

EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
JULY 15, 2013**

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held a Regular/Work session Meeting on July 15, 2013 at 7:30 p.m. in the District Administration Training Room at 25A Leshin Lane, Hightstown, NJ.

Members Present: Lisa Abel, Pete Bussone, Suzann Fallon, Bonnie Fayer,
Christine Harrington, Robert Laverty, Kennedy Paul, Alice Weisman
Members Absent: Paul Connolly (with advance notice)
Also Present: Dr. Edward Forsthoffer, CSA
Thaddeus Thompson, Board Secretary
David Coates, Board Legal Counsel

The following Administrators and Supervisors were also present:

- Michael Dzwonar, Assistant Superintendent for CTG
- Debbie Feaster, Assistant Superintendent for Personnel
- Tekelah Sherrod, Director, Student Services
- Mark Beckman - Supervisor, Student Services
- Sandy Small -Curriculum Supervisor
- Maree Griffin- Curriculum Supervisor
- Darlene Nemeth - Curriculum Supervisor
- Kathy Natalizio - Curriculum Supervisor
- Kevin Akey - Curriculum Supervisor

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. Fallon, to approve the agenda with an addendum to staffing.

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

3. B RESOLUTION FOR CLOSED SESSION

Mr. Paul moved, seconded by Ms. Fayer, to approve the following resolution:

BE IT RESOLVED, that the Board of Education of the East Windsor Regional School District will hold two closed sessions during its meeting on July 15, 2013. These closed sessions concern:

1. Personnel-MHK Assistant Principal Candidate

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. EXECUTIVE SESSION

The Board went into executive session to interview a candidate for the Kreps Assistant Principal position.

5. DISTRICT GOALS DEVELOPMENT for 2013-14

Dr. Forsthoffer, the Curriculum Supervisors and Board of Education discussed the District Goals for 2013-14.

Dr. Forsthoffer started off the discussion with a brief overview of the District initiatives, and listed some of the items that will be discussed as part of the forum:

- Common Core
- Homework Policy
- Field Trip Policy
- New Evaluation Model
- GPA Class Rank
- Climate Survey
- New Student Assessments

Mr. Dzwonar, along with the Curriculum Supervisors, provided their input as to the growth of student achievement and progress in the different grade levels in each subject/content area.

Topics discussed:

- Literacy
- At risk students
- The levels/bands of skills among students
- Ways to measure growth and to identify gaps in instruction
- Foundations and Wilson programs
- Extended day program and which students would benefit most from it
- Course offerings at high school and level of instruction within courses for Standard/Honors/AP
- Guidance counselors role in course selection
- Student skill sets
- Staffing needs
- Professional Development: ways to improve / increase professional development and contractual changes that may have to be made
- Progress of disadvantaged students
- Full day kindergarten as opposed to extended day program
- Use of Turning Point program to enhance / support instruction taking place in kindergarten
- Resource room expansion
- Training of teachers in Wilson program
- Basic skills
- Challenge of finding highly qualified teachers at secondary level for special education students

- Progress/status of K-12 Bilingual/ESL/ELL programs and levels within programs
- Staffing needs for bilingual program
- Port of entry program
- Foreign language program and ways to enhance it/addition of fourth language option
- Staff evaluations/new evaluation system
- Ways to increase teacher contact and time with students
- Student growth objective
- Teacher professional improvement plan
- Possibility to include teachers and parents in the construction of goals
- Reach out to current students as to what works and doesn't work for them
- Reach out to newly graduated students as to what helped/didn't help prep them for the college experience
- Ideas to get kids excited about learning; new administrators/teachers come in with fresh ideas that can energize the students and fellow staff members
- State mandates and how they affect district priorities/goals

6. FIRST OPPORTUNITY FOR PUBLIC COMMENT

No one spoke.

7. FIRST OPPORTUNITY FOR BOARD MEMBERS COMMENTS

No comments were made.

8. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION

Mr. Paul moved, seconded by Ms. Abel to approve the routine items as listed below.

