

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

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

**DATE: NOVEMBER 29, 2010 7:30 p.m.**

**The Board of Education of the East Windsor Regional School District held a Regular meeting on Monday, November 29, 2010 at 7:30 p.m. in the Hightstown High School Cafeteria located at 25 Leshin Lane, Hightstown, NJ.**

Members Present: Bruce Ettman, Christine Harrington, Bob Laverty, Suzann Fallon, Kennedy Paul and Alice Weisman  
Members Absent: Paul Connolly, Bonnie Fayer, Susan Lloyd (with advance notice)  
Also Present: Dr. Edward Forsthoffer, Chief School Administrator  
Kurt Stumbaugh, SBA/Board Secretary  
David Coates, Board Legal Counsel

**ITEM 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 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.”

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.)

**ITEM 2. PLEDGE OF ALLEGIANCE**

**ITEM 3.A APPROVAL OF AGENDA**

Having read the material received, and with the addition of item 10A: Second Executive Session

Mr. Laverty moved seconded by Ms. Fallon to approve the agenda as submitted.

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

**ITEM 3.B RESOLUTION FOR CLOSED SESSION**

Mr. Laverty moved, seconded by Ms. Fallon 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 December 13, 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 of the Board, Motion to approve was carried unanimously

**ITEM 4.**

Dr. Forsthoffer and the Board recognized the generous people and businesses who have donated to the school district since the beginning of the 2010-11 school year. This is the first meeting where donors have been invited to attend so that the Board can publicly thank them for their generosity. The donors in attendance received a certificate of appreciation. Dr. Forsthoffer thanked all donors who have been so generous to the District, on behalf of the Board of Education, staff and students.

**ITEM 5. PRESENTATION OF 2009-10 DISTRICT AUDIT**

Mr. Rodney Haines, CPA, presented the 2009-10 CAFR Audit Report to the Board, went over key areas in the report and gave a brief synopsis of the audit.

Action: Mr. Laverty moved, seconded by Ms. Fallon to approve the June 30<sup>th</sup>, 2010 District audit as presented by the District auditor. On a roll call vote of the Board motion to approve was carried unanimously.

**ITEM 6. APPROVAL OF CORRECTIVE ACTION PLAN for 2009-10 AUDIT FINDINGS**

A component of the annual audit is the report on administrative findings and recommendations. The intent of the report is to focus attention on areas in the business office in need of improvement. The two findings and associated corrective actions were presented.

Recommendation	Corrective Action Approved by Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
<b>2010-01</b> That the District obtains Board approval for all payments.	All payments will be submitted for board approval.	1. The Assistant SBA will prepare a list of all hand checks issued for the month and submit it for board approval. 2. SBA will review all documentation for accuracy.	School Business Administrator Asst. School Business Admin.	Immediate and on-going
<b>2010-02</b> That all cash receipts be deposited within 48 hrs. .	All cash receipts received by the district will be deposited within 48 hours.	1. Anyone who receives cash receipts will complete a deposit ticket and night drop envelope within 24 hours of receipt. 2. All night drop envelopes will be given to the school courier no less than the day after receipt. 3. The school courier will deliver deposits to the bank daily. 4. Anyone who receives cash receipts will have a backup person in case of their absence.	SBA Asst. SBA. Courier WCB Clerk PLD Clerk EMK Clerk GNR Clerk MHK Clerk HHS Clerk Com. Service Office Mgr.	Immediate and on-going

Mr. Laverty moved seconded by Ms. Fallon to approve the 2010 Corrective Action Plan. On a roll call vote of the Board, motion to approve was carried unanimously.

**ITEM 7. PRESENTATION: MATH CURRICULUM FOR GRADES 6-12**

Dr. Forsthoffer introduced the evening’s Math Curriculum presentation by District Supervisor, Ms. Sandy Small. Ms. Small gave a very detailed and informative presentation to the Board.

**Discussion:**

Ms. Harrington thanked and commended Ms. Small for the fabulous job, and asked about the number of students getting college credits for math courses.

Ms. Small responded that it depends on college they plan to attend, as to what credits they will accept from the AP (Advanced Placement) courses.

Ms. Fallon commented that over the past eight and half years it is very exciting to see these fantastic results and growth in the curriculum. She commended Ms. Small on a job well done.

Mr. Laverty commented that watching the evolution through the years as the students progress is gratifying. We hope to have the capacity and funding to offer advanced subjects to all who want it.

Ms. Weisman commented that her children have benefitted from the changes in the curriculum and it is very rewarding. It is a marvelous achievement.

Ms. Small thanked the Board for their unwavering support.

