

EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION

MAY 16, 2011 7:30 p.m.

The Board of Education of the East Windsor Regional School District held a Regular meeting on Monday, May 16, 2011 at 7:30 p.m. in the Hightstown High School Cafeteria, 25 Leshin Lane, Hightstown, NJ.

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

ITEM 1. WELCOME

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 exit for this room, which is located.....”

(Mr. Laverty pointed to the emergency exit.)

ITEM 2. PLEDGE OF ALLEGIANCE

ITEM 3.A APPROVAL OF AGENDA for May 16, 2011

Mr. Paul moved, seconded by Ms. Fallon to approve the agenda with the addition of an addendum to staffing, as submitted. On a roll call vote of the Board, motion to approve was carried unanimously.

ITEM 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 May 16, 2011.

These closed sessions concern:

1. Litigation: former secretary known to Board regarding termination issue
 2. Contract Negotiations: Management Association & send/receive relationships
 3. Attorney/Client Privilege: Review of procedures in lights of McGovern v. Rutgers and advice
- 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.

4. PRESENTATION: HHS FIRST ROBOTICS TEAM

Math teacher and high school FIRST ROBOTICS TEAM club advisor, Christopher Gregory, introduced his team of students and then they gave an impressive demonstration of the competition robot to the Board. The team also proudly informed the Board of the numerous competitions they have won and past and upcoming events they have and plan to compete in.

5. RECOGNITION: DONATIONS TO EWRSD

Several businesses and individuals were recognized for donating to the East Windsor Regional School District. These donations have supported events, classrooms, programs, families, and club activities.

- For the past several years, Bristol Myers Squibb has made generous donations to the FIRST Robotics Team of Hightstown High School. Mr. Frederick Egenolf, Director of Community Affairs has continued to facilitate that tradition. The donation is used to cover the fees for the Team's competitions.
- The United Way of Greater Mercer County gave 2 gift cards from Kohl's Department store and 2 gift cards from Barnes and Nobles Book Store to a school district family in need. Mr. Ely Mateo, Assistant Vice President, arranged those gift cards.
- Shiseido America, Inc. donated to the holiday party run by the Red Cross Club of Hightstown High School. The funds were arranged by Ms. Kathy Petti of Human Resources and were used to purchase gifts and door prizes for the children.
- Jessica Utz, Store Manager of Wal-Mart, arranged for the donation of school supplies to the Walter C. Black Elementary School. They received pencils, scissors, glue sticks, and student name plates. This is the second time this year Ms. Utz has facilitated a donation to one of our schools.
- The Life Skills Classes of Hightstown High School run a School Store which enhances the math skills of the students. Mrs. Sonya Atkinson, a HHS teacher, made a donation that would cover the costs of the T-shirts that would be sold at the School Store.
- Mr. Martin Barlow, a former Principal of Hightstown High School, made a donation to the high school Hall of Fame which will be used for scholarships that are awarded to our students in June.
- Mr. and Mrs. Gordon Ely made a donation to the FIRST Robotics Team of Hightstown High School to help cover their costs. The Ely's are grandparents to Ryan Ely a HHS student and Team member.
- Mr. Robert Mull donated twelve low-impact hydraulic exercise machines to the Melvin H. Kreps Middle School. They will be used by the Physical Education Department.
- Ms. Lisa Thibault donated an Apple iMac Personal Computer, keyboard and flat screen monitor to be used in a classroom at the Ethel McKnight School.

The generosity and interest of these businesses and individuals in the students of the East Windsor Regional School District are greatly appreciated!

6. RECOGNITIONS:

The following teachers were recognized and congratulated for achieving this honor:

A. Governor's Teacher Awards 2010-2011

Andrew Elko – HHS
Joanna Chierici – MHK
Shari Leventhal – PLD
Lauren Reardon – WCB
Kim Armneti - GNR
Gail Siggelakis – EMK

B. EWRSD "Teacher of the Year" 2010-11

Doris Grellis - HHS

7. FIRST READING OF BOARD POLICIES

- A. 1140-Affirmative Action Program (new)
- B. 1523-Comprehensive Equity Plan (revised)
- C. 1530-Equal Employment Opportunities (revised)
- D. 1550-Affirmative Action Program for Employment and Contract Practices (revised)
- E. 2260-Affirmative Action Program for School and classroom Practices (revised)
- F. 2415.01-Academic Standards, Academic Assessments and Accountability (revised)
- G. 2415.04-Title 1-District-Wide Paternal Involvement (revised)
- H. 2423-Bilingual and ESL Education (revised)
- I. 6360-Political Contributions (revised)
- J. 6362-Contributions to Board Members and Contract Awards (revised)
- K. 8420-Emergency and Crisis Situations (revised)
- L. 8740-Bonding (revised)

