutchinson, Board Legal Counsel (o/b/o David Coates)

1. WELCOME/SUNSHINE NOTICE

Board President Robert Laverty 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 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. Laverty 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."

• Fire Code Compliance: Mr. Laverty made the following announcement: "In compliance with the fire code of the State of New Jersey, I call your attention to the emergency exits for this room, which are located".... (Mr. Laverty pointed to the emergency exits.)

2. PLEDGE OF ALLEGIANCE

3. A APPROVAL OF AGENDA

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

3. B RESOLUTION FOR CLOSED SESSION

Mr. Paul moved, seconded by Ms. Fayer, 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 6, 2013. These closed sessions concern:

1. Contract Matters - EWEA Grievance
2. Student Matters - Bullying
3. Personnel Matters - HHS Principal
4. Litigation* (added at meeting)

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

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

4. RECOGNITION: CAST AND CREW OF THE FRESHMAN ORIENTATION VIDEO

Rescheduled for March 21st meeting.

5. FIRST OPPORTUNITY FOR PUBLIC COMMENT - No one spoke.

6. FIRST OPPORTUNITY FOR BOARD MEMBERS COMMENTS

Ms. Fayer commented that the high school play is this weekend, and hopefully everyone will be able to attend.

7. PRESENTATION AND APPROVAL OF THE TENTATIVE 2013-14 BUDGET

Dr. Forsthoffer, with the assistance of Mr. Stumbaugh gave a detailed presentation of the District budget for the ensuing school year. (Posted on District website)

After the presentation, Mr. Paul moved, seconded by Ms. Fayer, to approve the following Resolution which he read aloud as follows:

BE IT RESOLVED, that the tentative budget be approved for the 2013-14 school year using the 2013-14 State aid figures and the Secretary to the Board of Education is authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>General Fund</u>	<u>Special Revenues</u>	<u>Debt Service</u>	<u>Total</u>
2013-14 Total Expenditures	80,437,276	1,551,468	3,372,153	85,360,897
Less: Anticipated Revenues	21,461,453	1,551,468	140,795	23,153,716
Taxes to be Raised	59,096,205	0	3,231,358	62,207,181

Including taxes to be raised of \$59,096,205 and, to advertise said tentative budget in the Trenton Times newspaper in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a Public Hearing on the 2013-14 budget will be held at the Hightstown High School Cafeteria located at 25 Leshin Lane, Hightstown, NJ on March 21, 2013 at 7:30 p.m.

RESOLUTION for 2013-14 TRAVEL and RELATED EXPENSE REIMBURSEMENT

WHEREAS, the East Windsor Regional Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by their Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Form; now

THEREFORE BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C.6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education out of District travel and reimbursement forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of **\$58,790** for all staff and board members.

Note: On a roll call vote of the Board, motion to approve the tentative 2013-14 District budget and associated resolutions was carried unanimously.

8, 9, 10. FIRST READING OF BOARD BYLAWS

8. Mr. Paul moved, seconded by Ms. Fayer that the following BYLAWS be approved on FIRST reading:

- A. 0151 - Organization Meeting
- B. 0153 - Annual Appointments
- C. 0167 - Public Participation in Board Meetings

Discussion:

Ms. Harrington commented on Bylaw 0167 (Public Participation in Board Meetings). She noted the wording of "set aside **a portion** of every meeting" alludes to just one public comment when the agenda typically has two.

After discussion, it was decided to incorporate the two versions (proposed and current) of Bylaw 0167 to best reflect the intent of the district as the Board normally has two opportunities for public comment at each regular meeting, one being near the beginning of the meeting.

Ms. Fayer asked why is proposed Bylaw 0153 (Annual Appointments) much more streamlined than the current version.

Mr. Stumbaugh responded that the proposed version is clearly not complete. The current version more accurately reflects the reorganization appointments and is sufficient. Mr. Stumbaugh suggested that we table this bylaw for further revision.

Mr. Stumbaugh added that Bylaw 0151(Organization Meeting) is fine as it stands. Its purpose is to establish a date for reorganization under both options available, to have an April Board election and reorganization or stay with the November election and reorganize in January.

It was decided to table Bylaw 0167 and Bylaw 0153 for further review of the current and proposed versions.

Mr. Laverty commented that we are now down to one item in our original motion -to approve only Bylaw #0151 - Reorganization Meeting.

