

EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION

DATE: JULY 19, 2010

The Board of Education of the East Windsor Regional School District held a Regular meeting on Monday, July 19, 2010 at 7:30 p.m. in the Hightstown High School cafeteria.

Members Present: Paul Connolly, Bruce Ettman, Suzann Fallon, Bonnie Fayer, (arrived 7:45 pm)
Christine Harrington, Bob Laverty Susan Lloyd, Kennedy Paul
Members Absent: Alice Weisman (with advance notice)
Also Present: Michael Dzwonar, Interim Superintendent
Kurt Stumbaugh, Business Administrator/Board Secretary
David Coates, Board Legal Counsel

ITEM 1. WELCOME

Board Vice President Bob 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 promptly 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

Having read the material received, with the addition of item 9V: Authorization to Submit 2010 NJSBAIG Safety Grant Application, Mr. Paul moved, seconded by Ms. Fallon, to approve the agenda.
On a roll call vote, the 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 July 19, 2010.

These closed sessions concern: Personnel Matters, Litigation, Contract Negotiations, & Attorney Client Privilege.

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, the motion to approve was carried unanimously.

ITEM 4. HIGH SCHOOL SCHEDULE

Mr. Dzwonar gave a detailed presentation on the High School scheduling changes using a power point presentation. The presentation highlighted and provided the following information regarding the new schedule for HHS.

After more than 6 years of planning and research, Hightstown high School will implement a new schedule for the 2010-11 school year. In the new schedule, class time will increase from 40 minutes to 56 minutes. This will add an equivalent of nine additional periods to each full year class. Classes will meet three days in a four day rotation. Lunch will be reduced from four periods to two and will be 30 minutes long.

The new schedule has many benefits to our students. Students can still take as many as 8 courses plus lunch. Under the new schedule, the following improvements were able to be made for the benefit of our students:

- Increase student classroom time to facilitate best practice instruction
- Provide students with more time to achieve a deeper understanding of skills and enduring understandings
- Reduce the number of students in study halls
- Increase elective opportunities
- Provide E-Learning and Elective opportunities
- Reduce class sizes
- Eliminate early lunch period

Building the new schedule brought about better results for students' schedule choices

- 98.8% of students requesting AP courses were scheduled with no conflicts (vs. 85% in 2009.)
- 95% of students requesting multiple singleton courses were scheduled successfully (vs. 85% in 2009).
- Seniors who do not take a science class now have the flexibility to take an additional elective course.
- Students in study hall, who did not request one, reduced from 40% in 2009-10 to 13% in 2010-2011.
- Total number of students in study halls was reduced from 75% in 2009-10 to approximately 50% in 2010-11.

(The power point presentation on the new High School Schedule can be viewed on the District Website.)

These changes in the high school schedule will provide the structure to facilitate curricular and pedagogical reform essential to meet the NJ State Goals for 21st Century Schools. In support of this an intensive professional development schedule has begun as of this summer and will continue throughout the year.

Director of Guidance, Jessica Contignola, also contributed information on the implementation of the scheduling. Curriculum Supervisors Kevin Akey and Sandy Small presented details on the "E" (online) electives and provided a sample of what a new student schedule would look like as compared to the "old" schedule.

Discussion:

Ms. Fallon asked about the World Language Lab. Supervisor Natalizio responded with an update on the program. Dr. Harrington asked about study halls in other districts. Mr. Dzwonar responded he does not have direct knowledge of the statistics but presumes there are High Schools that use schedules that include fewer study halls.

ITEM 5. ANNOUNCEMENTS

Mr. Dzwonar commented that he is very excited about the new high school scheduling.

He thanked the Board for their unflinching support.

The Administrative retreat will commence on August 2.

An update on the budget cuts will be posted on the district web site. We will need approximately 1.5 to 2 million dollars in cuts for the next budget (2011-12) due to 2% cap.

