

EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
MARCH 21, 2013**

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held a Regular meeting and Public Hearing on the District Budget on Thursday, March 21, 2013 at 7:30 p.m. in the Hightstown High School Cafeteria located at 25 Leshin Lane, Hightstown, NJ.

Members Present: Pete Bussone, Suzann Fallon, Bonnie Fayer, Robert Laverty, Kennedy Paul, Alice Weisman
Members Absent: Lisa Abel, Paul Connolly, Christine Harrington (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.

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. 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 Thursday March 21, 2013. These closed sessions concern:

1. Student Matters - Bullying
2. Personnel (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

The following students and staff were recognized for their exceptional work on a video they created about the experience of attending Hightstown High School for the incoming freshman. Dr. Forsthoffer played the video for the Board and meeting attendees and congratulated the cast and crew on an excellent production.

- Hosts: Briana Kupper & Matt White
- Cameraman: Matt Encalada
- Scrip Writer: Kevin Akey
- Editor/Director: Andrew Koontz

5. RECOGNITION: ELEMENTARY SCHOOL SCIENCE FAIR WINNERS

The elementary Science Fair was held on Feb. 26, 2013 at the Kreps middle school. Dr. Forsthoffer recognized the following participants and each received an award certificate.

- 1st Place: Bhavya Kilambi
- 2nd Place: Aneesh Acharya
- 3rd Place: Elizabeth Zegarowicz

Honorable Mention: Katherine Brophy, Ethan Rodrigues Prabhu, Manan Shah, Nihar Biradar, Anjali Rabindran, Aadarsh Ramakrishnan, Rhul Shah

Participants: Siddarth Kerkar, Joel Simon, Justin Sabogal, Archit Mehta, Kashvi Mehta, Rithesh Rajeskar, Aashvi Parikh, Sidanth Shakelly, Aayush Gupta, Ashna Srivastava, Tharani Kannan, Rahul Iyengar, Haider Husaini, Jerome Poravanthattil, Shruti Subramanian, Sahithi Muthyala, Tarun Kumar, Shreya Puranam, Tarun Chandanala, Lara Pavlovic, Rajiv Srinath

6. FIRST OPPORTUNITY FOR PUBLIC COMMENT

.....An unidentified adult spoke from the audience and asked why don't we have science fairs at the middle and high school levels.

Dr. Forsthoffer responded that participation in the Science Fair is optional, and there has not been enough interest at those grade levels to support one. We do have the *Odyssey of the Mind* program which is a voluntary after school program for students who want to engage in academic competitions.

Mr. Laverty added if there are any additional questions on this, to please put your concerns in writing to either himself or Dr. Forsthoffer.

7. FIRST OPPORTUNITY FOR BOARD MEMBERS COMMENTS

Ms. Fayer commented that she attended the high school drama club production of *Guys and Dolls*. She is amazed by the depth of talent we have in these students.

Mr. Bussone commented that the HHS *RamPage* is an outstanding publication and encouraged everyone to make sure they receive a copy. There are excellent articles produced by our students.

Ms. Fallon agreed that *Guys and Dolls* was a great production. Congratulated the cast, crew and faculty involved. The new sound system upgrade is a great improvement.

8. PUBLIC HEARING ON PROPOSED 2013-14 BUDGET

Dr. Forsthoffer gave a brief explanation on the final budget, and indicated that no substantive changes have been made. (Budget presentation is available for view on the District website.)

After the presentation, Mr. Lavery opened the public hearing on the budget and called for discussion or comments. As there were none, the Board moved on to Item 9: Approval of the Budget.

9. APPROVAL OF 2013-14 BUDGET

After the public hearing on the proposed budget for the 2013–2014 school year, separate Board action is required to submit the budget to the County Superintendent for approval.

It is recommended that the Board approve the 2013-2014 Budget and authorize the Chief School Administrator and the School Business Administrator to submit to the Mercer County Superintendent of Schools the attached Budget which includes:

Total Operating Budget of \$80,557,658 and a
Local Operating Budget Tax Levy of \$59,096,205
Total Grants and Entitlements Fund Budget of \$1,551,468
Total Repayment of Debt Fund Budget of \$3,372,153 and a
Repayment of Debt Fund Tax Levy of \$3,231,358

RESOLVED, that there should be raised for Operating Budget **\$59,096,205** for the ensuing school year 2013-2014.

