

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION  
FEBRUARY 10, 2014**

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, met in the Hightstown High School Cafeteria located at 25 Leshin Lane on FEBRUARY 10, 2014.

**Members Present:** Lisa Abel, Pete Bussone, Paul Connolly (arrived 7:45 p.m.), Suzann Fallon, Lilia Gobaira, Christine Harrington, Robert Laverty (arrived 7:45 p.m.), Kennedy Paul, Alice Weisman

**Members Absent:** None

**Also Present:** Dr. Edward J. Forsthoffer, Chief School Administrator  
Thaddeus Thompson, SBA/Board Secretary  
David Coates, Board Legal Counsel

*\*Due to an unforeseen malfunction of the digital recorder, the meeting was not recorded. Therefore any comments made by the Board or public have been summarized as to topics discussed.*

**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 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." 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. APPROVAL OF AGENDA**

Mr. Paul moved, seconded by Ms. Fallon to approve the agenda with an addendum to staffing as submitted.

Vote: On a roll call poll of the Board, Motion to approve was carried unanimously with 7 yes votes.

**B. RESOLUTION: EXECUTIVE SESSION**

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

**BE IT RESOLVED**, that the Board of Education of the East Windsor Regional School District will hold two closed session during its Regular Meeting on Monday, February 10, 2014. These closed sessions concern:

1. Negotiations
2. Student Matters – bullying (attachment for BOE only)

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

Vote: On a roll call poll of the Board, motion to approve was carried unanimously with 7 yes votes.

#### 4. RECOGNITION: DONATIONS TO THE EWRSD

The Board of Education recognized individuals and businesses who have donated to the East Windsor Regional School District. These donations have helped to support school events and academic programs at both Hightstown High School and Melvin H. Kreps Middle School.

The FIRST Robotics Team received financial support in monetary donations from three donors. Mr. Tom Hague of Hague Heating & Cooling donated \$1,000.00, Mr. and Mrs. Michael Wargo of East Windsor donated \$700.00, and Mr. John Rupp of J. Rupp Construction donated \$1,000.00. All of these contributions were a major help in meeting the team's competition entry fees and project development costs.

Wal-Mart General Manager Manjit Sidhu arranged a \$400.00 donation to the 9<sup>th</sup> grade orientation and picnic. This event takes place just before school starts and helps incoming students learn their way around the high school, see where their classes are located as well as other offices, and ends with a picnic luncheon and door prizes. The donation from Wal-Mart supported this event.

Exxon/Mobil awarded grants to the math and science departments of both Hightstown High School and Kreps Middle School. Mr. Dilvar Sekhon, who owns the Exxon/Mobil station on route 130 in East Windsor, presented the high school with a \$500.00 award. Also, Mr. Edimar Trancozo, from Exxon Mobil Education Alliance, gave a \$500.00 award to the Kreps School.

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	Radhika Beauty Salon -Prapti Patel
Anthony's Chicken & Grill - Jennifer Mays	Salad Works - Harjit Bajaj
Bottom Dollar – Earl Casler	Sal's Pizza - Marianna Scavo
Chartwells Food Service - Diane Tomori	Shiseido America, Inc. – Kathy Petti
Chicken Holiday - Carmine & Tony Petito	Shop Rite – Foodarama - Cristine Savage-Burns
Conair - Lisa Zigre	Taco Bell – Kushi Mohammed
CVS Pharmacy - Lisa Jackson	Target – Morgan Thomas
Dairy Queen - George Vardakis Jr.	TD Bank – Jennifer Bitting
Domino's Pizza – Benjamin Baker	Tony's Farm & Garden Center - Chris Ciaccio
Hightstown Hot Bagels - Hesham Tawsek	Wal-Mart - Kathy Coleman
Lee's Turkey Farm - Ronnie Lee	Wawa – Kathleen Santucci
McDonald's - Chabel Bundy	Wendy's – Todd Bialow
Moe's Southwest Grille - Bhadresh Patel	

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.

#### 5. PRESENTATION: COMMON CORE CURRICULUM UPDATE

Mr. Michael Dzwonar, Assistant Superintendent, gave the Board an update on the current Core Curriculum Standards.

## 6. FIRST OPPORTUNITY FOR PUBLIC COMMENT

There were five individuals who spoke in turn.

- Andrea Cohen of East Windsor
- Michele Desiderio of East Windsor
- Sharon Eber of East Windsor
- Shauna Margerum of East Windsor
- Stephanie Teitelbaum of East Windsor

The main topic of concern was essentially the “over-testing” of our students. The comments in general, reflected their disapproval of “high stakes” testing and “teaching to the test.” Also comments were made regarding opposition to teacher evaluations being based on the outcome of the tests.