ITEM 6. FIRST OPPORTUNITY FOR PUBLIC COMMENT

Linda Caffrey of East Windsor and employee of Twin Rivers library commented on the “A to Z Mentoring Program” and the excellent service they provide tutoring our students. The library has struggled to keep up with their request for space and it has really become a challenge to provide for their needs. The libraries do not charge for usage of their space, but it is not enough. The ideal space would be a classroom but the District declined A to Z’s request since the business end of A to Z mentoring is not based within the District She asked if the Board policy could be changed to allow their usage of district facilities. The students they serve are our students who need help after school. Many are low income students and are from non English speaking homes whose parents cannot help with their homework. These students need a regular school environment not a meeting room. Average is 168 students at a time in her branch.

Mira Desai -Founder and Director of A to Z Mentoring, spoke about her request for approval of building usage for this mentoring /tutoring program. Since 2003, A to Z has been providing educational and leadership skills to the students of the East Windsor Regional School District community.

There are 350 students and approx 70 mentors who are all volunteers and the organization is growing. A to Z has experienced much difficulty in finding enough space for these children to receive the help they need.

In the past, Mr. Bolandi gave permission to use the classrooms and he was very helpful. Asked that the Board please consider the policy on facility usage so this program can have the ability to use the district classrooms and help the students of this community.

Bernard Fowler, Pastor of Mount Olivet Baptist church in Hightstown, commended the district on doing an outstanding job of developing a curriculum and preparing our students for college. He recognizes that excellence in education is of utmost importance, and Mount Olivet is very concerned, and very interested in partnering with the District to make sure that the students in our community are prepared to go on to higher academic pursuits. He wanted the Board to be aware that Mount Olivet offers free tutorial services in all areas of education and their tutors are retired teachers, professors and professionals from various fields.

ITEM 7. FIRST OPPORTUNITY FOR BOARD MEMBERS’ COMMENTS

Ms. Fayer thanked all involved with moving the new high school schedule forward. Also commented that our guidance counselors should encourage our students to take more science courses.

Ms. Contignolo responded that the 4th year options are advanced level courses.

Mr. Ettman gave his views on Science at the high school level. There is significant encouragement by guidance staff to have students enroll in science class.

Ms. Fallon thanked all for their hard work with the high school scheduling. It is very exciting. It is a pleasure to have a Board meeting that is focused on student achievement.

Dr. Harrington thanked all for their excellent efforts. Her professional experience in a county college environment shows a need for college preparation. She is very excited about the new high school schedule.

Mr. Ettman also thanked all involved with the new scheduling. The “E Learning” is exciting and a wonderful program.

On another note, looking into the future, he spoke on further reductions to administrators. If this were to occur, it will limit our progress.

Mr. Paul expressed his gratitude for all of Mr. Dzwonars’ efforts these past 6 months. Commended Mr. Dzwonar for leading the District through a very difficult time.

ITEM 8. EXECUTIVE SESSION

ITEM 9. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION

- A. Staffing
- B. Emergent Hiring
- C. Volunteers
- D. Donation of Art Supplies to HHS
- E. HHS Overnight Field Trip – German Exchange Trip
- F. Field Trips
- G. Travel and Related Expenses
- H. Maintenance Reserve Withdrawal Rescinded
- I. Recycle Proposal for Surplus Technology Equipment
- J. Interlocal Service Agreement with West Windsor Plainsboro for Summer, 2010
- K. Revised Contract Renewal with First Student Transportation, Inc.
- L. Renewal of Property and Casualty Insurance
- M. Award of Bids: 1. One Wheelchair Equipped Bus
2. Two 54 passenger School Buses
- N. Fee Schedule for Open Public Records Act
- O. Authorization to Conduct Online Auction of Surplus Property
- P. Approval of Minutes: May 19, 2010 Special Joint Meeting of Board and Host Municipalities Re: Defeated 2010-11 Budget
- Q. Appointment of Data Reporting Consultant
- R. Interlocal Service Agreement with Robbinsville Board of Education
- S. Joint Transportation Agreement with Roosevelt Board of Education
- T. School Bus Emergency Evacuation Drill Reports
- U. Bill List for July 19, 2010