- A. Staffing
- B. Removal of Ineligible Affidavit Students due to Residency
- C. Field Trip Locations for 2013-14
- D. Donation from Mid-Atlantic Robotics to the FIRST Robotics Team of HHS
- E. Overnight Field Trip – MHK 8th Grade Band/Chorus
- F. Travel and Related Expenses
- G. Approve No Child Left Behind Allocations for FY 2013-14 (Revised)
- H. Out-of-District Placements
- I. Professional Services for Students
- J. Approval of Minutes for May 20, 2013 Regular Meeting
- K. Change Order #1 for Storm Drain Pipe Repair: HHS Cafeteria Expansion
- L. Staff Eligible for Mileage Reimbursement for 2013-14 School Year
- M. Award of ACES (Alliance for Competitive Energy Services) Contract to First Energy Solutions for Electric Generation Services
- N. Approve Contract with Zonar Electronic Fleet Management for Automated Vehicle Electronic Inspection System
- O. Re-Appoint Chartwells as District Food Service Management Company
- P. Board Secretary and Treasurer's Report for May, 2013
- Q. Transfer Report for May, 2013
- R. Construction Matters
 1. Resolution to Apply for ROD Grant Funding for Various District Projects
 2. Authorization to Pay Construction Vendors
- S. Bill List for July 15, 2013
- T. Approve Settlement for Employee #4280 (as discussed in Executive Session on 6/24/13.)

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

A. Staffing - as submitted (with addendum)

B. Removal of Ineligible Affidavit Students due to Residency

In 1994, the NJ Legislature created a new classification of children entitled to attend school within a district: affidavit students. The statute provides that children could attend school based on domicile, residence or affidavit status. Affidavit students either live with their parents or guardians in the home of a district resident or they live alone in the home of a district resident due to unusual circumstances which include the inability of the parent/guardian to provide financial and/or emotional support. Affidavits are *legal* documents that *must* be completed, and must be completed annually, include current supporting documentation, and must be approved by the school district. The East Windsor Regional School District has repeatedly, and over a very lengthy period of time, requested current affidavits and the usual supporting documentation (lease or mortgage statement or tax bill, current utility bill, etc.) from the families of students and the residents of the dwellings where they reside. All this information must be provided. These persons have not provided all the required documentation, have not responded to and or ignored our many requests which have taken the form of personal contacts, phone calls, letters, etc. As such we are requesting that the Board of Education remove the students from the district attendance rolls. It is recommended that the Board approve the students listed to be designated as ineligible for attending school in the EWRSD and to be removed from the attendance rolls.

C. Field Trip Locations for 2013-14

The Board of Education approves all locations for school field trips. Board approval is requested for the list of field trip locations for the 2013-2014 school year as submitted.

D. Donation from Mid-Atlantic Robotics to the FIRST Robotics Team of HHS

Mr. Michael F. Bregen, Treasurer, Mid-Atlantic Robotics, 154 Old Clinton Rd. Flemington, NJ 08822 is forwarding a donation of \$425.00 to the FIRST Robotics Team of Hightstown High School. The parents of Riley Branstrom had requested, in lieu of flowers, a donation be made to Mid-Atlantic Robotics in memory of their son. This donation is a result of these contributions. Riley was a member of the Robotics Team and a 2012 HHS graduate.

E. MHK 8th Grade Band & Chorus Overnight Field trip to LANCASTER, PA.

The 8th grade band and chorus of the Melvin H. Kreps Middle School would like to have an overnight trip to Lancaster, PA from May 9 – 10, 2014. Attached is information on the field trip.

F. Travel and Related Expenses

J. Chierici D. Young	MHK	July 22-26, 2013	Two registrations to attend Istem Summer Institute @ The College of NJ, Ewing, NJ	495.00	900.00
C. DiIorio M. Griffin	MHK CT&G	Aug 12-16, 2013	Two registrations to attend Istem Summer Institute @ The College of NJ, Ewing, NJ	495.00	900.00
I. Reitano S. Schaible	Transp.	July 18-22, 2013	Reimbursement of airline tickets to attend 2013 School Bus Driver International Safety Competition, Tulsa, OK	1,019.20	1,019.20
I. Reitano S. Schaible	Transp.	July 18-22, 2013	Reimbursement meals/incidentals @ \$46 per day x 5 days to attend 2013 School Bus Driver International Safety Competition, Tulsa, OK	230.00	460.00

R. Dias	PLD	Aug 13 & 15, 2013	Registration to attend Everything Evaluation workshop @ Forsgate Country Club, Monroe Township, NJ	280.00	280.00
Monthly Total					3559.20
YTD Total					5777.20

G. No Child Left Behind Allocations for FY 2013-14 (revised)

Accept No Child Left Behind allocations for Fiscal Year 2014 totaling \$620,838 and distributed as follows:

