

EAST WINDSOR REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION

MINUTES of the REGULAR MEETING on NOVEMBER 21, 2016

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held a regular meeting on Monday, NOVEMBER 21, 2016 at 7:30 p.m. in the Hightstown High School Cafeteria located at 25 Leshin Lane, Hightstown, NJ.

Members Present: Pete Bussone, Paul Connolly, Erica DiRaimondo (7:38 p.m.), Christine Harrington, Tracy Healy, Robert Laverty, Kennedy Paul, Alice Weisman

Member(s) Absent: Bertrand Fournies

Also Present: Dr. Richard Katz, Chief School Administrator
Paul M. Todd, SBA/Board Secretary
David Coates, Board Legal Counsel

1. WELCOME/SUNSHINE NOTICE: Board President Alice Weisman called the meeting to order at 7:30 p.m. and read the Open Public Meeting Act Statement: "Written advance notice of this meeting has been given in accordance with law. Minutes of this meeting are kept by the Board Secretary and are available to any member of the public requesting them at the Administration building, 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."

2. PLEDGE OF ALLEGIANCE

3. A. MOTION TO APPROVE AGENDA

Action: Mr. Connolly moved, seconded by Mr. Paul to approve the agenda as submitted.

Vote: By a roll call poll of the Board, with all Board members present voting yes, Motion to approve carried unanimously.

3. B RESOLUTION FOR EXECUTIVE SESSION

Action: Mr. Connolly moved, seconded by Mr. Paul to approve the following resolution:

"BE IT RESOLVED, that the Board of Education of the East Windsor Regional School District will hold an executive session during its Meeting on Monday, November 21, 2016. This closed session concerns:

- Personnel Matters
- Student Matters – (two legal settlements)
- Negotiations
- Student Matters - Bullying

Minutes of these closed sessions will be available in accordance with board policy when the need for confidentiality no longer exists."

Vote: By a roll call poll of the Board, with all Board members present voting yes, Motion to approve carried unanimously.

4. PROCLAMATION: AMERICAN EDUCATION WEEK

Ms. Weisman read aloud:

WHEREAS, America's schools are the backbone of our democracy, providing each new generation with the tools needed to maintain our nation's precious values of freedom, civility, and equality; and

WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

WHEREAS, schools are community linchpins, bringing together adults and children, educators and volunteers, business leaders and elected officials in a common enterprise; and

WHEREAS, education employees - be they custodians or teachers, bus drivers or librarians – work tirelessly to serve our children and communities with care and professionalism; and

NOW, THEREFORE I, Alice Weisman, serving as President of the East Windsor Regional Board of Education do hereby proclaim November 14-18, 2016, as the 95th annual observance of American Education Week in the East Windsor Regional School District.”

Second: Mr. Paul

Vote: On a roll call poll of the Board with all members present voting yes, motion to approve carried unanimously.

5. FIRST OPPORTUNITY FOR BOARD MEMBERS COMMENTS

The Board spoke on the following topics:

- Shared condolences for the passing of former board member, Suzann Fallon.
- Offered thanks and appreciation to Bob Laverty, for his years of service on the Board
- Thanked Ms. DiRaimondo for her service on the Board as an interim member

6. FIRST OPPORTUNITY FOR PUBLIC COMMENTS – no one spoke

7. SUPERINTENDENT'S REPORT

Dr. Katz spoke on the following topics:

- Goals update
- Kindergarten registration will be moved to start earlier; in January.
- Received 7 responses for the District Architect of Record RFP (Request for Proposals).

Mr. Todd updated the Board on:

- Results of November 8 election.
- Reorganization meeting will be held on January 4, 2017.

8. EXECUTIVE SESSION

- Return to Open Session

9. SECOND OPPORTUNITY FOR BOARD MEMBERS COMMENTS

Mr. Laverty recommended the formation of a Curriculum Committee, and discussion ensued on the topic of the forming committees.

10. **SECOND OPPORTUNITY FOR PUBLIC COMMENTS** – there were none.

11. **MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION**

“Having read and reviewed the materials received, I Move that the Board approve the following routine agenda items by exception:

- A. *Staffing*
- B. *Bullying Report from October 24, 2016*
- C. *Out of District Placement in Public and Private Schools*
- D. *Legal Matters: Student Settlements (as discussed in executive session)*
- E. *Winter Sports Schedules: MHK & HHS*
- F. *Overnight Field Trip: HHS Ski Club to Waterville Valley, New Hampshire*
- G. *Field Trips Locations*
- H. *Annual Review of Policy 2415.04-Title 1 District –Wide Parental Involvement*
- I. *Donations: WCB PTO to WCB*
- J. *Consulting Services - EMK*
- K. *Title I Program for MHK Students*
- L. *Travel & Related Expenses*
- M. *Approve Proposal for BoardDocs Pro Web Based Document Management*
- N. *Approval of School Lunch Program Prices for 2016-17 school year*
- O. *Minutes of September 1, Special Meeting, and September 12th & 26th, 2016 Regular Meetings*
- P. *Board Secretary and Treasurer’s Report for September, 2016*
- Q. *Transfer Report for September, 2016*
- R. *Bill List for Approval - November 21, 2016”*

SECOND: Mr. Paul

VOTE: On a roll call poll of the Board, with all board members present voting yes, motion to approve carried unanimously.