Board approval is recommended for the following items:

A. STAFFING
As submitted

B. Authorization for Emergent Hiring Pending Completion of Criminal History Background Check
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 for the following Individual(s): Edward Forsthoffer Superintendent

C. VOLUNTEERS
The Board of Education approves all volunteers who serve in the East Windsor Regional School District. The following have offered to volunteer at Hightstown High School as coaches:

- Roger Weck
- Ray Griff

D. DONATION OF ART SUPPLIES TO HHS
Ms. Betty Dorum, 16 Hagemount Ave., Hightstown, NJ 08520 would like to donate art supplies to the Art Department of Hightstown High School. The donation includes, but not limited to, oil paints, an artist kit, canvases, wood framed canvases, an easel, and instruction books.

E. HS OVERNIGHT FIELD TRIP-GERMAN EXCHANGE TRIP
The World Language Department/German Exchange Program of Hightstown High School would like to do an overnight field trip to Hanover, Germany from April 6 – 21, 2011.

F. FIELD TRIPS

- Field Trip planned for Hightstown High School
11/20/10 - “O” Ambassadors Club
US Holocaust Memorial Museum, Washington, D.C.

- Field Trips planned for Melvin H. Kreps School:
9/24/10 - NJ Peer to Peer
Hickory Corner Library, East Windsor, NJ
10/19/10 Student Council
The College of NJ, Route 31, Ewing, NJ

G. TRAVEL AND RELATED EXPENSES

8/3/10	Thaddeus Thompson, Business Office “Records Retention & Destruction” Atlantic City NJ	126.00
8/12/10	Trudy Heisler, Personnel “Records Retention & Destruction” Princeton, NJ	149.00
Total YTD		275.00

H. MAINTENANCE RESERVE WITHDRAWAL RESCINDED

The State of New Jersey mandates that certain required maintenance activities be performed to maintain the adequacy of the District’s facilities. These activities can be funded through a withdrawal from the District’s Maintenance Reserve account.

The District passed a resolution on June 21, 2010 to withdraw \$1,000,000 from the Maintenance Reserve to be used as a 2010-11 revenue item.

The State has imposed substantial constraints on the budgeting and expenditure of these types of withdrawals. Additionally, the \$1,000,000 withdrawal exceeded the maximum permissible withdrawal amount.

It is prudent to reconsider the Maintenance Reserve withdrawal at this time and to reset the 2010-2011 General Fund budget to the pre-withdrawal total General Fund budget amount of \$72,841,521.

This action will restore the \$1,000,000 to the Maintenance Reserve account effective June 30, 2010.

There is no impact to the agreed upon 2010-11 General Fund tax levy. It remains at \$55,836,916 as stipulated during the budget defeat process.

That the Board rescinds the \$1,000,000 withdrawal from the maintenance reserve account effective June 30, 2010 for the 2010-11 year and establishes the total General Fund budget for 2010-2011 at \$72,841,521 with a tax levy of \$55,836,916.

I. RECYCLE PROPOSAL FOR SURPLUS TECHNOLOGY EQUIPMENT

The Technology Center is in possession of computer processing units that are no longer of useful service to the district. The recycling company, Technology Exchange, Inc. of Newtown, PA, has offered to buy this equipment (181 CPUs, 187 monitors, 161 Network Interface Cards, 1 switch, and 1 scanner) from the district for \$18,605.00 which includes labor and freight charges.

J. INTERLOCAL SERVICE AGREEMENT WITH WWP FOR SUMMER 2010

The West Windsor/Plainsboro Regional School District desires to enter into a joint agreement with the East Windsor Regional School District to rent transportation equipment, (one 16 passenger van) for their 2010 summer school program, from July 6, 2010 to August 9th, 2010. The proposed rate for this rental is \$150.00 per day.

