

## **Minutes of the Regular Meeting of the East Windsor Regional School District Board of Education August 18, 2008**

The Board of Education of the East Windsor Regional School District held a regular meeting on **Monday, August 18, 2008** at the Hightstown High School cafeteria.

### **ITEM 1: WELCOME / SUNSHINE NOTICE & FIRE CODE**

Board President Alice Weisman called the meeting to order at 7:35 p.m. and read the Open Public Meeting Act Statement as follows:

“Written advance notice of this meeting has been given in accordance with law. Minutes of this meeting are being kept by the Board Secretary and will be made available promptly to any member of the public requesting them from the Board Secretary at the Administration building located at 25A Leshin Lane, Hightstown, NJ. Minutes will be provided at cost and in accordance with Board policy.”

Ms. Weisman asked “Are there any Board members present who believe this meeting to be in violation of the Open Public Meeting Act?” No one objected. “There being none, we may proceed.”

**Members Present:** Stuart Dolgon, (Mr. Dolgon left at 9:00 pm during executive session), Bruce Ettman, Suzann Fallon, James Hauck, Robert Laverty, Kennedy Paul, and Alice Weisman

**Members Absent:** Bonnie Fayer, Susan Lloyd

**Also Present:** Ron Bolandi, School Superintendent  
Kurt Stumbaugh, Business Administrator/Board Secretary  
David Coates, Board Legal Counsel.

### **Compliance with Fire Code:**

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**

Ms. Weisman asked those present to join in the pledge of allegiance to the flag.

### **ITEM 3: A. APPROVAL OF AGENDA**

Having read the material received Mr. Laverty moved, seconded by Mr. Hauck to approve the agenda.

On a roll call vote, members voting yes: Mr. Dolgon, Mr. Ettman, Ms. Fallon, Mr. Hauck, Mr. Laverty, Mr. Paul, Ms. Weisman.

Members voting no: none. Members abstaining: none. Motion to approve was carried: unanimously.

**B. RESOLUTION: EXECUTIVE SESSION**

Mr. Lavery moved, seconded by Ms. Fallon to approve the following resolution:

**BE IT RESOLVED**, that the EWRSD Board of Education will hold two executive sessions during its regular meeting on Monday August 18, 2008. These closed sessions concern:

1. Personnel Matters
2. Litigation
3. Contract Negotiations

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, members voting yes: Mr. Dolgon, Mr. Ettman, Ms. Fallon, Mr. Hauck, Mr. Lavery, Mr. Paul, Ms. Weisman.

Members voting no: none. Members abstaining: none. Motion to approve was carried: unanimously.

**ITEM 4: PRESENTATIONS**

The Superintendent introduced the presentations on:

- A. Elementary Curriculum Update
- B. Middle and HS Curriculum Update
- C. Transportation Update
- D. Technology Update
- E. New State Standards

The Superintendent gave the Elementary Curriculum Update. The Assistant Superintendent gave a detailed presentation on the 2008 statewide and district testing outcomes. Budget considerations for remedial instruction for the student population that was not proficient on standardized testing.

**ITEM 5: FIRST READING OF BOARD POLICIES**

- A. Policy #6361-Relations with Vendors

The first reading of the above policy was given by Virginia Kearns

**ITEM 6: SECOND READING OF BOARD BYLAWS**

- A. Bylaw #0142.1- Nepotism
- B. Bylaw #0143 - Board Member Election & Appointment
- C. Bylaw #0144 - Board Member Orientation
- D. Bylaw #0152 - Board Officers
- E. Bylaw #0167 - Public Participation in Board Meetings

The options for the Board of Education were discussed and recorded.

Mr. Lavery moved, seconded by Ms. Fallon to approve the second reading of the Board Bylaws as submitted.

On a roll call vote, members voting yes: Mr. Dolgon, Mr. Ettman, Ms. Fallon, Mr. Hauck, Mr. Lavery, Mr. Paul, Ms. Weisman.