TITLE/DESCRIPTION	FUNDING
TITLE IA	\$423,402
TITLE IIA	\$85,150
TITLE III	\$112,286

H. Out of District Placements in Private & Public Schools

Mercer County Special Services School District – Extended School Year Program

Mercer High School

Tuition July 15, 2013 through August 16, 2013

Student:	#720296	ESY	\$ 5,900.00
Student:	#500539	ESY	\$ 7,250.00
Student:	#720244	ESY	\$ 7,250.00
Student:	#501035	ESY	\$ 5,900.00
Student:	#720168	ESY	\$ 5,900.00
Student:	#832595	ESY	\$ 5,900.00
Student:	#102380	ESY	\$ 7,250.00
Student:	720062	ESY	\$ 5,900.00
Student:	#720263	ESY	\$ 5,900.00
Student:	#720116	ESY	\$ 5,900.00
Student:	#2292214	ESY	\$ 5,900.00
Student:	#839505	ESY	\$ 5,900.00
Student:	#720471	ESY	\$ 5,900.00
Student:	#720198	ESY	\$ 5,900.00
Student:	#102566	ESY	\$ 5,900.00
Student:	#720082	ESY	\$ 7,250.00
Student:	#720110	ESY	\$ 5,900.00
Student:	#720251	ESY	\$ 5,900.00
Student:	#600765	ESY	\$ 5,900.00
Student:	#720660	ESY	\$ 5,900.00
Student:	#720114	ESY	\$ 6,700.00
Student:	#402126	ESY	\$ 5,900.00
Student:	#799595	ESY	\$ 5,800.00
Student:	#102910	ESY	\$ 5,900.00

Regional Day School

Tuition July 15, 2013 through August 16, 2013

Student: #602932 ESY \$ 5,800.00

Mercer Elementary School

Tuition July 15, 2013 through August 16, 2013

Student: #720440 ESY \$ 7,250.00
Student: #720481 ESY \$ 5,900.00
Student: #701676 ESY \$ 7,250.00
Student: #720532 ESY \$ 7,250.00
Student: #701656 ESY \$ 7,250.00
Student: #720500 ESY \$ 7,250.00
Student: #720323 ESY \$ 5,900.00
Student: #8102241 ESY \$ 7,250.00
Student: #720456 ESY \$ 7,250.00
Student: #720526 ESY \$ 7,250.00
Student: #720473 ESY \$ 5,900.00
Student: #720535 ESY \$ 5,900.00
Student: #720404 ESY \$ 5,900.00
Student: #402501 ESY \$ 5,900.00

Joseph F. Cappello School

Tuition July 15, 2013 through August 16, 2013

Student: #101167 ESY \$ 6,700.00
Student: #101731 ESY \$ 7,250.00
Student: #102364 ESY \$ 7,250.00
Student: #102363 ESY \$ 7,250.00
Student: #720686 ESY \$ 7,250.00
Student: #202165 ESY \$ 7,250.00
Student: #101163 ESY \$ 6,700.00
Student: #101155 ESY \$ 6,700.00
Student: #720685 ESY \$ 5,900.00
Student: #9801141 ESY \$ 7,250.00
Student: #9800379 ESY \$ 7,250.00
Student: #101515 ESY \$ 6,700.00
Student: #101858 ESY \$ 7,250.00
Student: #101162 ESY \$ 7,250.00
Student: #720558 ESY \$ 5,900.00
Student: #102545 ESY \$ 6,700.00
Student: #101144 ESY \$ 7,250.00
Student: #101460 ESY \$ 6,700.00
Student: #102550 ESY \$ 6,700.00
Student: #101805 ESY \$ 6,700.00
Student: #102514 ESY \$ 6,700.00
Student: #101805 ESY \$ 6,700.00
Student: #201999 ESY \$ 5,900.00

MCSSSD – Personal Assistant

Tuition July 15, 2013 through June 21, 2014

Student:	#720168	ESY	\$ 4,875.00
Student:	#720263	ESY	\$ 4,875.00
Student:	#720114	ESY	\$ 4,875.00

The Rugby School at Woodfield

Tuition July 8, 2013 through June 26, 2014

Student:	#101663	ESY	\$ 10,056.30
RSY	\$ 60,337.80		
Student:	#201216	ESY	\$ 10,056.30
RSY	\$ 60,337.80		
Student:	#101430	ESY	\$ 10,056.30
RSY	\$ 60,337.80		
Student:	#9800583	RSY	\$ 60,337.80