K. REVISED CONTRACT RENEWAL WITH FIRST STUDENT TRANSPORTATION, INC

The East Windsor Regional School District transports special education, non-public, and vocational school students to specific destinations. The attached documents indicate revised contract amounts for the renewal of Non Public Route -1 for the 2010-11 school year with First Student Transportation (originally Board approved on April 10, 2010 meeting).

Non Public Route: #408A – St. Gregory’s School for the revised amount of \$47,732.40 and

Non Public Route: #208A – Notre Dame High School for the revised amount of \$46,123.20

Total Contract amount: **\$93,855.60**

L. RENEWAL OF PROPERTY AND CASUALTY INURANCE

The District administrates its various insurance coverages through a joint purchasing arrangement with NJ School Boards Insurance Group. EWRSD is entering the second year of a three year commitment to this group. The renewal rate goes from a 2009-10 rate of \$890,593 to a 2010-11 rate of \$892,649.

M. 1. AWARD OF BID FOR ONE WHEELCHAIR EQUIPPED BUS

2. AWARD OF BID FOR TWO 54 PASSENGER BUSES

1. The District conducted formal bidding for one model year 2011 Wheelchair Bus on June 24, 2010.

Bids were received, opened, and read aloud by Mr. Thaddeus Thompson, Assistant School Business Administrator and the results are: Price for one bus:

Wolfington Body Co.Inc: \$84,454.00

Truck King International: 90,551.00

After careful review of the bid results by Ms. Patricia Bye, District Transportation Director, and the School Business Administrator, it has been decided that Wolfington Body Co., Inc. provides the District with the lowest responsible bid for the purchase of one 2011 Wheelchair bus with no options added. It is recommended that the Board of Education approve the award the bid to Wolfington Body, Co. of Mount Holly, NJ.

2. The District conducted formal bidding for two 2012 54 passenger buses with an optional video camera system and extended warranty. Bids were received, opened, and read aloud by Mr. Kurt Stumbaugh, the School Business Administrator on June 30, 2010.

The results are:	Price for 2 buses	Video camera system
Wolfington Body Co.Inc:	\$182,800.	2,765.00 each
Truck King International:	177,000.	2,275.00 each
American Bus & Coach:	163,070.	2,823.00 each

After careful review of the bid results by Ms. Patricia Bye, District Transportation Director, and the School Business Administrator, it has been decided that **Truck King International** provides the District with the most responsible purchase of two 2012 54 passenger school buses at \$177,000 and for two video recording systems at 4,550 for a grand total of \$181,550.00

It is recommended that the Board of Education approve the award of bid for two 2011 54 passenger school buses with video camera option and extended warranty, to Truck King International.

N. FEE SCHEDULE FOR OPEN PUBLIC RECORDS ACT

The Government Records Council has issued an OPRA ALERT that as of July 1, 2010 all public agencies must charge requestors of government records no more than the reasonably approximated actual costs of copying such records.

The legislation sets the OPRA fee schedule as follows:

Every public agency must charge .05 per page for letter sized and smaller pages

Every public agency must charge .07 per page for legal sized pages and larger

Any public agency whose actual costs to produce paper copies exceed that .05 and .07 rates may charge the actual cost of duplication.

Every public agency must provide electronic free of charge.

Every public agency must charge the actual cost to provide records in another medium i.e. computer disc, CD-ROM or DVD. The legislation also states that this act shall take effect immediately but shall be inoperative until the 60th day after the Governor signs this legislation. Until then custodians are to charge the actual cost of duplicating records.