Members voting no: none. Members abstaining: none. Motion to approve was carried: unanimously

**ITEM 7: SECOND READING OF BOARD POLICIES**

- A. Policy # 2320 – Independent Study Program
- B. Policy # 2466 – Needless Public Labeling of Pupils with Disabilities
- C. Policy # 2631 – NJ Quality Single Accountability Continuum
- D. Policy # 3221 – Evaluation of Nontenured Teaching Staff
- E. Policy # 3222 – Evaluation of Tenured Teaching Staff
- F. Policy # 4220 – Evaluation of Support Staff Members
- G. Policy # 5512.01 – Harassment, Intimidation and Bullying
- H. Policy # 6424 – Emergency Contracts

Policies and Bylaws will be maintained and available on Share Point to reduce paper usage.  
Mr. Laverty moved, seconded by Ms. Fallon to approve the second reading of the Board policies as submitted.

On a roll call vote, members voting yes: Mr. Dolgon, Mr. Ettman, Ms. Fallon, Mr. Hauck, Mr. Laverty, Mr. Paul, Ms. Weisman.

Members voting no: none. Members abstaining: none. Motion to approve was carried: unanimously.

**ITEM 8: ANNOUNCEMENTS**

The Superintendent gave an update on

- Staffing.
- E Rate – 135,000 approval for 08-09
- Affidavit students - 61 affidavit students did not pass review. 23 are under review
- Residency rules are being enforced uniformly
- Opening day – transportation
- SEMI Waiver request
- Athletic Director, Gary Bushelli gave an update on J.V. LaCrosse

**ITEM 9. FIRST PUBLIC COMMENT:** None

**ITEM 10. FIRST BOARD MEMBER COMMENT:** None

**ITEM 11: FIRST EXECUTIVE SESSION**

The Board went into closed session.

**ITEM 12: MOTION TO APPROVE ROUTINE AGENDA ITEMS BY EXCEPTION**

- A. Staffing
- B. Emergent Hiring
- C. Curriculum Approval
  - 1. Health and Physical Education
  - 2. World Language Spanish, German and French
  - 3. High School Math for Algebra 1, Geometry, Alg.2 and Pre-Calculus4
  - 4. High School Biology
  - 5. ESL / Bilingual – All Grades

6. Elementary Language Arts Revisions
  7. Elementary Math – Revisions
  8. Elementary Social Studies – Revisions
  9. Elementary Science –New
  10. Elementary Career Ed. – New
  11. Elementary Physical Ed. – Revisions
  12. Elementary Health – Revisions
  13. Elementary Technology – New
  14. Elementary Art – New
  15. Elementary Music - New
- D. Out of District Placement
- E. Professional Services for Students
- F. Establish/Eliminate a Special Education Program or Service
1. Hightstown High School
  2. Melvin H. Kreps Middle School
  3. Grace N. Rogers Elementary School
  4. Perry L. Drew Elementary School
  5. Walter C. Black Elementary School
- G. Removal of Ineligible Affidavit Students
- H. Readmission for Previously Ineligible Students
- I. Travel Related Expenses
- J. Approve Consultant Services Contract
1. Nancy Silberman Zwiebach
  2. Deena Greenes
- K. School Bus Routes
- L. Donations
1. \$500 to GNR
  2. Two Soccer Goals to HHS
- M. Creation of a JV Boys and Girls Lacrosse Program at HHS
- N. Addendum to Joint Transportation Agreement: WWP School District
- O. Members of the QSAC District Performance Review Committee
- P. Award of Contracts
1. Appointment of Broker of Record – HRH
  2. District Sports Physician – Dr. Brian Shaffer
- Q. Approval of Minutes for July 21, 2008
- R. Revision of Approved Board Minutes
1. October 22, 2007
  2. April 28, 2008
- S. Disposal of District Property-Copy Machine
- T. SEMI Waiver Request
- U. Comprehensive Maintenance Plan
- V. Maximum Capital Reserve for 2009-10
- W. Transfer Report/Board Secy's Report/Treasurer's Report
- X. Bill List
- Y. Spanish Exchange Program 2008-Itinerary
- Z. S.W. & J.W. o/b/o D.W. v. EWRSD BOE OAL Docket No. 02020-2008S
- ZZ. Policy #9712 (added at meeting)

12A. Staffing (with Addendum)

As submitted.

12B. Emergent Hiring

It is recommended that the Board approve the submission of applications for emergent hiring pending completion of the criminal history background check to the County Superintendent as submitted.