1140 Affirmative Action Program (New)

A new Policy Guide has been developed regarding a school district's general affirmative action responsibilities to include the required annual appointment of an Affirmative Action Officer and the school district's responsibilities for professional development as outlined in N.J.A.C. 6A:7-1.4, 6A:7-1.5 and 6A:7-1.6. This Policy Guide is mandated as many of its provisions are required either in the New Jersey Administrative Code or the required Comprehensive Equity Plan Needs Assessment Checklist. Policy Guide 1140 is **MANDATED**

1523 Comprehensive Equity Plan (Revised)

Policy Guide 1523 has been revised to align with the provisions of N.J.A.C. 6A:7-1.9. This new Policy Guide should replace the district's existing Policy Guide 1523 as the new Guide is better aligned with the referenced administrative code section. Policy Guide 1523 is **MANDATED**

1530 Equal Employment Opportunities (Revised)

Policy Guide 1530 has been updated to incorporate an additional provision outlined in N.J.A.C. 6A:7-1.8(c). In addition, several minor revisions were made to be consistent with Section VI – Employment/Contract Practices of the Comprehensive Equity Plan Needs Assessment Checklist. Policy Guide 1530 is **MANDATED**

1550 Affirmative Action Program for Employment and Contract Practices (Revised)

Policy Guide 1550 has been revised to align with the provisions of N.J.A.C. 6A:7-1.8. This new Policy Guide should replace the district's existing Policy Guide 1550 as many of the provisions in the current Policy Guide 1550 have been relocated to the new Policy Guide 1140 – Affirmative Action Program. Policy Guide 1550 is **MANDATED**

2260 Affirmative Action Program for School and Classroom Practices (Revised)

Policy Guide 2260 has been revised to align with the provisions of N.J.A.C. 6A:7-1.7. This new Policy Guide should replace the district's existing Policy Guide 2260 as many of the provisions in the current Policy Guide 2260 have been relocated to the new Policy Guide 1140 – Affirmative Action Program. Policy Guide 2260 is **MANDATED**

2415.01 Academic Standards, Academic Assessments, and Accountability (Revised)

Strauss Esmay's current Policy Guide 2415.01 – Academic Standards, Academic Assessments, and Accountability – developed in December 2003 meets the requirements as outlined in the NCLB law. However, the NJDO recently published a Title I School Improvement Information Sheet 2010-2011 and information in this document and other recently published NCLB documents require an update to Policy Guide 2415.01. This Policy Guide should replace the district's existing Policy 2415.01. Policy Guide 2415.01 is **MANDATED**

2415.04 Title I - District-Wide Parental Involvement (Revised)

Strauss Esmay's current Policy Guide 2415.04 – Title I – Parent Involvement developed in December 2003 meets the parent involvement policy requirements as outlined in the NCLB law. However, subsequent to December 2003, the United States Department of Education (USDE) published a District-Wide Parental Involvement Policy – Sample Template. In light of this Policy Guidance from USDE, Policy Guide 2415.04 has been updated to be consistent with the USDE policy guidance. This new Policy Guide requires a school district to fill in school district actions and activities within the Policy. This new Policy Guide should replace the district's existing Policy 2415.04.

Policy Guide 2415.04 is **MANDATED**

2423 Bilingual and ESL Education (Revised)

The New Jersey Department of Education recently provided an August 9, 2010 Memorandum to all school districts regarding Title I, Part A Parent Involvement Policies. The Memorandum indicates districts are required to complete the Required Parent Notification and Documentation table in an Electronic Web-Enabled Grant System (EWEG) with either the dates the Board adopted parent involvement policies and/or the dates of distribution of required documentation. Policy Guide 2423 is **MANDATED**