## 7. FIRST OPPORUNITY FOR BOARD MEMBERS’ COMMENTS

Topics Discussed/Commented on by Board members:

- Pleased with the parent turnout this evening, and the Board encourages parents to continue to express their concerns to them.
- Commended the Kreps school drama club performance of “Alice in Wonderland”.
- Formation of a committee or community group regarding the rising drug usage; mention was made of the tragic death of actor Philip Seymour Hoffman.
- Pressure at middle school and high school in reference to testing.
- NJ School Boards Association Board member training.
- Mandated policies up for approval this evening were discussed.

## 8. FIRST READING OF BOE POLICIES

Mr. Connolly moved, seconded by Mr. Paul to approve the following policies as submitted for first reading:

- P3144.12 - Certification of Tenure Charges – Inefficiency – Mandated/New
- P3144.3 - Suspension upon Certification of Tenure Charge - Recommended/New
- P3372 - Teaching Staff Member Tenure Acquisition - Recommended/New
- P3373 - Tenure upon Transfer or Promotion – Recommended/New
- P3374 - Tenure upon Transfer to an Underperforming School – Recommended/New
- P4124 - Employment Contract – Recommended/Revised
- P5512 - Harassment, Intimidation, and Bullying – Mandated/Revised

**P3144.12 – Certification of Tenure Charges – Inefficiency (M) (New)**A new statute adopted as part of TEACHNJ, N.J.S.A. 18A:6-17.3, requires the Superintendent to file tenure charges of inefficiency when a teacher, Principal, Assistant Principal, or Vice Principal receives an “ineffective” or “partially effective” rating in an annual evaluation and receives an “ineffective” rating in the following year. The Superintendent may file tenure charges of inefficiency when a teacher, Principal, Assistant Principal, or Vice Principal is rated “partially effective” in two consecutive annual evaluations or is rated “ineffective” in year one and the following year is rated “partially effective.” A new Policy Guide 3144.12 has been developed to be consistent with N.J.S.A. 18A:6-17.3.

Although the statute does not require a Board adopt this Policy, we are recommending this Policy Guide be mandated based on its level of importance and the mandated requirement it places on the Superintendent to file tenure charges of inefficiency. Policy Guide 3144.12 is MANDATED

**P3144.3 – Suspension upon Certification of Tenure Charge (New)**

N.J.S.A. 18A:6-14 governs the issue of suspension upon certification of tenure charges. This statute was not revised in TEACHNJ; however, a new Policy Guide has been developed for guidance in the area of suspension of tenured staff members upon certification of tenure charges. Policy Guide 3144.3 is RECOMMENDED

**P3372 – Teaching Staff Member Tenure Acquisition (New)**

The Teacher Effectiveness and Accountability for the Children of New Jersey (TEACHNJ) Act revised N.J.S.A. 18A:28-5 adding a new subsection, N.J.S.A. 18A:28-5.b, revising the tenure acquisition time for teaching staff members employed on or after August 6, 2012. In addition, teaching staff members hired after August 6, 2012 are required to complete a district mentorship program in their initial year of employment and receive “effective” or “highly effective” evaluation ratings in two annual evaluations during the second through fourth year of employment to achieve tenure. TEACHNJ does not require a Board adopt a policy with these new requirements; however, because a district will have two tenure classifications of teaching staff members (“before August 6, 2012 staff members” and “on or after August 6, 2012 staff members”) a Board may opt to adopt this new Policy for guidance. Policy Guide 3372 is RECOMMENDED

**P3373 – Tenure upon Transfer or Promotion (New)**

The Teacher Effectiveness and Accountability for the Children of New Jersey (TEACHNJ) Act revised N.J.S.A. 18A-28-6 adding a new subsection, N.J.S.A. 18A:28-6.b. This new subsection does not revise the tenure acquisition time for tenure upon transfer or promotion for most positions. However, this new subsection requires a Principal, Assistant Principal, or Vice Principal transferred or promoted on or after August 6, 2012 to be evaluated as “effective” or “highly effective” in two annual evaluations within the first three years of employment in the new position in order to receive tenure. TEACHNJ does not require a Board adopt a policy with these new requirements; however, because a district will have different tenure requirements for Principals, Assistant Principals, and Vice Principals as compared to other administrators and different tenure requirements for Principals, Assistant Principals, and Vice Principals promoted before August 6, 2012 and those promoted on or after August 6, 2012, a Board may opt to adopt this new Policy for guidance. Policy Guide 3373 is RECOMMENDED

**P3374 – Tenure upon Transfer to an Underperforming School (New)**

The Teacher Effectiveness and Accountability for the Children of New Jersey (TEACHNJ) Act added a new section N.J.S.A. 18A:28-5.1 – Tenure Upon Transfer to an Underperforming School. In accordance with the provisions of N.J.S.A. 18A:28-5.1, a tenured teaching staff member who has been rated “effective” or “highly effective” on his/her most recent annual summative evaluation in a New Jersey public school district, and who accepts employment in the same position in an underperforming school in another New Jersey public school district, shall be under tenure in that position in the new school district after the employee receives a rating of effective or highly effective in at least one of the annual summative evaluations within the first two years of employment in the underperforming school in the new school district. This new statute only affects tenure in school districts that have an underperforming school(s) and hire a teaching staff member to work in their underperforming school who comes from another school district with an “effective” or “highly effective” annual evaluation from the other school district.