- **STAFFING** – as submitted.
- **BULLYING REPORT** as discussed at Oct. 24, 2016 executive session.

- **OUT OF DISTRICT PLACEMENT IN PUBLIC AND PRIVATE SCHOOLS**

<u>The Center School</u>	<u>Tuition April 18, 2015 – June 23, 2016</u>			
Student: #014982	P.O. 17-02121	Account #11-000-565-000-25-07	RSY	\$ 13,856.86
<u>The Center School</u>	<u>Tuition July 1, 2016 – June 22, 2017</u>			
Student: #014982	P.O. 17-02160	Account #11-000-565-000-25-07	RSY	\$ 60,334.20
<u>Collier School</u>	<u>Tuition October 4, 2016 through June 22, 2017</u>			
Student: #402212	P.O. 17-02170	Account #11-000-565-000-25-07	RSY	\$ 50,868.00

- **LEGAL MATTERS: STUDENT SETTLEMENTS** (As discussed In Executive Session)
- **WINTER SPORTS SCHEDULES: MHK & HHS** (Posted on District Website.)
- **OVERNIGHT FIELD TRIP: HHS SKI CLUB TO WATERVILLE VALLEY, NEW HAMPSHIRE** (February 3-5, 2017).

- **FIELD TRIPS LOCATIONS**

12/10/16 First Robotics Team – Chris Gregory
Stuart Country Day School
1200 Stuart Road, Princeton NJ

“P-Town Throwdown” Competition

12/18/16 First Robotics Team – Chris Gregory
Girl Scouts of Jersey Shore Activity Center
242 Adelpia Road, Farmingdale, NJ

Jersey Shore Weekend Competition

- **ANNUAL REVIEW OF POLICY 2415.04-TITLE 1 DISTRICT –WIDE PARENTAL INVOLVEMENT**

The East Windsor Regional School District is required to have a written parent involvement policy, developed in collaboration with parents of participating Title 1 students and evaluated annually. Title I Schools in the East Windsor Regional School District are required to have a written parent involvement policy, developed in collaboration with parents of participating Title 1 students and evaluated annually. For 2014-15, Title 1 school in the East Windsor Regional School District are the Melvin H. Kreps Middle School, Perry L. Drew Elementary School, Ethel McKnight and Grace N. Rogers Elementary School. The East Windsor Regional School District sponsored four separate Title 1 Parent Meetings at the Melvin H. Kreps Middle School, Perry L. Drew, Ethel McKnight and Grace N. Rogers. Copies of the policy were distributed. No changes were recommended to Policy 2415.04. Therefore, Policy 2415.04 – Title I - District-Wide Parental Involvement is submitted to the Board for annual review.

- **DONATIONS: WCB PTO TO WCB**

The Walter C. Black PTO would like to donate \$3,500 to purchase new Kindergarten playground equipment for the Walter C. Black School. Acknowledgement info:
Renee Spero, PTO Treasurer - 14 Wayne Avenue, East Windsor, NJ 08520

- **CONSULTING SERVICES – EMK**

Board approval is being requested for Ethel McKnight Elementary School’s literacy consultant, Mara Trager. Mrs. Trager is scheduled to provide a total of 21 professional development sessions (three full day visits a month from November-May) for teachers in grades K-5. Mrs. Trager will be paid through Title 1 funds allocated to the McKnight School for the 2016-17 school year. The cost of each PD session will be \$2,000 with a total cost of services equaling \$42,000 (see attached service contract). The goal of the consultant’s work with staff members at EMK will be to help staff improve small group literacy instruction.

Mara Trager, LLC Consultant \$2,000 per session/21 sessions (Not to exceed \$42,000.)

- **TITLE I PROGRAM FOR MHK STUDENTS**
 - Afterschool Support Math programs
 - Afterschool English Language Arts Support programs
 - English language Arts Push-In Support Teachers (2 part time positions)

Proposal: After-School Support for academic struggling students in grades 6 to 8 at MHK.