6360 Political Contributions (Revised)

The adoption of accountability regulations in December 2009, N.J.A.C. 6A:23A-6.3, and January 15, 2010 Local Finance Notice (LFN) – Section H, published by the New Jersey Department of Community Affairs (NJDCA), significantly changes the Political Contribution Disclosure (PCD) requirements for school districts. Prior to the adoption of N.J.A.C. 6A:23A-6.3, a PCD form was not required to be submitted by a business entity if the contract was awarded under a “fair and open” process. N.J.A.C. 6A:23A-6.3 requires PCD forms to be filed for all contracts with an anticipated value in excess of \$17,500, *regardless of the basis upon which the contract was awarded*. Therefore, there is no longer different PCD filing requirements when the Board awards a contract using a “non-fair and open” process or a “fair and open” process. Policy Guide 6360 has been revised removing the “fair and open” exception to a business entity filing a PCD form. Policy Guide 6360 is **MANDATED**

6362 Contributions to Board Members and Contract Awards (Revised)

The adoption of accountability regulations in December 2009, N.J.A.C. 6A:23A-6.3(a)1, and January 15, 2010 Local Finance Notice (LFN) – Section H, published by the New Jersey Department of Community Affairs (NJDCA), prohibits the award of *all contracts* of \$17,500 or greater to any vendor that contributed more than the reportable amount (currently \$300) to a Board member during the previous year, and bars vendors from making contributions of more than the reportable amount (currently \$300) to individual Board members during the life of the contract. The practical application of this administrative code provision, as confirmed by the NJDCA, requires a Board of Education to disqualify a bidder who would otherwise be determined to be the lowest responsible bidder if the “business entity,” as defined in N.J.S.A. 19:44A-20.7, made a contribution reportable ... to a member of the district Board of Education during the preceding one-year period. It is recommended this issue be reviewed by the Board Attorney before a Board disqualifies an apparent low bid under these circumstances. The January 15, 2010 LFN suggests Boards of Education include the Business Entity Disclosure Certification (BED-C) to facilitate disclosure contributions to Board members by vendors for use in the district's bid specifications, requests for quotations and proposals. Policy Guide 6362 has been updated to require a completed BED-C for *all* contracts in the amount of \$17,500 or greater.

Policy Guide 6362 is **MANDATED**

Policy Guide 8420 Emergency and Crisis Situations (Revised)

The New Jersey Department of Education and the New Jersey Office of Homeland Security and Preparedness recently published their School Security Drill Guide providing guidance on school security drills. Schools are required to conduct one fire drill and one school security drill each month. In addition, schools must hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills during the school year. Policy Guide 8420 has been revised. Policy Guide 8420 is **MANDATED**

8740 Bonding (Revised)

Administrative code sections in N.J.A.C. 6A:23A – Fiscal Accountability, Efficiency, and Budgeting Procedures, adopted in final form in December 2009, replaced many of the administrative code sections of N.J.A.C. 6A:23 – Finance and Business Services. Many of the new N.J.A.C. 6A:23A administrative code sections were just relocated

from N.J.A.C. 6A:23. N.J.A.C. 6A:23-2.5 – Minimum Bond Requirements for Treasurer of School Moneys was relocated to N.J.A.C. 6A:23A-16.4. Policy Guide 8740 has been revised to incorporate this change. In addition, P.L. 2010 Chapter 39 approved July 2, 2010, which provides an *option* for a district to employ a Treasurer of School Moneys, requires a new sentence regarding surety bonds for a district that elects not to have a Treasurer of School Moneys. Policy Guide 8740 is **RECOMMENDED**

Mr. Paul moved, seconded by Ms. Fallon to approve the above policies on first reading. On a roll call vote, motion to approve was carried unanimously.

8. FIRST READING OF MANDATED REGULATIONS

- A. 1530-Equal employment opportunities (revised)
- B. 1550-Affirmative Action program for Employment and contract practices (revised)
- C. 2423-Bilingual and ESL Education (revised)
- D. 8420.-Emergency and Non-Fire Evacuation Plan (revised)
- E. 8420.2-Bomb Threat (revised)
- F. 8420.7- Lockdown Procedures (revised)
- G. 8420.10-Active Shooter (new)

Mr. Paul moved, seconded by Ms. Fallon to approve the above mandated regulations on first reading. On a roll call vote, motion to approve the above mandated regulations on first reading was carried unanimously.