Vote: On a roll call vote, motion to approve Bylaw 0151 on first reading was carried unanimously

9. Mr. Paul moved seconded by Ms. Fayer, that the following POLICIES be approved on FIRST reading:

- A. 2361 - Acceptable Use of Computer Network/Computers and Resources
- B. 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries
- C. 2622 - Pupil Assessment
- D. 6470 - Payment of Claims
- E. 7510 - Use of School Facilities

Discussion:

Ms. Harrington commented on policy 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries. She noted that the referrals to athletics and cheerleading should be consistent throughout the policy. She suggested that it be changed to have slashes between the words athlete and cheerleader and athletics and cheerleading maintained throughout the policy, so it would be read as athlete/cheerleader, athletics/cheerleading.

Dr. Forsthoffer responded that the NJSIA does not recognize cheerleading as a sport, but we can certainly make that change.

Ms. Fayer asked about the school facilities policy and why the phrase regarding use of school facilities by outside profit making entities will not be granted was crossed out to be eliminated from the policy.

Dr Forsthoffer responded it is because we actually do allow outside entities to use our facilities. He used the example of the SAT courses that are taught all year from an outside entity. We have to consider if it has benefit to our students. We need to keep our actions in line with our current policy.

Mr. Stumbaugh added that the last paragraph indicates that the Superintendent does have the final say on any issues regarding facilities usage and any exceptions that are made will be at the Superintendent's discretion.

Ms. Weisman asked about Policy 2622 (Pupil Assessment) whether there are any substantive changes in this policy.

Dr. Forsthoffer noted that no substantive additions or deletions were made, except for the change in some of the wording or language within the policy.

Vote: On a roll call vote motion to approve the policies 2361, 2431.4, 2622, 6470 and 7510 on First reading was carried unanimously.

10. Mr. Paul moved, seconded by Ms. Fayer that the following REGULATION be approved on FIRST reading:
A. 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries

Vote: On a roll call vote of the Board, motion to approve Regulation 2431.4 as submitted was carried unanimously.

BACKGROUND ON BYLAWS AND POLICIES

0151 – Organization Meeting (Revised)

P.L. 2011, Chapter 202 established procedures for moving the date of school elections and requires a revision to Bylaw 0151 – Organization Meeting for those school districts moving the school election from April to November. Bylaw 0151 has been revised to provide the option for organization meeting dates for an April or November election. In addition, organization meeting dates for county vocational school districts and county special services school districts were added in this Bylaw. Bylaw 0151 is RECOMMENDED

0153 – Annual Appointments (Revised)

P.L. 2010, Chapter 39, makes it optional for a school district to employ a Treasurer of School Moneys. Bylaw 0153 – Annual Appointments has been revised to make the appointment of a Treasurer of School Moneys optional. Bylaw 0153 is RECOMMENDED

0167 – Public Participation in Board Meetings (Revised)

New Jersey’s Open Public Meetings Act was revised to require every Board of Education to set aside a portion of every meeting for public comment on any school district issue that a member of the public feels may be of concern to the residents of the school district (N.J.S.A. 10:4-12). The Board may determine the length of the public comment portion. Bylaw 0167 has been revised to reflect this update. In light of this requirement, a Board may want to consider one of the options limiting the amount of time for public comment or limiting the time permitted for each person who wishes to comment. Bylaw 0167 is RECOMMENDED

2361 – Acceptable Use of Computer Networks/Computers and Resources (Revised)

In August 2011, the Federal Communications Commission (FCC) released an Order updating the Children’s Internet Protection Act. The Order requires school districts to update their Acceptable Use Policy to state the district is “educating minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.” School districts may determine how this education is provided to pupils. Policy and Regulation Guides 2361 have been updated to include this requirement and several other general revisions. The district’s Policy must be updated in accordance with this recent FCC Order by July 1, 2012 and is a condition for receipt of certain Federal funding, primarily E-Rate funding. Many school districts have adopted a locally developed Acceptable Use Policy and Regulation. It is recommended the language in Policy and Regulation Guides 2361 regarding Internet Safety, the Children’s Internet Protection Act, and the Neighborhood Children’s Internet Protection Act be reviewed and included in any locally-developed Acceptable Use Policy and Regulation. Policy Guide 2361 is MANDATED Regulation Guide 2361 is RECOMMENDED

2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries (Revised)

P.L. 2011, Chapter 168 approved in January 2012, revised the concussion and head injury statutes that were effective September 2011 to require safeguards that are provided to pupils who participate in interscholastic athletic sports to pupils who participate in cheerleading programs. Policy and Regulation Guides 2431.4 were revised to provide the same safeguards and safety measures for cheerleaders that are provided to student-athletes.