Mathematics

- 1) **Skills & Content Support:** Students who are struggling on grade level readiness for on-level Mathematics courses.
- 2) **Extended Response Focused Training:** Students who scored as partially meeting or approaching expectations on PARCC 2016 will be invited to this afterschool program.
- 3) **Algebra Readiness:** 8th grade students in Course 3 will be invited to this afterschool program.
 - **Rationale for Mathematics programs:**
 - 1) The goal will be raise student’s grade level readiness as measured by STAR Math and PARCC Math.
 - 2) The goal of this program will be to increase the student’s ability to focus on multi- step mathematics problems as measured on PARCC 2017.
 - 3) The goal is to increase students’ Algebra readiness so that they may find success in HS Algebra.

English Language Arts

Content Literacy & Strategies Support: Support for students struggling to meet grade level proficiency in general education program. Focus on content literacy and strategies to support successful integration. Evidence Tables targets: Address learning gaps in identified population through prescriptive lessons and instruction designed to support students in thinking through tasks and analyzing reading and writing for deeper understanding. Push in literacy support: Teachers will push into SS/Science classes to support content literacy (frontloading content, content multi-model, pre-teaching high frequency and Tier 3 vocabulary, discussions using content, engaging in reading strategy work, graphically organizing content).

- **Rationale for ELA programs:**

The goal of each of these programs is to support a successful integration into the grade level content and skills.

- **TRAVEL & RELATED EXPENSES**

2016-17 Balance Forward: \$38,004.11

N. Farias	PLD	Dec. 7, 2016	Reg.to attend Three Things Administrators Can Do Today	149.00	149.00
F. Alexander	MHK	Dec. 1-4, 2016	Registration to attend 96th Annual National Council on Social Studies, Washington, DC	265.00	265.00
F. Alexander	MHK	Dec. 1-4, 2016	Anticipated expenses to attend 96th Annual National Council on Social Studies, Washington, DC	98.00	98.00
M. Bergazyn	WCB	Dec. 9, 2016	Registration to attend NJ Assoc. of School Psychologists Winter Conference, Monroe, NJ	175.00	175.00
K. Vassallo S. Barr	WCB	Dec. 15, 2016	Two registrations to attend Expos and Opinions: Essays, Reports, Cherry Hill, NJ	273.85	547.70
K. Vassallo S. Barr	PLD	Jan. 26, 2017	Two registrations to attend Transformational Leadership, Monroe, NJ	149.00	298.00
R. Katz	Admin.	Jan. 26-27, 2017	Reg. to attend NJASA TECHSPO '17, Atlantic City, NJ	425.00	425.00
J. Myers M. Pattik	EMK	Dec. 6, 2016	Registration to attend Yoga & Mindfulness in the Classroom, Princeton, NJ	199.99	399.98
J. Myers M. Pattik	EMK	Dec. 6, 2016	Anticipated expenses to attend Yoga & Mindfulness in the Classroom, Princeton, NJ	100.00	200.00
N. Barakat	HHS	Dec.15, 2016	Registration to attend Handle With Care, Phila. PA	450.00	450.00