Action: Mr. Paul moved, seconded by Ms. Fayer to approve the 2023-14 District Budget and authorize the Chief School Administrator to submit the budget to the Mercer County Superintendent of Schools as submitted.

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

Mr. Lavery expressed gratitude to Dr. Forsthoffer, Mr. Stumbaugh, Mr. Thompson, Mr. Dzwonar, and all administrators for their efforts during the complex budget preparations, and for creating a budget that continues to emphasize the priorities of student achievement.

10. FIRST READING OF BOE BYLAWS:

Mr. Paul moved seconded by Ms. Fayer to approve the following BYLAWS on FIRST reading:

- A. 0153 - Annual Appointments
- B. 0167 - Public Participation in Board Meetings

Background

0153 – Annual Appointments (Revised)

P.L. 2010, Chapter 39, makes it optional for a school district to employ a Treasurer of School Monies.

Bylaw 0153 – Annual Appointments has been revised to make the appointment of a Treasurer of School Monies 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

Vote: On a roll call vote of the Board, motion to approve Bylaws 0153 and 0167 was carried unanimously.

11. SECOND READING OF BOE BYLAW

Mr. Paul moved, seconded by Ms. Fayer to approve Bylaw 0151 being submitted to the Board on SECOND reading:

- Bylaw 0151 - Organization Meeting

Background

Bylaw 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**

Vote: On a roll call vote of the Board, motion to approve Bylaw 0151 on Second Reading was carried unanimously.

12. SECOND READING OF BOE POLICIES

Mr. Paul moved, seconded by Ms. Fayer to approve the following POLICIES submitted to the Board on SECOND 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

Background

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.

Vote: On a roll call vote of the Board, motion to approve Policies 2361; 2431.4; 2622; 6470 and 7510 as submitted on second reading was carried unanimously.

13. SECOND READING OF BOARD REGULATION

Mr. Paul moved, seconded by Ms. Fayer to approve the following REGULATION submitted to the Board on SECOND reading:

- A. 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries

Background

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**

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

14. ANNOUNCEMENTS

Dr. Forsthoffer spoke on the following topics:

- Thanked Ms. Griffin and Ms. Nemeth for their work on the elementary Science fair. It was well done as always.
- Thanked Mr. Stumbaugh, SBA and his Assistant, Mr. Thompson, and all involved with the budget process for producing a thorough and efficient budget with a modest tax impact to our residents.
- Thanked the donors from Exxon Mobil for their generous donations which are on the agenda this evening.
- The high school production of *Guys and Dolls* was extraordinary. He has enjoyed all the shows he has seen so far but this one really stands out. The sound, sets, and costumes, were awesome.
- Was unable to attend the "Pops" concert due to a family commitment, but understands it was an excellent example of the talents we have in our students.
- Will report out on Goals at the next meeting
- The State school report cards should be going out next week.
- The Curriculum Fair is this April 9th at 6:00 pm. All are invited and encouraged to attend.

15. EXECUTIVE SESSION

Not needed.

16. MOTION TO APPROVE ROUTINE AGENDA ITEMS BY EXCEPTION

At each of the regular meetings of the Board of Education, the Board is requested to approve routine agenda items in one action. Mr. Paul moved, seconded by Ms. Fallon to approve the list of routine agenda items as submitted.

- A. Staffing
- B. Governor's Teacher of the Year Award
- C. Bullying Report from March 6, 2013
- D. Donations from Exxon/Mobil Educational Alliance
 1. To MHK
 2. To HHS
- E. Field Trips
- F. Hosting German Exchange Students and Itinerary
- G. Travel and Related Expenses
- H. Declaration of Surplus Property
 1. District School Buses/Van
 2. HHS Athletic Office Scanner and Typewriter
 3. MHK Library Books

- I. Approve Flexible Spending Account Summary Plan Description and Sponsor Certification
- J. Award of Bid: Aliano Brothers General Contractors, Inc. for HHS Cafeteria Expansion
- K. Bill List – March 21, 2013

A. Staffing - as submitted

B. Governor's Teacher of the Year Award

On March 7, 2013, a panel consisting of administrators, teachers, a parent, and a Board member met to review the nominating forms for the EWRSD Governor's Teacher Recognition Award. The panel recommended the following teachers:

Joan Newell	Walter C. Black School
Melanie Diamond	Perry L. Drew School
Susan Stringfellow	Ethel McKnight School
Domenique Murphy	Grace N. Rogers School
Brittany Wertheimer	Melvin H. Kreps School
Elizabeth Dunn	Hightstown High School

It is recommended that the Board submit to the County Superintendent of Schools the above names as recipients of the Governor's Teacher Recognition Award and the Board permit the teachers to participate in the recognition program given by ETS.