Policy Guide 2431.4 is MANDATED Regulation Guide 2431.4 is MANDATED

2622 – Pupil Assessment (Revised)

Policy Guide 2622 has been revised to include the names of the current state assessments and has updated the term “pupil with limited English proficiency (LEP)” to “English language learner (ELL)”.

Policy Guide 2622 is MANDATED

6470 – Payment of Claims (Revised)

Policy and Regulation Guides 6470 have been revised with an option that provides some additional flexibility in the payment of bills. N.J.S.A. 18A:19-4.1 permits the payment of claims to be made prior to Board approval at a Board Meeting provided the Board adopts a resolution designating a person, in addition to the Board Secretary, to audit and provide approval for such payments. The Board may, in its resolution, establish a maximum dollar amount for which payments may be authorized without prior Board approval. The revisions in Policy and Regulation Guides 6470 provide three levels of payment options. One option requires the Board to authorize all claims for payments, the second option limits the payments authorized without prior Board approval to a maximum dollar amount and lists some additional claims, and the third option authorizes all payments of claims to be made prior to Board approval at a Board meeting provided the Board adopts a resolution designating a person, in addition to the Board Secretary, to audit and provide approval for such payments. The third option also provides the Board the option of establishing a maximum dollar amount for which payments may be authorized without prior Board approval. The updated Board Policy should reflect the manner in which claims are paid.

Policy Guide 6470 is MANDATED Regulation Guide 6470 is RECOMMENDED

7510 – Use of School Facilities (Revised)

Policy 7510 was approved by the BOE in September 2012 and is being resubmitted for BOE approval to omit the language denying commercial or for-profit businesses and private groups and organizations the use of school facilities.

11. ANNOUNCEMENTS

Dr. Forsthoffer spoke on the following topics:

- Attended the East Windsor Township and Hightstown Planning Board meetings and both went very well, and we should receive final approval shortly.
- Attended the Science Fair for the four elementary schools held at the middle school. We will be recognizing the winners at a future meeting.
- Regarding the stadium upgrade and soil issues. It has been determined that the status of stadium soil testing results are below the strict DEP standards, as a result we can re-open the track and field.
- Lease Purchase Finance percentage of the HHS turf and stadium project is favorable at 1.34 %.
- The high school play "Guys and Dolls" opens this Friday.
- We are currently changing our locksets in some of our schools.
- Teacher Natasha Jones is Teacher of the Year, and she will be recognized at a future meeting.

12. EXECUTIVE SESSION (OPTIONAL) - not needed

13. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION

At each of the regular meetings, the Board is requested to approve routine agenda items in one action.

Mr. Paul moved, seconded by Ms. Fayer, that having read and reviewed the materials received, the Board approves the listed routine agenda items as submitted."

*The Board voted on items D, E, and O separately, after discussion.

- A. Staffing
- B. Approval of Teacher of the Year
- C. Bullying Report from February 11, 2013
- D. 2012-13 District Goals (voted on separately)
- E. Field Trips (voted on separately)
- F. Overnight Field Trip – HHS Varsity Field Hockey Team
- G. Donation to HHS Varsity Cheerleading Team
- H. New Club at HHS – Music Club
- I. Travel and Related Expenses
- J. 2012-2013 Progress Target Action Plan as Required by NJ DOE ESEA Flexibility Waiver
- K. Out-of-District Placement
- L. Professional Services for Students
- M. Approval of Minutes
 - 1. January 28, 2013 regular meeting
 - 2. February 2, 2013 work session meeting
 - 3. February 11, 2013 regular meeting
- N. Declaration and Removal of Surplus Property
 - 1. Facilities Vehicles and Equipment
 - 2. Miscellaneous Business Office Supplies
 - 3. Technology Center Equipment
- O. Memorandum of Understanding for Medicaid Administrative Claiming (voted on separately)
- P. Award of Bids & Contracts: TD Equipment Finance, Inc. for Lease Purchase Financing of HHS Stadium Field
- Q. Use of District Buses for East Windsor Township Summer Camp Program
- R. Board Secretary's Report for January, 2013
- S. Treasurer's Report for January, 2013
- T. Transfer Report for January, 2013
- U. Bill List for March 6, 2013