### **ITEM 8. ANNOUNCEMENTS**

Dr. Forsthoffer acknowledged and commended Ms. Small and the excellent work of the curriculum department on the very informative presentation. It will be posted on the district website within the next few days. Dr. Forsthoffer looks forward to having another curriculum presentation in near future.

In addition, Dr. Forsthoffer announced the following:

- Attended meeting of the “Community Unity group with Hightstown, East Windsor, and Roosevelt representatives. They are a very dedicated group of community minded people.
- Kreps parent teacher conferences were conducted last week. The K-5 conferences begin this week.
- November was the first month the schools held Security drills. These drills make us better prepared for any emergency.
- Good news is that the HHS field hockey team and the HHS cheerleading team are CVC Champs.
- The Hightstown High School Drama club play, “Our Town” was excellent. A high level quality of talent was evident. We look forward to the musical “Annie” planned for the Spring.
- There are 10 students inducted into the HHS National Honor Society
- Upcoming winter concerts: December 9 -HHS choir, Melvin H. Kreps on Dec. 14, 15, 16, and HHS band concert on Dec. 22
- At end of week plans the first district newsletter will be emailed. This supports our goal for increased communication. The newsletter will also be available on the website.

### **ITEM 9. FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

At this time, Adora Williams of Sam’s Club who arrived late, was recognized for her generous donation to the district. Dr. Forsthoffer thanked her on behalf of the Board and students and presented her with a certificate of appreciation.

### **ITEM 10. FIRST OPPORTUNITY FOR BOARD MEMBERS’ COMMENTS**

Mr. Laverty gave a synopsis of the NJSBA Delegate Assembly he recently attended. In addition to the routine presentations were two resolutions. One resolution was a policy that guides NJSBA in their lobbying efforts at State and Federal levels to enhance the position of quality of education in the State. Another resolution is that of advocating the adoption of legislation recommending compensation from private educational facilities where there are children living in faculty housing that is tax exempt. Trying to get some kind of contribution from these institutions would offset the cost of educating those students. The resolution was approved, and Mr. Laverty suggested that the Board introduce its own resolution to our government leaders to request their support of this legislation.

Mr. Laverty also spoke about the possibility of starting a Facebook page for the District. With the appropriate privacy and security measures in place, it would be an advantageous manner to get information and articles out there about the District in addition to the website.

Dr. Forsthoffer commented that Lawrenceville and Hillsborough (his former district) utilize Facebook. It provides the ability for the user to upload informative District videos and power point presentations. Facebook is currently blocked in our district. The question is do we unblock it or continue to block it and still use it as a resource. It is definitely something we will look into.

Ms. Harrington agrees with the usage of a District Facebook page. We have fabulous data and information to share and Facebook is a great way to do it.

Ms. Weisman also supports having a Facebook page. She also thanked Mr. Laverty for his many dedicated years of serving as our representative and delegate to the NJ School Boards. It is greatly appreciated.

Ms. Fallon thanked the SBA and his staff for their hard work managing the district’s finances.

### **ITEM 10A. (added at meeting) FIRST EXECUTIVE SESSION**

**ITEM 11. MOTION TO APPROVE ROUTINE AGENDA ITEMS**

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

The following routine items are recommended for Board Approval:

- A. Staffing
- B. Out of District Placement
- C. Professional Services
- D. Travel Related Expenses
- E. NCLB Funded Salary
- F. Field Trips
- G. Volunteers & Chaperones
- H. Donation from Shiseido to HHS Red Cross Club
- I. HHS Athletic Department Gate Receipt Donations to the V Foundation
- J. Application for Child Assault Prevention Funding
- K. Recycle Proposal for Surplus Technology Equipment
- L. Declaration of Surplus Property:
  - 1. MHK Library Books
  - 2. MHK Spanish Textbooks & Workbook
- M. Authorization to Submit 2010 Local Government Energy Audit Program Grant
- N. Authorization to Revise Custodial Overtime Charge for Building Use
- O. Minutes of November 8, 2010 Regular Meeting
- P. Lease Agreement for New Postage Meter and Scale
- Q. Board Secretary’s Report for September, 2010
- R. Treasurer’s Report for September, 2010
- S. Transfer Report for September, 2010
- T. Bill List – November 29, 2010

**ACTION:** “Having read and reviewed the material received, I (Mr. Lavery) move that the Board approves the routine agenda items as submitted. Ms. Fallon seconded the motion. On a roll call vote motion to approve was carried unanimously.

**A. STAFFING**-as submitted.

The following item was voted on separately.

Resolution to authorize the Superintendent to develop a sidebar agreement with EWEA to offer their members enrollment in the POS health benefit program.