12C. Curriculum Approval

It is recommended that the Board of Education approve the following curriculum:

Item numbers 12.C. 1 thru 5: Grades 6-12.

1. Health and Physical Education
2. World Language Spanish, German and French
3. High School Math for Algebra 1, Geometry, Alg.2 and Pre-Calculus4
4. High School Biology
5. ESL / Bilingual – \*All Grades(K-12)

Item numbers 12.C. 6 thru 15 – Elementary Curriculum:

6. Elementary Language Arts Revisions
7. Elementary Math – Revisions
8. Elementary Social Studies – Revisions
9. Elementary Science –New
10. Elementary Career Ed. – New
11. Elementary Physical Ed. – Revisions
12. Elementary Health – Revisions
13. Elementary Technology – New
14. Elementary Art – New
15. Elementary Music - New

Above curriculum items are available for review on the District Website (**SHAREPOINT**).

12D. Out of District Placement

Board approval is requested for out of district student placement as submitted.

12E. Professional Services for Students

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). Board approval is recommended for consultants listed below 08-09 school year.

- Family guidance Center Corporation - Therapy
- Embrace Kids Foundation - Homebound
- Maria L. Tapia-Burch – Interpreting

12F. Establish and /or Eliminate a Special Educaiton Program or Service Effective September 2, 2008 at the following schools as submitted.

- F1. Hightstown High School.
- F2. Melvin H. Kreps Middle School
- F3. Grace N. Rogers School
- F4. Perry L. Drew School
- F5. Walter C. Black School

12G. Removal of Ineligible Affidavit Students

It is recommended that the students listed be designated as ineligible for attending school in EWRSD and they be removed from the attendance rolls as submitted.

12H. Readmission for Previously Ineligible Students (with Addendum)

Board approval is recommended for readmission of previously ineligible students listed including student listed on addendum as submitted.

12I. Employee Travel and Related Expenses

Board approval is recommended for the list of travel and related expense reimbursements as submitted.

12J1. Approve Consultant Services Contract for Deena Greaves

Consultant will provide counseling sessions on character education topics for East Windsor/Hightstown resident students who attend Shalom Torah Academy (a nonpublic school participating in NCLB funding). As per NCLB guidelines the LEA (EWRSD) contracts with the service provider for the nonpublic school and we pay the provider directly with NCLB Title II A and Title IV funds.

12J2. Approve Consultant Services Contract for Nancy Silberman Zwiebach

Consultant will present a professional development workshop at Shalom Torah Academy, a non public school participating in NCLB funding. As per NCLB guidelines the LEA (EWRSD) contracts with the service provider for the nonpublic school and we pay the provider directly with NCLB Title IIA funds.

12K. 2008-09 Transportation Routes

It is recommended that the Board approve the transportation routes for the 2008-09 school year as submitted.

12L1. Donation- \$500.00

Wal-Mart/Frito Lay has donated \$500.00 to the Rogers School. The school was recommended by one of the company's employees Claudia Ledesma and the money will be used to purchase playground equipment.

12L2. Donation-Soccer Goals

The East Windsor Police Athletic League and the East Windsor PAL travel Soccer Club would like to donate two soccer goals for use at the HHS fields. The donation was coordinated by Lt. John T. Funda Executive Director of East Windsor PAL, George Wolkiewicz, President of East Windsor PAL and Al Grupper President of East Windsor Travel Soccer Club, 30 Airport Rd. East Windsor, NJ 08520.

12M. Lacrosse Program

Hightstown High School requests approval for the creation of a Junior Varsity Boys and Junior Varsity Girls Lacrosse Program for the 2008-09 school year.

12N. Addendum to Joint Transportation Agreement with the West Windsor/Plainsboro School District

At the July 21, 2008 meeting of the EWRSD Board of Education, the Board approved the Joint Transportation Agreement with the West Windsor/Plainsboro School District.

There is an addendum to one of the routes, RUB2, which will reduce the cost to the East Windsor School District due to an additional student being added to the route after the Board's initial approval.

The adjusted amount is as follows:

Route #RUB2 adjusted amount is now \$7884.00 for the 2008-09 school year.