C. Bullying Report from March 6, 2013

As reviewed by the Board in closed session.

D. Donations from Exxon/Mobil Educational Alliance

1. To MHK

The Exxon/Mobil Educational Alliance, Mr. Edimar Trancozo, P.O. Box 7288, Princeton, NJ 08543-7288 would like to award the Melvin H. Kreps School a grant for \$500.00. The money will be used for the school's greenhouse.

2. To HHS

Exxon/Mobil Corporation, in conjunction with its Educational Alliance Program would like to donate \$500 to the Math and Science Departments of Hightstown High School. Mr. Joseph A. Hooven, Gasoline Sales Manager, Consumers Oil Corp. 1473 Lambertson Road, Trenton, NJ 08611 facilitated the award, and Ms. Mona Aziz of the Exxon/Mobil Station located at 522 Rt. 130 South, East Windsor, NJ 08520, nominated and presented Hightstown High School with the check.

E. Field trips

US History II / Journalism Classes
Newseum – 500 years of news history
555 Pennsylvania Ave., Washington, D.C.

Grade 5 Trip - WCB School
Washington Crossing Historic Park, River Road, Washington Crossing, PA

HHS FIRST Robotics Team (if they qualify)
Lehigh University, 124 Goodman Drive, Bethlehem, PA

F. Hosting German Exchange Students and Itinerary

The World Language German Exchange Program of Hightstown High School would like to have students from Hanover, Germany stay with host families from September 4 - 18, 2013.

Below is an itinerary of their stay in the United States:

September 5 - Island Beach/Seaside State Park, Ocean County, NJ - HHS and German students attending

September 6 - Nation’s Capital, Monuments/American History, Washington , D.C.

- HHS and German students attending

September 9 – Times Square and historical, economic, artistic and architectural sights of NYC.

-German students attending

September 11 – Princeton University and Governor’s Mansion, Princeton, NJ - German students attending

September 12 – Liberty State Park, Jersey City, NJ and the Empire State Building, Public Library,

Central Park in New York City - German students attending

September 14 – An Amish Experience, Lancaster, PA - HHS and German students attending

September 16 – History and German Immigration, Philadelphia, PA - German students attending

G. Travel and Related Expenses

I. Reitano	Transp	April 28-May 1, 2013	Hotel reservation, Boston Marriott Copley Place, for Tyler Connect 2013 Conference, Boston , MA	328.50	328.50
T. Sherrod	Student Services	May 20-22, 2013	Registration to attend NJASA/NJAPSA 31st Annual Spring Conference, Caesar's, Atlantic City, NJ	425.00	425.00
J. Malta L. Monte	Transp	April 15, 2013	Two Registrations to attend 45th Annual NJ Pupil Transportation Conference Equipment Show, Atlantic City, NJ	125.00	250.00
C. Edwards	HHS	March 24, 2013	Reg.to attend Mark Mirabelli Track & Field Clinic at Notre Dame HS, Lawrenceville, NJ	80.00	80.00
S. Wilczewski G. Bryant D. Perle M.Steinbauer	Student Services	April 9 & May 23, 2013	Four Reg.to attend Promoting Language and Literacy in the Inclusive Preschool Classroom, LRC Central, Trenton, NJ	22.00	88.00
Total for Month					6627.50
YTD Total					34519.83

H. Declaration of Surplus Property

1.District School Buses/Van

The Transportation Department is in possession of several older school buses that need to be pulled from usage and declared as surplus property. After Board approval, the transportation director will proceed to sell them at auction. It is recommended that the Board approve the following list of vehicles as surplus property and authorize the School Business Administrator and Transportation Director to make the necessary arrangements to have them sold at auction.