A. Staffing - as submitted

B. Approval of Teacher of the Year

On February 7, 2013, a committee consisting of teachers, administrators, parents, and a Board member met to review applications for the East Windsor Regional School District's 2013-14 Teacher of the Year award. After careful consideration, the committee selected NATASHA JONES, a language arts teacher at the Melvin H. Kreps Middle School. It is recommended that the Board approve Ms. Natasha Jones as the East Windsor Regional School District's 2013-14 Teacher of the Year.

C. Bullying Report - as discussed by BOE in executive session at February 11, 2013 meeting.

D. 2012-13 District Goals

East Windsor Regional School District Goals are approved by the Board of Education. The District Goals for the 2012-13 school year are submitted for Board approval. The District Goals were revised at the meeting. They are listed below and also posted on the District website for review.

Goal 1 Assess and increase student achievement by challenging each student to reach his or her highest potential.

Activities

1. Utilize Performance Matters as the district's data management platform to tracking and report student performance in literacy, mathematics and other pertinent data.

- Upload the district data to Performance Matters;
- Provide professional development to principals and supervisors;
- Principals and supervisors share data analysis with faculty;
- Turn-key professional development so that all faculty can use the data for student achievement.

2. Review curricula and best practices and make recommendations for changes as needed.

3. Target the middle school non-proficient population in literacy.

4. Target the elementary school non-proficient population in literacy.

5. Make data driven teacher recommendations for special education programs /services and Intervention and Referral Services (I&RS).

6. Develop a 3-tier approach for leveling students into the proper bilingual track.

7. Develop effective criteria for exiting from the bilingual program, so that students are prepared for the mainstream setting, by adding an Oral Proficiency Inventory (OPI) to more accurately measure students' readiness for exiting Bilingual Education classes.

8. Increase opportunities for high school students to earn college credit.

Evaluation

1. *Performance Matters* is fully implemented and 100% of the faculty (that teach core subjects) have been trained on using the program.

2. There will be a decrease of 10% of the middle school students who tested non-proficient on the NJASK in the spring of 2012.

3. There will be a decrease of 10% of the students who tested non-proficient on the NJASK in the spring of 2012.

4. An Oral Proficiency Inventory is implemented as a basis for exiting the bilingual program.

5. Additional courses are made available that offer dual credit for high school and college.

Goal 2 Provide professional staff with the knowledge, skills, and resources to promote student achievement.

Activities

1. Provide in-service opportunities on changes in the curriculum.

2. Based on curriculum needs and teacher feedback, provide expert level training that is ongoing in nature. Emphasize teaching strategies in addition to content specific training.

3. Staff and administration will be surveyed on appropriate professional development offerings. This data will be used when making decisions of professional development.

4. As part of the supervisory process, walkthroughs, highlights in the lesson plans, self-reporting, professional improvement plans, and other measures will be used to monitor professional development being utilized in instruction.

Evaluation

1. At the completion of district mandated professional development, participants will correctly answer 80% of the items on an evaluative instrument that is specifically created for each professional development session.

2. At least 80% of teachers will self-report that they are using, the strategies from professional development opportunities, in their classrooms.

Goal 3 Select, offer professional development, and implement an approved teacher evaluation tool for monitoring staff effectiveness.

Activities

1. Complete the implementation according to the following timeline:

- Establish a District Evaluation Advisory Committee, with key stakeholders to review teacher evaluation instruments and select the District's new teacher evaluation instrument;
- Adopt and Board approve state-approved teacher evaluation instrument by December 31, 2012;

- Provide initial training to all administrators by December 31, 2012;
- Provide initial training to all faculty by December 31, 2012;
- Continue administrator training in January and February 2013;
- Begin to test and refine evaluation instrument by January 31, 2013;
- Form a School Improvement Panel to oversee evaluation activities by February 1, 2013;
- Thoroughly train teachers by July 1, 2013;
- Thoroughly train evaluators by August 31, 2013;
- Report to the NJDOE on these activities by February 28 and August 31, 2013.
- Continue to emphasize quality instruction through a thorough evaluation process.