9. ANNOUNCEMENTS

Dr. Forsthoffer spoke on the following topics:

- Met with the new managing editor of the Windsor Hights Herald, Ms. Jen Samuels. Looks forward to working with her and to a continuing positive relationship with the Windsor Hights Herald.
- Interviews for the position of Transportation Director are currently under way.
- Has been informed by East Windsor and Hightstown police department that they will be able to provide funding to support the District DARE program next year.
- There is a partnership between NFL and Verizon where they pick 3 schools in New Jersey to take part in a Saturday Seminar with NFL players on violence prevention. We are proud to say that our high school is 1 of 3 schools nominated by Verizon.
- Current District Newsletter is now available on District website

10. FIRST OPPORTUNITY FOR PUBLIC COMMENT

No one spoke.

11. FIRST OPPORTUNITY FOR BOARD MEMBERS' COMMENTS

Ms. Fallon commented that the pre-prom performance of a fake car accident for the high school students was very impressive.

Dr. Forsthoffer offered a detailed description of the mock accident demonstration in the HS football field. It was a very realistic and dramatic message to students on the horrific dangers of texting and drinking while driving.

Ms. Harrington commented on the new security drills that now take place in our schools.

Dr. Forsthoffer commented that the security drills are going quite well and explained the procedure and types of drills we conduct.

Mr. Laverty spoke about the DARE program being reinstated. A lengthy conversation ensued regarding the DARE program, scheduling, benefits of, effectiveness.

12. EXECUTIVE SESSION

13. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION

- A. Staffing
- B. Approval of Travel and Related Expenses
- C. Special Education Monitoring Report

- D. Amended FY2011 IDEA Basic Application
- E. Volunteers /Chaperones
- F. Field Trips
- G. Approval of Grant Award to HHS First Robotics Team
- H. Transportation Agreement with Mercer County Special Services School District
- I. Award of Request for Proposals: Energy Audit at Hightstown High School
- J. Tax Levy Schedule for 2011-12 Budget
- K. Approval of District Bond Counsel
- L. Bill List: May 16, 2011

A. **STAFFING:** as submitted with addendum

B. APPROVAL OF TRAVEL AND RELATED EXPENSES

M. Beckman	Student Services	June 9, 2011	Registration to attend NJ Anti-Bullying 2011 Conference at Rutgers University Busch Campus	129.00	129.00
J. Cotignola	Student Services	June 9, 2011	Registration to attend NJ Anti-Bullying 2011 Conference at Rutgers Univ. Busch Campus	129.00	129.00
D. Allen	Transp.	July 9, 2011	School Bus Driver Trainer Refresher Course Registration Fee	99.00	99.00
J. Horowitz	Comm. Svs.	June 28, 2011	School Nutrition Certification Workshop Monmouth County Agricultural Bldg. Kozloski Road, Freehold, NJ	No charge	00.00
T. Thompson	Business	May 24, 2011	Fund Accounting Year End Training for Systems 3000 at Burlington County Special Services School District, Mount Holly, NJ	No charge	00.00
Total for Month					357.00
YTD Total					20,763.69

C. SPECIAL EDUCATION MONITORING REPORT

The New Jersey Department of Education, Office of Special Education Programs, conducted onsite monitoring visits, verification visits and desk audits in the East Windsor Regional School District to determine compliance with federal and state special education requirements. It is recommended that the Board accepts the Special Education Monitoring Report as submitted.

D. AMENDED FY2011 IDEA BASIC APPLICATION

Amend the Basic IDEA FY 2011 and Preschool IDEA FY 2011 Grant Applications as required to reflect the carry-over FY 2010 expenditures based on the IDEA Final Report Application. It is recommended that the Board approves The submission of the FY 2011 IDEA Amendment Applications to the NJ Department of Education as submitted.

E. VOLUNTEERS/CHAPERONES

The following have offered to volunteer/chaperone at the Ethel McKnight School:

Jesus Abrego	Jacque Cammarata	Ray Goslin
Debbie Strzepek	Robin Caniano	Ken Haug (grandfather)
Don Cookson	Michele Desiderio	Trisha Mukhopadhyay
Kathy Faup	Denise Di-Como	Nathalie Letourneau
Angela Vista	Christine Harrington	Ileen Sigalos
David Monahan	Carlos Medrano	Carmen Arpi
Jeane Fefferman (grandmother)	Mrs Veronica Ordonez	Maria Sutera
Mitchell Blustein	Mr. Malathi Somu	Michele Catana
Eileen Blustein	Anthony/Dorothy Sudnick	Rachelle St. Phard
Eugene Simmons (uncle)	Simon Alkalay	Colleen Schnitzler
Francesca Zappola	Manuel Arce	Naomi Shank (Jacob Faye)
Karen Fougnes	Barry Davis	Ralph or Lisa Sanon-Jules
Mr. Vallejo	Robin Picker	Mike Hayden
Tracy Brophy	Maria Portilla	Sonia Marcos (Carlos Suarez)