Mr. Lavery moved, seconded by Ms. Fallon to approve the above resolution. On a roll call vote, motion to approve was carried unanimously.

**B. OUT OF DISTRICT PLACEMENT in Private & Public Schools**

**Maria H. Katzenbach School for the Deaf**

Tuition September 7, 2010 through June 17, 2011

1. Student:	#9800675	REG.	\$ 44,756.00
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**Collier High School**

Tuition October 25, 2010 through June 30, 2011

1. Student:	#501163	REG.	\$ 47,471.40
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**East Mountain School**

Tuition November 9, 2010 through June 30, 2010

1. Student:	#400538	REG.	\$ 53,821.80
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**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
New Hope Foundation, Inc.	In-hospital School Services/Instruction	Per fee schedule
Dr. Elliott Gursky	Psychiatric Evaluations	\$450

**D. TRAVEL RELATED EXPENSES**

P. Benkin	MHK	Dec. 6&7, 2010	Wilson Just Words Training Seminar - Stockton College, NJ	384.00	384.00	
L. Rogers	McKnight	Dec. 3, 2010	"One Size Does Not Fit All: Developing Strategies to Address Students in Grades K-4" Workshop, Robbinsville H.S.	100.00	100.00	
R. Scott	HHS	Dec. 1, 2010	NJDOE Security Workshop, Robbinsville H.S.	No Charge		
M. Dzwonar	Admin.	Dec. 3, 2010	NJ Association of Federal Program Administrators (NJAFPA) Workshop "Moving Forward Together" - Sheraton Hotel, Eatontown, NJ	145.00	145.00	
J. Cotignola P. Van Patton K. Fallon M. Skillman A. Polanski	District	Dec. 1, 2010	Fall Conference for Local Professional Development at Mercer County Community College, Trenton, NJ	125.00	125.00	
Total for Month					1,290.00	
<b>YTD Total</b>						<b>3,740.99</b>

**E. NCLB FUNDED SALARY**

- Salary for Title III funding for Blanca Ohler, long-term substitute at Ethel McKnight and Walter C. Blacks Schools.  
Title III Funding 54% of annual salary of \$54,108 pro-rated from Oct. 14, 2010 –March 31, 2011.
- Salary for Title IIA funding for Robert Ridge, Staff Developer.  
Title IIA funding 97% of annual salary of \*89,444. Retroactive September 1, 2010

**F. FIELD TRIPS**

Field Trips planned for Melvin H. Kreps School:

1/5/11 Student Council  
The College of NJ, 2000 Pennington Road, Ewing, NJ

Field Trips planned for Kidcare of Perry L Drew School:

11/30/10 Brunswick Lanes of East Windsor  
529 Route 130, East Windsor, NJ

Field Trips planned for Walter C. Black School:

12/13/10 Fifth Grade Band and Chorus  
East Windsor Senior Center, 40 Lanning Blvd. East Windsor, NJ

**G. VOLUNTEERS & CHAPERONES**

The Board of Education approves all volunteers/chaperones who serve in the EWRSD.

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

Althea Lewis, Thomas Slattery, Ellen Slattery, Kathy Zaiser, Mary Bissinger, Ivette Pineda, Valerie, Newman, Amanda Sotovando, Olga Ruiz, Kildr Ruiz, Kerrie Peterson, Deirdre Misiura Jennifer Ginest, Dawn Wolfe, Mellaney McPherson, Maria Mayancela, Silviana Martinez, Lori Fabian, Terri Farkas, Nelly Rivera, Padma Inguva, Karen Hussey, Michael Newto Sr. Robin Machnik, Latisha Johnson, Craig Machnik, Hilda Murillo, Ben Davis, Adam Lorber

The following have offered to volunteer/chaperone at Hightstown High School:

Roger Weck, Amy Jablonski, Lauren Kamps, Bill Kryscenski, IV Bill Kryscenski, III

The following have offered to volunteer/chaperone at the Perry Drew School: Gary Behrens

The following have offered to volunteer/chaperone at the Kreps Middle School: Mike Forden

**H. DONATION FROM SHISEIDO TO HHS RED CROSS CLUB**

Mrs. Kathy Petti, of Shiseido America, Inc. (Human Resources), 366 Princeton-Hightstown Road, East Windsor, NJ would like to donate \$250.00 to the Red Cross Club of Hightstown High School. The club will use the donation to purchase children's gifts and door prizes at their annual holiday party.