Minutes of the Regular Meeting on November 21, 2016

D. Roe, T. Kisko, N. Tomasello K. Goff, P. Brescia, C. Ruchlin N. Barakat M. Beckman	Student Services/ HHS	Nov 30, Dec 16, 2016; Jan 11, Feb 9, Mar 15, Apr 4, May 10, 2017	Eight registrations to attend Seven-Day Training Series in Community Based Instruction for Students with Disabilities Workshops 2016-17, Trenton, NJ	84.00	672.00
N. Tomasello	HHS	Nov 30, Dec 16, 2016; Jan 11, Feb 9, Mar 15, Apr 4, May 10, 2017	Anticipated expenses to attend Seven-day Training Series in Community Based Instruction for Students with Disabilities Workshops 2016-17, Trenton, NJ	43.83	43.83
P. Todd*	Business Office	Jan.24; and Mar.14, 2017	Attend workshops on Seniority, Tenure & Leaves of Absence; and Purchasing, Mount Laurel, NJ	*Flat rate of \$650 for 10 classes.	650.00
P. Pisano*	Business Office	April 27, 2017	Attend workshop on Audit Program Update & Misc. Financial Issues, Mount Laurel, NJ		
A. Abuawad*	Business Office	March 14; April 27, 2017	Attend workshops on Purchasing; and Audit Program Update & Misc. Financial Issues, Mount Laurel, NJ		
D. Bonilla*	Business Office	Jan.24; and Feb. 14, 2017	Attend workshops on Seniority, Tenure & Leaves of Absence; and Pensions Update, Mount Laurel, NJ		
I. Murt*	Business Office	March 14, 2017	Attend workshop on Purchasing, Mount Laurel, NJ		
C. Jablonski*	Business Office	May 9, 2017	Attend workshop on Administrative Assistant Program, Mount Laurel, NJ		
T. Kisko	Student Services/ HHS	Nov 30, Dec 16, 2016; Jan 11, Feb 9, Mar 15, Apr 4, May 10, 2017	Anticipated expenses to attend Seven-day Training Series in Community Based Instruction for Students with Disabilities Workshops 2016-17, Trenton, NJ	49.48	49.48
K. Smith, N. Flatch C. Gruber S. Vandervort M. Johnson R. Paco, J. Reyes	EMK	Nov 30, 2016; Jan 12, Mar 15, 2017	Seven registrations to attend Differentiation of Instruction, Blackwood, NJ	300.00	2,100.00
K. Smith, N. Flatch C. Gruber S. Vandervort M. Johnson R. Paco, J. Reyes	EMK	Nov 30, 2016; Jan 12, Mar 15, 2017	Anticipated expenses to attend Differentiation of Instruction, Blackwood, NJ	200.00	1,400.00
R. Dias	PLD	Feb. 2, 2017	Registration to attend Engaging Learners in Deeper Understanding, Monroe, NJ	135.00	135.00
A. Shahani C. Carpenter M. Navarro	MHK	Dec. 9, 2016	Three registrations to attend Selective Mutism in the School, Newark, NJ	180.00	540.00
C. Carpenter	MHK	Dec. 9, 2016	Anticipated expenses to attend Selective Mutism in the School, Newark, NJ	22.71	22.71
M. Navarro	MHK	Dec. 9, 2016	Anticipated expenses to attend Selective Mutism in the School, Newark, NJ	26.96	26.96
R. Gary M. James W. Kamps	HHS	Dec. 2, 2016	Three registrations to attend National Council for Social Studies Annual Conference, Washington DC	337.00	1,101.00
R. Gary	HHS	Dec. 2, 2016	Anticipated expenses to attend National Council for Social Studies Annual Conference, Washington DC	150.39	150.39

November 21 Total	\$9,809.06
Sub Total	\$47,813.17
Adjustments	-348.21
YTD Total	\$47,464.96
Maximum expenditure for 2016-17	\$109,965.00

- RESOLUTION TO APPROVE NJSBA “BOARDDOCS PRO” FOR WEB BASED PAPERLESS AGENDA AND ASSOCIATED BOARD DOCUMENT MANAGEMENT**

The School Business Administrator has reached out to several vendors in an effort to compare the pricing and services offered for a web based software module for the management / creation of Board of Education agenda documents. The SBA is recommending approval of BoardDocs Pro for paperless agenda management per the attached proposal and resolution.

Whereas, it is in the best interest of the District to move forward and utilize current available web based software for the creation of a paperless and readily available Board of Education agenda and supportive documents including policies and contracts; and

Whereas, the company BoardDocs Pro is a state-of-the-art cloud based Board document management service developed specifically for public governing bodies and endorsed by the NJ School Boards Association for such services;

Therefore be it Resolved, that the EWRSD Board of Education approves the appointment of BoardDocs Pro as the District web based Board document system and authorizes the SBA to move forward with the engagement of their services.

- APPROVAL OF SCHOOL LUNCH PROGRAM PRICES FOR 2016-17 SCHOOL YEAR**

The meal prices for 16-17 school year were initially approved at the August 18th Board meeting. Those meal prices contained typos and did not reflect the actual pricing that is currently in place. Listed below are the current prices that the District is charging students for the 2016-17 school year. Board approval is requested. These prices have stayed the same for the elementary, middle and high school from last year.

Lunch Prices

Elementary	2.30
Middle School	2.45
High School	2.65
Reduced Lunch (all schools):	.40

Breakfast Prices

Elementary	1.00
Middle School	1.00
High School	1.50
Reduced Breakfast (all schools):	.30

- MINUTES OF SEPT. 1, SPECIAL MEETING, & SEPT. 12TH & 26TH, 2016 REGULAR MEETINGS**
As submitted; posted on District website.

- **BOARD SECRETARY AND TREASURER'S REPORT FOR SEPTEMBER, 2016**

WHEREAS, the Board of Education has received the report of the Board Secretary and Treasurer for the month of SEPTEMBER, 2016 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 Board 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 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.

- **TRANSFER REPORT FOR SEPTEMBER, 2016**

The EWRSB 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

- **BILL LIST FOR APPROVAL - NOVEMBER 21, 2016 in the amount of: \$10,025,657.64**

Adjourn: 9:38 p.m.

Respectfully Submitted by Paul M. Todd, BA/Board Secretary