Evaluation

1. All steps are completed or will be completed within the prescribed timelines.
2. Evaluation instrument is ready for full implementation by September 2013.

Goal 4 Develop a comprehensive Capital Projects plan for the district and oversee the implementation of all projects through completion.

Activities

1. Generate a list of necessary capital projects.
2. Creation of a capital budget to facilitate the capital construction items.
3. Appoint an engineer to do the topographic work needed for the turf field project. Soil testing will also be completed at this time.
4. Pending Board approval, instruct the financial advisor and bond counsel to explore and begin the process for a lease purchase transaction in early 2013, if that is deemed the best financial strategy. This will not impact the budget since this new lease purchase payment will take the place of the expiring roof lease purchase payments. Closing and disbursement of lease purchase funds to occur late March 2013.
5. Formally bid the project in March of 2013.
6. If Board approves, contracts will be signed, the budget in place, and preliminary work may begin in April of 2013.
7. Summer 2013, full scale prosecution of project with a target completion of Sept 2013.

Evaluation

All projects that are approved by the Board are completed prior to the opening of schools in September 2013.

E. Field Trips

TD Bank - 74 Princeton-Hightstown Road, East Windsor, NJ
Rider University - 2083 Lawrenceville Road, Lawrenceville, NJ
Shiseido - Route 571, East Windsor, NJ
Kean University - 1000 Morris Avenue, Union, NJ

F. Overnight Field Trip- HHS Varsity Field Hockey Team

The HHS Varsity Field Hockey Team would like to have an overnight field trip from August 28 - September 1, 2013 to Orlando, Florida where they will participate in the KSA Field Hockey Invitational. Along with this tournament, the trip will provide an opportunity for the students to take part in off-season training sessions every day, which are taught by former Olympic field hockey players as well as professional field hockey players.

G. Donation to HHS Varsity Cheerleading Team

The Parents' Association of HHS held a fundraiser and would like to donate \$1,530.00 to the HHS Varsity Cheerleading Team to help cover costs of their overnight field trip to Orlando, Florida. The overnight field trip was BOE approved at the January 7, 2013 meeting.

H. New Club at HHS - Music Club

Hightstown High School would like to start a new club entitled "Music Club" which would fall under the category of a non-paid extracurricular activity with a teacher advisor. The purpose of the club is to provide for those students enjoy music to improve their skill and challenge themselves. The advisor will be Charles Ernst, a music teacher at HHS.

I. Travel and Related Expenses

As submitted. Copy on file in Business Office. Total for month: \$5,456.00 Year to Date Total: \$33,348.33

J. 2012-13 Progress Target Action Plan as Required by NJDOE ESEA Flexibility Waiver

In October 2012, the New Jersey Department of Education (NJDOE) released the 2012 Progress Targets Profile and results for all schools in the State that participated in the new state’s assessment system in accordance with the ESEA NCLB accountability waiver.

At the December 2012 EWRSD Board Meeting, the Office of Curriculum and Assessment presented a comprehensive public report on the NJDOE Progress Target Profiles and Accountability Waiver. The report included a detailed explanation of each school’s goals and results related to the new NJDOE Flexibility Waiver. The public report included the implications and challenges associated with actualization of the goals as well as specific actions the office of curriculum, building administrators and teachers were taking to meet those challenges. In February, the district received a Progress Target Action Plan template from the Department of Education with a mandate that the template be completed for each school where a subgroups goal was not met. The DOE requires that the plan / template be Board approved, published on the web site and that a public meeting discussing the results be held.

Attached, please find:

- Correspondence from NJ DOE requiring Action Plan for Schools Not Meeting Progress Targets;
- Profiles of each school (Hightstown High School, Kreps, Drew, McKnight), which did not make the goals*;
- Associated mandated template for each school; (The template comes from the intervention actions that are being taken as presented in the December Public Report).
- A glossary of terms / acronyms utilized in the template
- Slides from December report (Combined Impact of Economic Disadvantage and Learning Differences, 2011-12 State Language Arts Goal Met, 2011-12 State Mathematics Goal Met)

*An action plan was not required for McKnight because they are a NJ DOE Focus school.