F. FIELD TRIPS

Field Trips planned for Hightstown High School:

6/5/11 Drama Club – Sister Act, Broadway & 53rd St., NYC

6/4/11 Training For Life – Douglass Campus Rutgers University, New Brunswick, NJ

Field Trips planned for Melvin H. Kreps Middle School:

6/3/11 Life Skills Classes School Store at HHS

Field Trips planned for Walter C. Black School:

5/20/11 Grade 1 – Kelsey Theater at Mercer County Community College, West Windsor, NJ

6/7/11 Grade 1 – Etra Park, East Windsor, NJ

6/9/11 Grade 3 – Trenton Planetarium, 205 W. State St., Trenton, NJ

G. APPROVAL OF GRANT AWARD TO HHS FIRST ROBOTICS TEAM

FIRST ROBOTICS of New Jersey, in partnership with JC Penney Inc. has chosen the Hightstown High School Robotics Team as the recipient of a \$1,000 grant award. The intent of this award is to provide funds to support the team's future projects and competitions. High School Math teacher, Christopher Gregory, is the FIRST Robotics team advisor, and recipient of this grant.

H. TRANSPORTATION AGREEMENT WITH MCSSSD

The school district belongs to “The Mercer Cooperative Transportation System” for the purpose of sharing transportation expenses of special education students sent to private and other schools located outside of the school district. Mercer County Special Services School District is the lead agency for the system. Each year the school district approves a transportation agreement to remain part of the cooperative system. Board approval is requested for the transportation agreement with the Mercer County Special Services School District and to remain a member of “The Mercer Cooperative Transportation System” for the 2011-12 school year as submitted.

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I. AWARD OF REQUEST FOR PROPOSAL: ENERGY AUDIT AT HHS

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. At the November 29, 2010 meeting, the Board approved the District to proceed with the paperwork for an energy audit of the High School and request proposals from pre approved vendors.

The results of the RFP are as follows:

Clough Harbor & Associates CHA, Rochester NY	\$29,866
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Camp, Dresser, McKee (CDM), Philadelphia, PA	\$28,030
✓ Concorde Engineering, Voorhees, NJ	\$16,700
Dome Tech	\$19,910

Concorde Engineering of Voorhees, NJ has provided the District with the lowest responsible proposal for the energy audit of the high school. It is in the best interest of the District to award the RFP to Concorde Engineering.

J. TAX LEVY SCHEDULE FOR 2011-12 BUDGET

The local share of the budget is supported through the local levy per the attached schedule for the 2011-12 budget. It is recommended that the Board approve the attached local tax levy schedule as submitted.

K. APPROVAL OF DISTRICT BOND COUNSEL

The EWRSD Board of Education requires professional services pursuant to N.J.S.A 18A:18A-5(a)(i) to authorize the issuance of school district obligations for various capital projects and provide for the terms and the security of bonds and notes in accordance with title 18A and other applicable laws.

In order to finance such capital projects at the most advantageous terms available, it is in the best interest of the District to approve the law firm McManimon & Scotland, L.L.C of Newark, NJ to continue to serve as the District's bond counsel, and to re-appoint Mr. Ronald Ianoale as the District's representative of said firm.

L. BILL LIST: MAY 16, 2011

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 as submitted in the attached reports for the Grand total amount of \$1,368,227.19

Mr. Paul moved, seconded by Ms. Fallon to approve the routine agenda items as submitted.

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

14. SECOND OPPORTUNITY FOR PUBLIC COMMENT

No one spoke.

15. SECOND OPPORTUNITY FOR BOARD MEMBERS' COMMENTS

Ms. Harrington asked about the volunteers and the process to be approved as a volunteer in the District.

Dr. Forsthoffer responded that every volunteer is recommended to him by the principal.

16. EXECUTIVE SESSION

17. OPEN SESSION

18. ADJOURN

Thaddeus Thompson
Assistant School Business Administrator