The Children’s Home – Mary A. Dobbins School

Tuition July 8, 2013 through June 30, 2014

Student:	#720262	ESY	\$ 9,452.70
RSY	\$ 56,716.20		

Collier Day School

Tuition July 8, 2013 through August 16, 2013

Student:	#402692	ESY	\$ 4,800.00
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Commission for the Blind & Visually Impaired - State of New Jersey

Tuition September 1, 2013 through June 30, 2014

Student:	#201023	RSY	\$ 1,750.00
Student:	#101515	RSY	\$ 1,750.00
Student:	#102293	RSY	\$ 1,750.00
Student:	#402892	RSY	\$ 1,750.00

Jackson Township Board of Education

July 1, 2013 through August 13, 2013

Student:	#9800637	ESY	\$ 1,408.00
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The Newgrange School of Princeton, Inc.

Tuition July 1, 2013 through August 13, 2013

Tuition September 6, 2013 through June 20, 2014

Student:	#602686	ESY	\$ 8,270.40
RSY	\$ 50,725.13		

Y.A.L.E. School, Inc. – Cherry Hill

Tuition July 8, 2013 through June 30, 2014

Student:	#201704	ESY	\$ 7,686.90
RSY	\$ 53,808.30		

I. Professional Services for Students 2013-14 school year

The Office of Student Services requires services of consultants to provide students with disabilities and staff assigned to these students, services under the Individuals with Disabilities Act (IDEA).

Name	Type of Service	Rate
MCSSSD	<ul style="list-style-type: none"> • Community Resource and Assessment Services • Assistive Technology • Integrated Preschool Program. 	Per Rate Schedule
Jennifer Restucci-Smith	Interpreter for the Deaf	\$75.00 per hour

J. Approval of Minutes for May 20, 2013 Meeting - as submitted. Posted on district website.

K. Change Order #1 for Storm Drain Pipe Repair: HHS Cafeteria Expansion

A change order is requested from Aliano Brothers General Contractors, Inc. for the purpose of Storm Drain Pipe Repair. The total amount for Change Order #1 is \$6,402.17. This amount will be deducted from the original allowance of \$12,000. that was set aside for this project.

L. Staff Eligible for Mileage Reimbursement for 2013-14 School Year

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| Kevin Akey, CTG
Patrick Akey, Tech
Louis Agostino, Tech.
Sam Barto, HHS/ Tech.
Mark Beckman Stu. Svs.
Meredith Bergazyn, Stu Svs
Jermaine Blount, MHK
Diana Bonilla, Business
Peter Brescia, HHS
Gary Bushelli, HHS
Gretchen Bryant, Stu Svs
Diana Chase, HHS
Jessica Chiappa, Stu.Svs
Sharlene Clark, Tech
Kyle Clark, Tech.
Jill Horowitz, Com.Svs
John Jones, HHS coach
Martin Levitt, Tech
Kevin Megill Tech
Kathleen Natalizio CTG
Darlene Nemeth CTG
Kim Ostrowski HHS
Gayle Parker, GNR
Erik Phillips, Tech
Rebecca Rodriguez, HHS
Ingrid Reitano, Transp.
Millie Roux, PLD
Samantha Rozycki, WCB
Gayle Parker, GNR | Aditya Dalal Tech.
Kelly Dolan, MHK
William Delaney, HHS
Wendy Demko MHK
Robert Dias, PLD
Jeannie Drazdik, WCB
Michael Dzwonar, CTG
Joyce Elorza, Stu.Svs.
Charles Ernst, HHS
Sharon Falitz, MHK
Debbie Feaster, Personnel
Dr. Edward Forsthoffer, CSA
Ramon Garcia, Tech.
John Hargrove, Transp
Erin Hill, Business
Erik Phillips, Tech
Rebecca Rodriguez, HHS
Ingrid Reitano, Transp.
Millie Roux, PLD
Samantha Rozycki, WCB
Linda Sauer, MHK
Anjali Sandhir, Stu.Svs.
Daljeet Sandhu Stu.Svs
Pamela Schad Stu.Svs.
Linda Scheman, Com.Svs.
Bridget Schrader Stu.Svs.
Douglas Shunk, HHS Guid.
Robert Scott HHS
Tekelah Sherrod SS |
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Evangeline Sia, Bus.
Jessica Siegel Stu.Svs.
Jessica Smedley, HS Guid.
Lori Stein, MHK
Stephanie Stevenson Stu.Svs.
Denise Stoby, HHS.
Michael Svoboda, Tech
Anthony Tedeschi, Tech
Thad Thompson, Business
Leigh Tsujino Stu.Svs.
Dennis Vinson, HHS
Becky Wiley, Stu.Svs.
Corey Williams, Tech.
Sue Wilczewski, Stu.Svs.
Silvana Zircher, EMK