12O. QSAC District Performance Review Committee

Board approval is requested for listed individuals to act as the District's QSAC Performance Review Committee, as submitted.

12P1. Appointment of Broker of Record

The District administrates its various insurance coverages through the services of an insurance broker. Each year the Broker of Record is appointed by the Board. In an effort to obtain the best level of services for the District, a request for proposal was advertised and 2 formal proposals were submitted. These two brokers made presentations to the board at the last meeting.

The administration has carefully considered the substance of the proposals and recommends that the Board appoint Hilb Rogal & Hobbs (HRH) as Broker of Record for the 2008-09 school year effective July 1, 2008, as submitted.

12P2. Award of Contract: District Sports Physician

At its reorganization meeting on April 28, 2008, the Board of Education approved to retain Dr. Brian Shaffer of Shaffer Associates, LLC as the District sports physician for the 08-09 school year.

The following is the fee and payment schedule that will apply – it is the same as the 07-08 school year.

\$5,354.00 payable in three installments as per attached contract, and an additional \$250.00 for each home varsity game attended to be paid in full by Dec. 15, 2008.

Board approval is recommended for the contract with Dr. Brian Shaffer for sports physicals and game attendance for the 2008-09 school year as submitted.

12Q. Approval of Minutes: July 21, 2008

Recommend Board approval of the minutes of July 21 2008 as submitted.

12R1. Revision of Approved Board Minutes: October 22, 2007

Page 1 of the October 22, 2007 meeting minutes are revised to indicate that Superintendent Bolandi was not in attendance at that meeting. The original minutes incorrectly recorded Mr. Bolandi as present.

It is recommended that the Board approve the attached revised cover page of the October 22, 2007 minutes as submitted.

12R2. Revision of Approved Board Minutes: April 28, 2008 (Reorganization Meeting)

Item 6T of the April 28, 2008 meeting of the EWRSD Board of Education is not recorded correctly.

Therefore it is recommended that the Board approve the revised item 6T as follows:

**6T. ADOPTION OF CODE OF ETHICS**

The Board Members each read aloud a section of the “Code of Ethics for School Board Members”

This item was then voted upon as a “stand alone” item.

**STATE OF NEW JERSEY DEPARTMENT OF EDUCATION**

**18A:12-24.1 Code of Ethics for School Board Members**

[>NJDOE Home](#)

A school board member shall abide by the following Code of Ethics for School Board Members:

a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining schools. Desired changes shall be brought about only through legal and ethical procedures.

b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

- c. I will confine my board action to policy making, planning, and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
  - d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
  - e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
  - f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
  - g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
  - h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
  - i. I will support and protect school personnel in proper performance of their duties.
  - j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.
- L.2001,c.178,s.5.

#### 12S. Disposal of District Property

Board approval is requested for the disposal of the following item:

Location: HHS room 126 Item: Savin Copier Model#25105DP Serial # H3720900089

#### 12T. SEMI Waiver Request

The new state efficiency regulations mandate that all New Jersey LEAs participate in the Special Education Medicaid Initiative (SEMI) program and seek reimbursement for all Medicaid eligible expenditures. There are significant additional operational and administrative costs associated with the operation of the SEMI program. The DOE recognizes that there may not be sufficient economic benefits to the district to participate and permits the granting of waivers by the executive county Superintendent. An analysis of the projected revenue and associated costs of seeking the SEMI reimbursements indicates that there is insufficient economic benefits to offset the additional burden of participating in the SEMI program for 2008-09.

It is recommended that the Board authorize the administration to apply to the Executive County Superintendent for a waiver for the SEMI program for the 2008-09 school year (as submitted).

#### 12U. Comprehensive Maintenance Plan

Each year the school district must approve a comprehensive maintenance plan. The anticipated budget for maintenance must meet a minimum annual target for each school.

These targets are listed in form M-1 column F. The school district's budget as shown in column G exceeds the target for each school. The comprehensive maintenance plan report shows all the different types of maintenance performed at each school and the amount spent in 2007-08, the current year budget and the amounts planned for 2009-10.

