

EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
February 11, 2013**

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held a Regular meeting on February 11, 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, Christine Harrington,
Robert Laverty, Kennedy Paul,
Members Absent: Lisa Abel, Paul Connolly, Alice Weisman (with advance notice)
Also Present: Kurt Stumbaugh, SBA/Board Secretary
Also Absent: Dr. Edward Forsthoffer, Superintendent*
David Coates, Board Attorney*
*with advance notice (to attend Planning Board meeting).

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, and with the addition of item 6A: Budget Update, as submitted.

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 regular meeting on February 11, 2013. These closed sessions concern:

1. Student Matters - Bullying
2. Contract Matter - Sending District

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

(Ms. Debbie Feaster, Assistant Superintendent led the recognitions in Dr. Forsthoffer's absence.)

4. RECOGNITION: Adrian Colarusso - Volunteer at HHS

The Board and Administration recognized Mr. Adrian Colarusso, a recent graduate of Princeton University. He has volunteered six Saturday mornings at the high school to provide a free Princeton Review SAT Preparation Course/Program for 12 Students. These students were selected based on a criteria determined by Mr. Colarusso and under the advisement of Mrs. Rosetta Brown, high school guidance counselor. The Board recognized and thanked Mr. Colarusso for this outstanding endeavor. The Board and EWRSD are very appreciative of the time, effort and generosity Mr. Colarusso has invested in our students and that HHS was chosen to implement his program.

5. RECOGNITION: HHS-Ram Page Advisors and Staff

The Board and Administration recognized the staff and students of the high school newspaper, The Ram Page. They had attended the Garden State Scholastic Press Association Fall Conference at Rutgers on Dec. 17, 2012, where it was announced that The Ram Page won first place in Overall Excellence in Division "B". This category is judged through an analysis and critique of three issues of the paper; divisions are determined by the population of schools, with "A" being largest schools, "C" being smallest schools. This is quite an accomplishment that is perhaps summarized best in the judges' summative comments: "It is obvious that student journalists on The Ram Page are passionate about the responsibility and privilege to serve the school community."

6. RECOGNITION: Donations to the East Windsor Regional School District

The Board of Education recognized individuals and businesses who donated to the East Windsor Regional School District. These donations have helped to support school events and awards at Hightstown High School.

The FIRST Robotics Team received substantial financial support in monetary donations from two donors. Mr. Frederick Egenolf, Director of Community Affairs for Bristol-Myers Squibb, arranged a donation of \$6,000.00. Mr. Gregory Charache of TRUMPF Photonics, Inc. arranged a donation of \$1,500. Both these contributions had a significant impact on the competition entry fees and project development costs. Mr. Brian Neer made a \$400.00 donation to the Life Skills Scholarship of the high school. The scholarship is awarded to a graduating senior from the Life Skills Program who is planning on continuing his/her education.

The Red Cross Club held a Holiday Party for children in the community during the month of December. This party is highly attended and greatly supported by local businesses donating toys, food items, gift certificates, monetary donations, and beauty supplies. The following are the companies that made these donations:

- A & M - Kathy Acolia
- Anthony's Chicken & Grill - Jennifer Mays
- Bagel Bazaar of Monroe- Paul Sallas
- Chartwells Food Service - Diane Tomori
- Chicken Holiday - Carmine & Tony Petito
- Clairmont Diner - Mike Ydris
- Conair - Lisa Zigre
- CVS Pharmacy - Lisa Jackson
- Dairy Queen - George Vardakis Jr.
- Domino's Pizza - JMC Holdings LLC
- Dunkin Donuts - Rakesh Shah
- El Rancho Buffet & Restaurant - Joel and Sonia Marcos

Hightstown Diner - Terry Parliaros
Hightstown Hot Bagels - Hesham Tawsek
Lee's Turkey Farm - Ronnie Lee
Let's Yo Yogurt - Jim Emrich
McDonald's - Chabel Bundy
Moe's Southwest Grille - Bhadresh Patel
Multiplex Cinema - Ms. Daniels
Perkins Family Restaurant - John Eenette & Eric Rousaas
Radhika Beauty Salon -Prapti Patel
Reflections - June Shimko
Rite Aid - Katie Medaglia
Salad Works of Marlboro - Mr. Bajaj
Sal's Pizza - Marianna Scavo
Shiseido America, Inc. – Ed Houlihan - President
Shop Rite – Foodarama - Cristine Savage-Burns
South Pacific - Shelley Lightman
Subway - Murili Sharavanbavan
Tony's Farm & Garden Center - Chris & Tom Ciaccio
Wal-Mart - Kathy Coleman
Wendy's - Robert Cammarano

The Board of Education greatly appreciates the generosity and interest shown by these individuals and businesses to the students of the East Windsor Regional School District.