K. Out of District Placement in Public and Private Schools

- East Mountain School

Revised Tuition February 11, 2013 through June 20, 2013

Student: #102568 RSY \$ 33,303.96

L. Professional Services for Students

Name	Type of Service	Rate
New Jersey Specialized Child Study Team	Evaluation Services for Students who are Deaf or Hard of Hearing	Per Rate Schedule

M. Approval of Minutes for Board Meetings on:

- January 28, 2013 regular meeting
- February 2, 2013 worksession meeting
- February 11, 2013 regular meeting

(As submitted). All Board meeting minutes are posted on the District Website)

N. Declaration and Removal of Surplus Property

1. Facilities Vehicles and Equipment

The Buildings and Grounds Department has requested the removal of certain older vehicles and equipment that are in disrepair and are no longer of useful service to the District and not cost effective to repair. As these items are taking up much needed space and are not being used, it is in the best interest of the District to declare these items as surplus property to be put up for auction or recycled at the discretion of the SBA.

2. Miscellaneous Business Office Supplies

The District Business Office has several items that are broken, and /or outdated and of no longer useful service. As these items are taking up much needed closet space, it is in the best interest of the District to declare these items as surplus property to be put up for auction or recycled at the discretion of the School Business Administrator. Board approval is requested that the following items be declared as surplus property as submitted.

<u>Make</u>	<u>Model</u>	<u>Serial#</u>	<u>Fixed Asset#</u>	<u>Description</u>	<u>Reason</u>	
Elmo	HP-2855	750517	None	Overhead Projector	Outdated	
Europower	PMP4000	None	None	Powered Mixer	Broken	
HPLaserjet	4200/4300	CNBX234942	None	Printer	Outdated	
IBM	Wheelwriter10	11-0310790	001830	Typewriter	Outdated	Simplex
HA170HJL	P91595CA	None	Sequential #	Stamp	Outdated	

3. Technology Center Equipment

The Technology Center is in possession of computer processing units that are no longer of useful service to the district. The recycling company, IT Asset Management Group, located in Plainview, NY, has offered to buy this equipment (1 laptop, 28 monitors, 5 servers, 4 storage processors, 3 projectors) from the district for \$5,802.00 which includes labor and freight charges.

O. Memorandum of Understanding for Medicaid Administrative Claiming

The EWRSD currently participates in the Special Education Medicaid Initiative (SEMI) and the Medicaid Administrative Claiming (MAC) programs and receives reimbursement funds for direct services provided to Medicaid eligible students. As all districts have recently received MAC reimbursement funds for claiming quarters ending December 2011 and March 2012, to be in compliance with federal guidelines set forth by the Centers for Medicaid and Medicare Services, the MAC program requires that a memorandum of understanding be signed and kept on file by all participating districts. It is recommended that the Board approve the memorandum /agreement between the State of NJ Department of Human Services and NJ Department of the Treasury and the East Windsor Regional School District regarding Medicaid Administrative Claiming.

P. Award of Bids & Contracts: TD Equipment Finance, Inc. for LPF for HHS Stadium Field

On February 14, 2013 the Board received responses to a public notice published in the Trenton Times requesting bids in connection with the lease purchase financing of an artificial turf field and any ancillary improvements for building and grounds in the amount of \$2,232,000. The Board received 2 bids and 3 "no bids" responses. Upon analysis of the bids by Phoenix Advisors, District financial advisor, it is determined that the award of the lease go to **TD Equipment Finance, Inc.** at the lowest responsible interest rate of 1.34%. The lease will have a five year term.

Q. Use of District Buses for EWT Summer Camp Program

New Jersey Administrative Code 6A:27-7.8 permits Boards of Education to provide the usage of school buses for the transportation of children and adults participating in a recreation program run by the municipality in which the school district is situated. The East Windsor Township Recreation Department has requested the usage of four District school buses for its 2013 summer camp program as submitted.

R. Board Secretary's Report for January, 2013

WHEREAS, the Board of Education has received the report of the Board Secretary and Treasurer for the month of JANUARY, 2013 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.

S. Treasurer's Report for January, 2013

The Report of the Treasurer of School Monies for the month of January, 2013 is submitted for approval. The Treasurer's report is in agreement with the Board Secretary's report.

T. Transfer Report for January, 2013

The East Windsor Regional School District submits to the County School Business Administrator an updated report of budget transfers and changes in revenue and appropriations on a monthly basis. The EWRSB Board of Education certifies to the best of its knowledge that no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year. **RESOLVED**, that the Board of Education ratifies the attached transfers between budget line items that have been approved by the Superintendent of Schools and reported to them pursuant to Board policy and State regulation.