**I. HHS ATHLETIC DEPT. GATE RECEIPT DONATIONS TO THE "V" FOUNDATION**

Mr. Gary Bushelli, Athletic Director of HHS, and the Hightstown High School's Boy's Basketball Team would like to donate the gate receipts from their basketball game on December 17, 2010 to the "V Foundation for Cancer Research."

**J. APPLICATION FOR CHILD ASSAULT PREVENTION FUNDING**

The New Jersey CAP (Child Assault Prevention) program seeks to integrate the best resources of a community in an effort to reduce a child or young person's vulnerability to verbal, physical or sexual assault by working closely with the local school districts, parent/teacher associations, home school groups, and other community groups. CAP has a threefold educational approach to prevention which includes training in the following areas: staff in-service, parent programs and individual classroom workshops for children and teens. All four elementary schools have applied for grades 2 and 45 classroom workshops. The total cost for all workshops is \$5,200. EWRSD's contribution is 30% or \$1,532.00 which has been waived by the State. There will be no cost to the District for the 2010-2011 school year.

**K. RECYCLE PROPOSAL FOR 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, IT Asset Management Group, in Plainview, New York, has offered to buy this equipment (68 CPUs, 76 monitors, 2 switches, and 11 printers) from the district for \$6,110 which includes labor and freight charges.

**L. DECLARATION OF SURPLUS PROPERTY:**

**1. MHK LIBRARY BOOKS**

The Melvin H. Kreps school library is in possession of a collection of books that are outdated and falling apart and no longer of useful service. The librarian is requesting board approval to remove these items from the library as they are taking up needed space for newer more useful books.

## **2. MHK SPANISH TEXTBOOKS & WORKBOOKS**

The foreign language department at the Melvin H. Kreps School is in possession of a collection of textbooks and workbooks that are outdated and are no longer of useful service.

Board approval is requested for the removal of 339 textbooks & 45 workbooks titled:

“Bienvenidos: Spanish” (Publisher: Glencoe McGraw-Hill). Copyright date: 1997

It is in the best interest of the District to declare these books as surplus property and be removed from the District inventory to be recycled or offered for sale at the next District surplus property auction.

### **M. AUTHORIZAZION TO SUBMIT 1020 LOCAL GOVERNMENT ENERGY AUDIT PROGRAM GRANT APPLICATION**

The New Jersey Board of Public Utilities has authorized an incentive program to subsidize the cost of New Jersey’s local government agencies, including school districts, for completing an energy audit of their eligible facilities. The process involves a grant application process that requires board authorization.

### **N. AUTHORIZATION TO REVISE CUSTODIAL OVERTIME CHARGE FOR BUILDING USE**

Due to current budgetary reductions, it is prudent to increase the charges for building use when the requested building use requires custodial overtime. The calculated overtime rate for custodial staff is \$31.65 per hour. It is recommended that the Board approve the custodial overtime charge of \$31.65 per hour when building usage requires custodial overtime.

### **O. APPROVAL OF MINUTES FOR NOVEMBER 8, 2010 REGULAR MEETING**

As submitted. Available on District website and on file in Board Secretary’s office.

### **P. LEASE AGREEMENT FOR NEW POSTAGE METER AND SCALE**

As it is in the best interest of the District to process its mail in a timely and cost efficient manner, the district will upgrade to a new model postage meter and scale, the NEOPOST IS-440 that offers more advanced features and current digital technology.

The lease agreement on the new equipment will save the district \$10.00 per month compared to our current fee for service. The agreement also includes delivery, installation, training, and removal of old equipment.

It is recommended that the Board approve the lease/rental agreement of a NEOPOST IS-440 Digital Mailing System with 10 lb. scale and differential weighing feature as submitted.

### **Q. BOARD SECRETARY’S REPORT FOR SEPTEMBER, 2010**

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

### **R. TREASURER’S REPORT FOR SEPTEMBER, 2010**

The Report of the Treasurer of School Monies for the period ending September 30, 2010, is submitted for approval. The Treasurer’s report is in agreement with the Board Secretary’s report

**S. TRANSFER REPORT FOR SEPTEMBER, 2010**

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 EWRSD 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 transfers between budget line items approved by the Superintendent of Schools and reported to them pursuant to Board policy and State regulation.

**T. BILL LIST – NOVEMBER 29, 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 **\$1,701,785.67** as submitted in the attached report.

**12. SECOND OPPORTUNITY FOR PUBLIC COMMENT**

No one spoke.

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

No one spoke.

**14. EXECUTIVE SESSION #2**

**15. RETURN TO OPEN SESSION**

**16. ADJOURN**

Mr. Ettman moved to adjourn meeting.

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**Kurt Stumbaugh, Board Secretary**