6A. PRESENTATION: District Budget Update

Kurt Stumbaugh, School Business Administrator gave a presentation to the Board on the District budget. He noted that it is an 80 million dollar budget driven by a 2 per cent tax levy cap. Districts are waiting on a crucial component which is how much State aid they will receive. This will be announced on February 28. He explained the budget timeline that districts must abide by which entails Board approval and filing with the State of a preliminary budget, public advertisement and public hearing on the budget, and vote on the final budget at the March 21, 2013 meeting.

7. FIRST OPPORTUNITY FOR PUBLIC COMMENT

Sharon Alalay of East Windsor noted she also spoke at the last meeting. She added her concern for students waiting outside the Kreps school after departing the bus at 7:42 a.m. unsupervised. She commented that from 7:42 to 7:45 a.m. there is no supervision of these students for 3 minutes in addition to having to wait outside in freezing temperatures.

Mr. Laverty responded that the Board cannot provide a definitive or specific answer to her concerns this evening. He will consult with the Superintendent and investigate the issue further. He added that she will have a response to this concern in a couple of days.

8. FIRST OPPORTUNITY FOR BOARD MEMBERS' COMMENTS

Mr. Bussone commented that he attended the Kreps musical Pirates of Penzance and that it was an outstanding performance. He also commended Dr. Forsthoffer for his decision to let the show be rescheduled for Sunday due to the impending storm, and acknowledged it was a tough call to cancel the Saturday performance.

Ms. Fallon addressed the parent's concern about unsupervised bus students at Kreps and assured her that the matter will be investigated.

Ms. Harrington commented that she is very excited about the dual enrollment program for high school and college level credit for English. This is a brave move and she is very supportive of this opportunity for our students to get dual credit. This would be a great asset for a student entering the college experience.

Ms. Fallon asked how this would fit in the sequence of our existing courses/schedule of classes.

Ms. Smedley (Guidance Supervisor and Mr. Akey (Curriculum Supervisor), responded and explained the procedure.

Mr. Laverty added that testing would be required for eligibility to qualify for this program and/or a student would need to have a certain SAT score.

Ms. Harrington added her expertise on the topic of transferring and the acceptance of college credits to other colleges.

9. ANNOUNCEMENTS

Ms. Feaster, Assistant Superintendent provided the Board with Dr. Forsthoffer's announcements.

- There was the final DARE graduation on January 31st.
- The administrators have completed their final phase of training on the new the teacher evaluation instrument.
- Attended a performance of the Kreps school play and it was absolutely terrific.
- He is very pleased and excited about the Districts new venture into the offering of college credit courses.
- A committee has been selected for the teacher of the year award.
- Reminder that the Curriculum Fair is on April 9th from 6 to 8 pm. More details to follow.
- Interested residents of our community will soon have the option to receive updates on district events. The service should be available by the end of this week.

10. EXECUTIVE SESSION (optional)

The Board went into closed session.

11. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION

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

Having read and reviewed the materials received, the Board is requested to approve the following items by exception, with the elimination of Item J which has been stricken from the agenda.

- A. Staffing
- B. Bullying Report from January 28, 2013
- C. Non-Paid Clubs at HHS – “Percussion Ensemble”
- D. Math Achievement Initiative from Rutgers University at MHK
- E. Dual Enrollment Agreement between HHS and MCCC for 2013-14
- F. Approval to Offer Dual-Enrollment with MCCC for Eng.101 & Eng. 102 as Senior English Electives
- G. Travel Related Expenses
- H. Out of District Placement
- I. Professional Services for Students
- ~~J. Roosevelt Tuition Contract for 2013-14 school year~~
- K. Agreement with Melick-Tully & Associates, P.C. for Environmental and Geotechnical Services
- L. Declaration of Surplus Property - First Grade Textbooks
- M. Bill List for February 11, 2013

Discussion:

Ms. Fallon asked for clarification on Item K: Agreement for Geotechnical Services, specifically regarding the lists of costs and why they are noted as estimated.