- 1998 Int. Carpenter Body Air Brakes 54 pass. VIN: 1HVBBABM9WH568194
- 1998 Int. Thomas Body Air Brakes 54 pass VIN: 1HVBBABP0WH569777
- 1998 Int. Thomas Body Air Brakes 54 pass. VIN: 1HVBBABP2WH569776
- 2000 GMC Bluebird AC B-IN 12/5 15 pass. VIN: 1GBJG31F4Y1202208

2. HHS Athletic Office Scanner and Typewriter

The high school athletic office is in possession of two items that are broken and outdated and of no longer useful service. As these items are taking up much needed 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.

- TD Adler Royal Typewriter - Satellite 40
- HP Scanjet Scanner 7400c Serial#CN15MA0287 Tag# 001776

3. MHK Library books

The Melvin H. Kreps librarian has weeded through the school library's book collection and submits to the Board a list of outdated and /or damaged books that are of no longer useful service. It is recommended that the Board approve that these books be declared as surplus property and that they may be disposed of or recycled at the discretion of the department head/librarian. (List of books on file in Business Office.)

I. Approve Flexible Spending Account "Cafeteria Plan and Sponsor certification

Per the Internal Revenue Service Code of 1986, the IRS requires Board approval of the FSA Summary Plan Description in order to administer the Section 125 FSA/"Cafeteria" plan. Board approval is requested for the attached FSA Summary Plan Description and Plan Sponsor Certification Form as submitted.

J. Award of Bid to Aliano Brothers General Contractors, Inc for HHS Cafeteria Expansion

On March 14, 2013 sealed bids were received and opened by the District Architect and Engineer for the addition/expansion of the high school cafeteria. After careful review of the bid results with the District School Business Administrator it is determined that the bid be awarded to Aliano Brothers, GC Inc. of Vineland, NJ as the lowest responsible bidder.

<u>Vendor</u>	<u>Base Bid</u>
*Aliano Brothers, Inc.	699,333
Gingerelli Brothers, Inc.	801,000
Midwest Construction, Inc.	872,189
MJJ Construction, LLC	817,000
Newport Construction Corp.	741,000
Premier Builders, Inc.	823,430
WJ Gross, Inc.	828,500

It is recommended that the Board approve ALIANO BROTHERS, GENERAL CONTRACTORS, INC. as the lowest responsible bidder to be awarded the bid for the expansion project of the HHS cafeteria.

Vote on Exception Items: On a roll call vote of the Board, motion to approve the routine items by exception was carried unanimously.

Discussion

Ms. Weisman had a question on a personnel agenda item. Noticed we are changing *E=mc2* to *Odyssey of the Mind* with a change in the amount of the stipend.

Dr. Forsthoffer responded that our advisors had asked last year to go back to *Odyssey of the Mind* program. It is more challenging and has a prescribed curriculum for which they had to go for training. It also involves regional competitions.

Ms. Weisman thanked the Superintendent for the change in the field trip language. In regard to the hosting of the German exchanged students, she noted the impressive itinerary of the German trip and wondered why the kids who take French don't have the same opportunity.

Dr. Forsthoffer responded that he is unsure why the French teachers do not participate in an exchange program. It may be due to the lack of funds or volunteers/chaperones. He will research further and welcomes any input. He also noted that we are reworking our current field trip policy.

Ms. Fallon commented that in regard to the German exchange program, originally one of our faculty knew people in Germany, and we were able to initiate the exchange program with those contacts. Ms. Fallon also asked about the teacher of the year award, do we still offer a monetary gift?

Dr. Forsthoffer responded yes, we have traditionally given an award of \$500.00 to use for their school/classroom.

Mr. Paul commented on the HHS cafeteria expansion and how the winning bid came in compared to our budget.

Dr. Forsthoffer responded that it is well within our budget. (Bidding process and results were discussed.)

Ms. Weisman commented on the Kreps library books for disposal. It is a large number and wondered if we replace the discarded books.

Dr. Forsthoffer explained that the principals are provided with a media budget to take care of the needs of the school library to keep it in line with the current trends and curriculum. The librarians typically weed out the damaged and outdated books every 3 to 5 years.

K. Bill List March 21, 2013

Total Bill and Claims up for Board approval: \$8,909,701.36

17. SECOND OPPORTUNITY FOR PUBLIC COMMENT

No one spoke.

18 SECOND OPPORTUNITY FOR BOARD MEMBERS' COMMENTS

No one spoke.

19. EXECUTIVE SESSION

The Board went into closed session.

20. OPEN SESSION

21. ADJOURN

Kurt Stumbaugh, Board Secretary