U. Bill List for March 6, 2013

Total bills and claims up for payment: **2,832,415.78**

Vote on Exception items: On a roll call vote of the Board, motion to approve the routine agenda items (except items D, E and O) which were removed for separate action, was carried unanimously.

Discussion

In regard to the wording of Item D: District Goals. The Board discussed the aspects of the different mandated tests and student assessments. Dr. Forsthoffer and Mr. Dzwonar clarified for the Board.

Ms. Weisman commented on Item E: Field trip approval. She noted she is not comfortable with approving just a location where there is no explanation of the educational connection or rationale for the trip.

Dr. Forsthoffer responded that the Board's obligation is to approve field trip destinations. He added that a short description of the trip can also be provided going forward.

Ms. Harrington added her comment that she is confident the supervisors and teachers are aware that trips are to have educational value.

Mr. Laverty requested that we remove Item 'O' from the exception list for separate vote as it may present for him a conflict of interest.

Action on Exception Item D

Mr. Paul moved, seconded by Ms. Fayer to approve Item D. - District Goals
On a roll call vote of the Board, motion to approve was carried unanimously.

Action on Exception Item E

Mr. Paul moved, seconded by Ms. Fayer to approve Item E.- Field Trips
On a roll call vote of the Board, motion to approve was carried unanimously.

Action on Exception Item O

Mr. Paul moved, seconded by Ms. Fayer to approve Item O - Medicaid Administrative Claiming
On a roll call vote of the Board, members voting Yes: Ms. Abel, Mr. Bussone, Mr. Connolly, Ms. Fayer, Ms. Harrington, Mr. Paul and Ms. Weisman.
Voting no: No one. Abstaining: Mr. Laverty
Motion to approve was carried with 7 "Yes" votes.

14. SECOND OPPORTUNITY FOR PUBLIC COMMENT

Stu Dolgon of East Windsor commented on the District budget presentation. He spoke on the wise use of the District fund balance and complimented the Board and Administration for economizing by utilizing these funds in the budget. Mr. Dolgon also commented that hiring an additional nurse at the middle school is an excellent idea as he has seen himself, how many students use the medical office on a daily basis.

15. SECOND OPPORTUNITY FOR BOARD MEMBERS' COMMENTS

Ms. Harrington and Mr. Connolly noted that they will be unable to attend the Thursday, March 21st Board meeting. Ms. Harrington commented that a photo of the Boardmembers should be taken and posted as component of the district newsletter

Mr. Laverty suggested that this can be done at one of the meetings in April.

Mr. Connolly noted that when the announcement was made that Natasha Jones won teacher of the year, his daughter was present in Ms. Jones' classroom and it was very exciting for her and the class to witness.

Mr. Laverty commented that the teacher evaluation regulations were released today. Districts are still expecting to receive the new report cards from the State.

Mr. Laverty also spoke on the idea of appointing a policy committee to assist in the review and comprehension of the Board policies and bylaws. It would be beneficial for board members to understand the actual steps that are taken when a policy, whether new or revised, is relevant and meaningful. Mr. Laverty added that he will reach out to other district's boards of education and see what they do regarding this matter.

Mr. Laverty also commented on the Bilingual and ESL student population, and the best way to address advocacy for this group. He referred to parent comments that he has been made aware of, that the District is favoring the Latino community by having "special" parent meetings for Hispanic families. He finds these comments to be irresponsible and reprehensible.

The Board discussed the issue at length and agreed it should clarify the misconceptions that are out there.

Dr. Forsthoffer added that if a parent is bigoted, children living in such an environment pick up on that.

He emphasized Mr. Laverty's point that all groups are treated equally in our District. We have many different languages here, but the next highest percentage of language other than English is Spanish. It is unfortunate to hear prejudicial comments from parents.

Mr. Laverty reiterated that our primary interest is success of every student. We have Federal and State classifications that mandate we close the gaps in performance of all students not performing well. We have to reach out to all parents, English speaking and non-English speaking to address this problem. It defies logic that the District would only hold parent meetings in English and not Spanish. It would be a disservice to the parents to not keep them informed.

16. EXECUTIVE SESSION

The Board went into closed session

17. OPEN SESSION

18. ADJOURN

Kurt Stumbaugh, Board Secretary