Mr. Stumbaugh responded that we have to list areas of work that are required, but not yet sure as to how much the exact end cost will be. Money has been allocated and budgeted to cover the costs and we do have adequate budget capacity for this. He also added that we are following the guidelines provided by the NJ Department of Agriculture to be in full compliance. The firm Melick-Tully Associates is very qualified to do the testing and remediation of the soil and our engineering firm (Edwards) will make sure that the interests of District are protected. Mr. Stumbaugh also gave an update on the insurance claim associated with this project. As our current provider, ACE insurance has denied coverage, our prior carrier will be contacted to research and provide input.

Action:

On a roll call vote of the Board, Motion to Approve the Routine agenda items (except item "J" which was tabled) was carried unanimously.

A. Staffing - as submitted.

B. Bullying Report from January 28, 2013 - as reviewed by Board at previous meeting.

C. Non Paid Clubs at HHS - Percussion Ensemble

The Hightstown High School would like to start a new club entitled "Percussion Ensemble" which would fall under the category of non-paid extracurricular activity with a teacher advisor. The advisor will be Ross Gary, a social studies teacher and current Percussion Director of the Marching Band. The club would allow students to learn and refine percussion playing and performance techniques.

D. Math Achievement Initiative from Rutgers University at MHK

The Graduate School of Applied and Professional Psychology of Rutgers University would like to carry out a research project that explores how student self-motivation, personal responsibility, and self-regulation affect mathematics achievement. Self-regulation and motivation have been described as critical 21st century skills, but there is very little research examining the affect during the middle school years. The Melvin H. Kreps School would like to be a part of this program because we believe that there are many students who struggle with motivation, self-regulation skills, and personal responsibility. The research would examine the extent to which the three areas mentioned above affect how well students perform on school-based and standardized state exams, particularly in mathematics. There would also be a longitudinal assessment of changes in these areas over a two-year period that would discuss how students transition through middle school and hopefully help administrators identify at-risk students for intervention with academic activities. In addition, the Rutgers team will be providing study skills groups for identified students. With parental consent, the 6th and 7th grade students will be asked to complete 3 surveys which will focus on their beliefs, attitudes, and feelings about school. The teachers will also complete surveys which ask only about the student's level of engagement during classroom activities. Strict levels of confidentiality will be observed according to guidelines put forth by the Department of Health and Human Services and as monitored by the Institutional Review Board at Rutgers University. There is no cost to the school district to participate. It is recommended that the Board approve the implementation of a study done by the Graduate School of Applied and Professional Psychology of Rutgers University at the Kreps Middle School to determine the effects of such skills as self-motivation, self-regulation, and personal responsibility have on a student's academic success in mathematics.

E. Dual Enrollment Agreement between HHS and MCCC for 2013-14

Mercer County Community College is willing to offer dual enrollment of Hightstown High schools students into their classes for which they will receive both high school and college credits for satisfactory course completion. Specifically, ENG 101 English Composition I and ENG 102 English Composition II will be offered. There will be a maximum class size of 30 and a minimum of 18 enrolled in each class. MCCC will provide qualified college level instructors, clearly defined course prerequisites and approved courses, make every effort to accommodate the HHS academic calendar, and making grades available to enrolled students and to a designated HHS office. HHS will verify student eligibility for MCCC courses using various methods, promote the program, monitor the application process, and provide classroom space. For the 2013-14 school year, tuition would be \$150 per student. The student would submit payment to HHS and HHS will pay MCCC. It is recommended that the Board approve the dual enrollment agreement between HHS and MCCC for offering English 101 English Composition I and English 102 English Composition II to students as stated above.

F. Approval to Offer Dual-Enrollment with MCCC for English 101 and 102 as Senior English Electives

- ENG 101 – English Composition I 3 college credits/2.5 HHS credits

College-level composition course designed to aid student write 750-1.500 word essays on topics in various academic disciplines. Focus on development and support of ideas, essay structure, critical thinking, analysis of readings, and other aspects of writing. Students are introduced to research techniques and documentation.