It is recommended that the board approve form M-1, the Detailed Actual Expenditures by Year by Building Worksheet and the Comprehensive Maintenance Plan Report Actual FY 07-08, current FY 08-09 and planned FY 09-10 and approve the submission of the worksheets and report to the NJDOE.

#### 12V. Maximum Capital Reserve for 2009-10

Each NJDOE mandates that we calculate the maximum allowable amount in the Capital Reserve Account for the ensuing school year. The total amount of projects in the long-range facilities plan adds up to \$18,413,199. SDA grants are expected to total \$6,145,555.20 for projects not yet submitted. The maximum capital reserve balance is \$12,267,643.80.

It is recommended that the Board acknowledges that the maximum capital reserve balance for the 2009-10 school year \$12,267,643.80.



12W. Transfer Report, Report of the Secretary, Report of the Treasurer

\*((Item 12W has been revised to also include the Board Secretary and Treasurer's Report))

*Report of the Secretary, Report of the Treasurer June 2008*

Each month the business office prepares a set of books and records in compliance with the NJ Statutes and sound fiscal management principles. These reports are submitted to the Board for review and approval. The Secretary certifies that no budget appropriation lines are over-expended and the Treasurer of School Monies Certifies that the Report of Secretary is reconciled to the bank records. All budgetary account adjustments are recorded and submitted to the Board for approval.

*Transfer Report June 2008*

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.

It is recommended that the Board review and approve the budget transfers as submitted, and after review of the attached document, and the secretary's monthly financial report, and upon consultation with the appropriate district officials, to the best of its knowledge the Board certifies 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.

Pursuant to N.J.A.C.6A:23-2.11, I certify that as of June 30, 2008 no budgetary line item account has been over expended.

Kurt Stumbaugh, Board Secretary

It is recommended that the Board approve the Transfer Report, and Board Secretary and Treasurer's Report as submitted

12X. Orders of Payment/Bill List

The Bill and Claims Report must be approved by the Board of Education before being submitted for payment. There are two separate bill lists submitted due to activities related to the fiscal year close-out.

Bill and Claims Report #1	\$	167,491.29
Bill and Claims Report #2		1,198,679.48
Total:	\$	<u>1,366,170.77</u>

It is recommended that the Board approve the attached bill lists for \$1,366,170.77 as submitted.

12Y. Spanish Exchange Program Itinerary – HHS

On August 22, 2008 the Spanish Exchange students will be arriving. The trip was approved at the May 12, 2008 BOE meeting. Attached is the itinerary for the three week visit.

It is recommended that the board accept the itinerary for the Spanish Exchange students as submitted.

12Z. S.W. & J.W. o/b/o D.W. v. EWRSD BOE OAL Docket # 02020-2008S

Board approval is recommended as submitted.

12ZZ. Policy #9712 Distribution of Non-School Materials to Students

This policy was board approved on June 30, 2008. The policy is being resubmitted to the Board for revision and approval to clarify that material to be distributed from non profit organizations must be located in East Windsor or Hightstown. It is recommended that the Board approve the revision of Policy #9712.

**Mr. Lavery moved, seconded by Mr. Hauck to approve the above listed agenda items by exception as submitted.**

**On a roll call vote, members voting yes: Mr. Ettman, Mr. Hauck, Mr. Lavery, Mr. Paul, Ms. Weisman. Members voting no: none. Members abstaining: Ms. Fallon.**

**Motion to approve was carried: unanimously.**

**Copies of exception items are on file and available for review in the Board Secretary's office.**

**ITEM 13. SECOND OPPORTUNITY FOR PUBLIC COMMENT – None**

**ITEM 14. SECOND OPPORTUNITY FOR BOARD MEMBERS' COMMENTS**

Mr. Lavery reported on the Mercer County School Boards Association meeting for planning the 08-09 activities.

Ms. Weisman attended the Band activities last week.

Mr. Lavery commended the effectiveness of the freshman band camp.

The Superintendent addressed the Board on the tragic death of HHS graduate Alvin Townsend.

**ITEM 15 SECOND EXECUTIVE SESSION**

A second closed session was not needed.

**ITEM 16. OPEN SESSION**

**ITEM 17. ADJOURN**

Mr. Hauck moved to adjourn meeting at 9:50 p.m.

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Kurt Stumbaugh, Board Secretary