Board of Education
Lisa Abel
Pete Bussone
Paul Connolly
Christine Harrington
Suzann Fallon
Bonnie Fayer
Bob Laverty
Kennedy Paul
Alice Weisman

O. Re-Appoint Chartwells as District Food Service Management Company

The District retains the services of a Food Service Management Company to operate its food service program. We have had a successful relationship with Chartwells for many years. The pricing has remained low and the District has consistently met their guaranteed operating profits milestones. The relationship is governed and maintained by an addendum to the original contract that can be extended year to year. Chartwells is requesting a modest increase to the administrative and management fee of 2.75% which is permissible under the terms of the contract. It is recommended that the Board authorize the re-appointment of Chartwells School Dining Services for the 2013-14 school year as the District Food Service Management Company in accordance with the terms of the submitted proposal.

P. Board Secretary and Treasurer's Report for May, 2013

Whereas, the Board of Education has received the report of the **Board Secretary** and **Treasurer** for the month of MAY, 2013 submitted pursuant to N.J.S.A 18A:17-9, and **Whereas**, in compliance with N.J.A.C. 6:20-2A.10 (d) the Secretary has certified that, as of the date of the reports, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the District Board of Education; and

Whereas, the report of the Treasurer of School Monies is in agreement with the Report of the Board Secretary; **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), and Treasurer's report, 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.

Q. Transfer Report for May 2013

The East Windsor Regional School District submits to the County School Business Administrator an updated report of budget transfers and changes in revenue and appropriations on a monthly basis. The 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 the attached transfers between budget line items that have been approved by the Superintendent of Schools and reported to them pursuant to Board policy and State regulation.

R. Construction Matters

1. Resolution to Apply for ROD Grant Funding for Various District Projects

In order to better facilitate the funding of district construction projects, it is prudent to give the District Architect and phone service provider the authority to submit a Round 4 Regular Operating District (ROD) Grant Application for the funding of various district projects which include: phone system, doors, repairs, and other identified projects.

Be it Resolved, that the East Windsor Regional School District authorizes Garrison Architects and RFP Solutions to prepare and submit a Round 4 ROD Grant applications to fund various District projects

2. Authorization to Pay Construction Vendors.

Board approval is requested to authorize payment to our current construction vendors as follows:

- To Aliano Brothers Construction - HHS Cafeteria Expansion Application for Payment #2: \$48,226.60
- To Precise Construction - HHS Athletic Field Application for Payment #1: \$135,911.30

S. Bill List (Bill & Claims Report) for July 15, 2013. Total amount up for payment: **\$1,015,530.35**

T. Approve Settlement for Employee #4280 as discussed in Executive Session on 6/24/13

Discussion:

Ms. Fallon: asked about the travel item regarding the annual conference for transportation employees.

Mr. Thompson replied it is for training and to review the new pilot software for student transportation services.

Ms. Fallon also asked about the Zonar Fleet Management System and the Change Order for Storm Drain Repair agenda items.

Mr. Thompson explained that Zonar Fleet Management provides handheld devices that enable one to physically evaluate and inspect a bus to provide information on maintenance and condition of equipment. Reports are provided electronically. This will be a great help with the State report of vehicle inspections. The storm drain repair was found to be needed after the workers broke ground and discovered the deteriorated pipe. Funds have been put in reserve for such occurrences.

Ms. Weisman asked about the reappointment of the District food service provider and how long the contract is for.

Mr. Thompson responded that we have a 5 year contract with Chartwells, which expires June, 30, 2014.

Ms. Weisman asked if the students are happy with the food offerings and general service. It seems the lines for food are very long. Can we have more servers available.

Mr. Thompson commented that he has had both positive and negative remarks from students. The negative comments may be due to the strict compliance with the NJ Dept. of Agriculture mandates as to calorie/nutrition content and portion sizes. Kids at K-5 level want more options like the "big kids" have. We are considering a pilot salad bar at K-8 level. The serving lines should move faster now that we have implemented an upgrade to the food service computer system.

9. Executive Session: Not needed.

10. Open Session

11. Adjourn

Thaddeus Thompson, Board Secretary