O. AUTHORIZATION TO CONDUCT ONLINE AUCTION OF SURPLUS PROPERTY

RESOLUTION Authorizing the Sale of Surplus Personal Property No Longer Needed on an Online Auction Website

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001,c.30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

WHEREAS, the East Windsor Regional School District intends to utilize the online auction services of GovDeals.com; and

WHEREAS, the sales are being conducted pursuant to Division of Local Gov't. Services Local Finance Notice 2008-9,

NOW, THEREFORE, BE IT RESOLVED by the East Windsor Regional School District in the County of Mercer, State of New Jersey, that the East Windsor Regional School District is hereby authorized to sell the surplus personal property on an online auction website entitled GovDeals.com; and

BE IT FURTHER RESOLVED, that the terms and conditions of the agreement entered into between GovDeals.com and the East Windsor Regional School District are available at GovDeals.com and in the District business office.

P. APPROVAL OF MINUES MAY 19, 2010 SPECIAL JOINT METING OF BOARD AND HOST MUNICIPALITIES RE DEFEATED 10-11 BUDGET

As submitted. Available for review on district website and in Board Secretary's office.

Q. APPOINTMENT OF DATA REPORTING CONSULTANT

The District is responsible for the submission to the NJ Department of Education numerous data reports via NJDOE data transmission platforms such as ASSA, SRS, Report Card and others. It is more cost effective to retain the services of a dedicated data reporting specialist familiar with our systems than to retain in house personnel to perform these functions. During the recent budget process, positions that performed these functions were reduced or eliminated.

It is recommended that the Board authorize the appointment of Jamie Velez to manage and support the student information system as well as the NJDOE data submissions for the 2010-11 school year at the rate of \$50.00 per hour and not to exceed \$30,000.

R. INTERLOCAL SERVICE AGREEMENT WITH ROBBINSVILLE BOARD OF EDUCATION

The N.J.S.A authorizes New Jersey School Districts to enter into joint agreements to provide goods and services.

The Robbinsville Board of Education desires to enter into a joint agreement with the East Windsor Regional School District for the provision of transportation equipment, maintenance, and repair and training services.

S. JOINT TRANSPORTATION AGREEMENT WITH ROOSEVELT BOARD OF EDUCATION

The Roosevelt Public School District in Monmouth County, is requesting an agreement with the EWRSD to provide transportation for its 7th through 12th grade students for the 2010-11 school year.

BE IT RESOLVED that the East Windsor Regional Schools Board of Education approve the joint transportation agreement with Roosevelt Public School as submitted in attached agreement.

T. SCHOOL BUS EMERGENCY EVACUATION DRILL REPORTS

School bus emergency evacuation drills must be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2). School Administrators/principals are responsible for organizing and overseeing the drills.

During the week of April 12, 2010 the entire student body participated in the second emergency evacuation drill of the school year. It is recommended that the Board approve the Spring, 2010 school bus emergency evacuation drill reports for Hightstown High School, Kreps Middle School and the Drew, McKnight, Rogers and Black elementary schools as submitted.

U. BILL LIST FOR JULY 19, 2010

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 in the amount of \$1,671,722.38 as submitted in the attached report.

V. AUTHORIZATION TO SUBMIT 2010 NJSBAIG SAFETY GRANT APPLICATION

Board approval is recommended as submitted.

ACTION:

Mr. Paul moved seconded by Ms. Lloyd, to approve the routine agenda items as submitted.
On a roll call vote of the Board, motion to approve was carried unanimously.

ITEM 10. SECOND OPPORTUNITY FOR PUBLIC COMMENT

No one spoke.

ITEM 11. SECOND OPPORTUNITY FOR BOARD MEMBERS COMMENTS

Ms. Fallon asked about the redistricting efforts. Ms. Feaster responded with an update.

Dr. Harrington commented that the board received proposals from Wendy McDade and from Community Unity to assist the District and for the Board to consider.

Mr. Lavery commented that we need all members to get their email accounts updated. The Board's EWRSD email address is the primary address.

ITEM 12. EXECUTIVE SESSION

A second closed session was not needed.

ITEM 13. OPEN SESSION

ITEM 14. ADJOURN

Ms. Fayer moved to adjourn.

Kurt Stumbaugh, Board Secretary