- ENG 102 – English Composition II 3 college credits/2.5 HHS credits

Eng 102 is a second-level undergraduate class that emphasizes critical thinking, information literacy, and academic integrity. The course emphasizes development of effective academic skills through assignments that require sustained reading, analysis, and writing. Readings introduce students to a variety of sources used in academic work including popular and scholarly nonfiction as well as Literature (e.g., poetry, short story, drama, and the novel). Students that only read an extended all narrative also write several sustained research-supported essays -- culminating in the courses 10+ page research project.

G. Travel Related Expenses

D. Shunk	HHS	April 21-25, 2013	Reg. for Rhode Island Association OD Admission Officers Spring 2013 Counselor Tour, Providence, RI	300.00	300.00
M. Nikola	Bldgs & Grounds	April 2, 3, 4, 2013	Hotel/Food/Mileage reimbursement to attend Johnson Control Training Course #4707 Metasys FEC Systems Engineering, Embassy Suites, Baltimore, MD	924.40	924.40
J. Albertson G. Dilts W.McGovern	Bldgs & Grounds	April 16, 2013	3 Registrations to attend Annual Asbestos Refresher Course: Operations & Maintenance Refresher, NAETI, Ocean, NJ	135.00	405.00
J. Albertson J. Cavanaugh G. Dilts G. Dilts III T. LoBue R. Sexton	Bldgs & Grounds	April 16, 2013	6 Registrations to attend Annual Asbestos Refresher Course: Removal of Floor Covering Materials Refresher, NAETI, Ocean, NJ	70.00	420.00
I. Reitano	Transp.	April 28-May 1, 2013	Registration to attend Tyler Tech Annual Conference, Boston Marriott, Boston, MA	695.00	695.00

N. Gumnic	MHK	February 21-23, 2013	Registration to attend NJMEA/NJ Music Educators Conference, Hilton Conference Center, East Brunswick, NJ	150.00	150.00
Total for Month					2,894.40
YTD Total					27,892.33

H. Out of District Placement in Public and Private Schools

- Delaware Valley School for Exceptional Children - Tuition January 14, 2013 through June 14, 2013
Student: #102461 RSY \$29,959.61

I. Professional Services for Students

MCSSSD	<ul style="list-style-type: none"> Community Resource and Assessment Services Assistive Technology Integrated Preschool Program. 	Per Rate Schedule
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J. Roosevelt Tuition contract for 2013-14 school year (removed from agenda at meeting)

This item was tabled for action at a future meeting.

K. Agreement with Melick-Tully and Associates, P.C. for Environmental and Geotechnical Services

Proposals were requested, received and reviewed for the provision of services for the geotechnical investigation and testing of soils related to the construction of a turf field at the high school. At the January 7, 2013 meeting, upon recommendation of the District Engineer, the Board approved the firm of Melick Tully & Associates P.C. for the provision of these services. Melick -Tully will also provide site remediation professional services to address the dieldrin impacted historic fill located at the HHS stadium grounds. The confirming proposal and agreement is submitted to the Board for approval.

L. Declaration of Surplus Property - First Grade Textbooks

The curriculum department received 90 first grade student textbooks (Journeys' Volume 3 Houghton-Mifflin) that are defective - each have 30 pages missing. The publisher will replace these books at no charge to the district and suggested to discard the defective ones. In lieu of discarding these books, Board Approval is requested to recycle these books and/or donate them at the discretion of curriculum supervisor, Darlene Nemeth, (who will investigate the option of donating the books to economically disadvantaged children.)

M. Bill List for February 11, 2013

The total of bills and claims up for payment: \$744,670.37

12. **SECOND OPPORTUNITY FOR PUBLIC COMMENT** - No one spoke.

13. SECOND OPPORTUNITY FOR BOARD MEMBER'S COMMENTS

Ms. Fallon commented that Mercer County Community College also offers a course for substitute teachers. Maybe we should offer that here. It might be worth looking into as it would be a great help to substitutes with that have no teaching experience.

14. **EXECUTIVE SESSION**

15. **OPEN SESSION**

16. **ADJOURN**

Kurt Stumbaugh, Board Secretary