TEACHNJ does not require a Board adopt a policy with this new tenure provision; however, a district with an underperforming school(s) may opt to adopt this new Policy for guidance.  
Policy Guide 3374 is RECOMMENDED

**P4124 – Employment Contract (Revised)**

Policy Guide 4124 has been revised to remove the provision that indicates a nontenured support staff member’s contract will include a probationary employment provision. The revised Guide indicates the employment contract may include a probationary employment period as most school districts do not have a formal probationary employment period (i.e., thirty, sixty, or ninety days) for newly hired staff members. This is not a mandated policy, but it is recommended this Policy Guide be adopted as it contains important provisions regarding contract termination by either party; maximum length of contract; and other information that should be included in nontenured support staff employment contracts, particularly the fixed term contract provision that avoids janitorial staff receiving statutory tenure if not appointed for a fixed term (N.J.S.A. 18A:17-3). Policy Guide 4124 is RECOMMENDED

**P5512 – Harassment, Intimidation, and Bullying (M) (Revised)**

**R5512 – Harassment, Intimidation, or Bullying Investigation Procedure (M) (Revised)**

Policy Guide 5512 has been revised several times since the passage of the Anti-Bullying Bill of Rights Act (ABR) based on updates provided by the New Jersey Department of Education (NJDOE). The ABR has not been revised by the New Jersey Legislature; however, the NJDOE continues to provide updated guidance on certain provisions of the ABR. Policy Guide 5512 has been revised to incorporate these NJDOE updates.

The revisions outlined below do not affect the manner in which school districts have been implementing the ABR and do not affect the procedures that are included in previous versions of the Policy:

1. Harassment, Intimidation and Bullying (HIB) Definition – The NJDOE recently indicated one of the elements needed to determine an act of HIB requires the act to substantially disrupt or interfere with the orderly operation of the school or the rights of other pupils. The HIB definition in the Policy Guide has been modified to make this provision a required element.
2. HIB Conduct Off School Grounds – The Policy Guide has been revised indicating districts are required to address HIB occurring off school grounds if the act meets the elements of HIB, including the act substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils.
3. Remedial Measures Expanded – The Policy Guide has been revised listing examples of support for student victims of HIB acts.
4. HIB Off School Grounds – The revised Policy Guide removes the HIB Off School Grounds Section E. and combines the HIB off school grounds definition with the definition of HIB on school grounds as there is no reason for a separate definition. The off school grounds HIB definition is incorporated in Section B. of the revised Policy Guide.
5. School and District Grading Requirements – A new Section O. has been added regarding the NJDOE grading requirements.

Many of the revisions in the Policy Guide are from a December 16, 2011 NJDOE Guidance. The Regulation Guide has been revised to reflect some of the revisions in the Policy Guide. The term “pupil” and “pupils” have been revised to “student” and “students” as we will be transitioning to the use of “student” in subsequent revisions. These revisions are not substantive revisions however, because we do not anticipate the Legislature making any statutory changes to the ABR during the 2013-2014 school year, these updated Guides will provide additional assistance to districts throughout this coming school year and should be adopted by the Board.

In addition, a school district is required to submit an amended Harassment, Intimidation, and Bullying Policy to the Executive County Superintendent within thirty days of Board adoption.  
Policy Guide 5512 is MANDATED Regulation Guide 5512 is MANDATED

**Discussion:**

The Board held a brief discussion regarding the policies up for approval this evening prior to the vote.

Vote: On a roll call poll of the Board, motion to approve was carried with 9 yes votes.

**9. PRESENTATION: CLIMATE SURVEY RESULTS PART 1**

Dr. Forsthoffer presented to the Board his first presentation on the District climate survey results.

Following the presentation, the Board discussed the results of the survey which focused on:

- The many open ended comments in the surveys; seems the majority of them were more negative.
- Where do we go from here; option of forming a focus group.
- Can we find a common ground.
- Can the raw data be made available.

**10. ANNOUNCEMENTS**

Dr. Forsthoffer spoke on the following topics:

- Performance of Alice in Wonderland at Kreps School.
- We are in 2<sup>nd</sup> semester and 3<sup>rd</sup> marking period.
- Feb. 27 is the date for the 4<sup>th</sup> and 5<sup>th</sup> grade Science Fair.
- The annual District Curriculum Fair will take place on April 9<sup>th</sup>.
- District will have an adjustment to its calendar due to the snow days we had to take, which is up for approval this evening.

**11. EXECUTIVE SESSION**

Not needed.

**12. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

Ms. Nevada Doherty of East Windsor shared her concerns regarding the mandated testing of students.

**13. SECOND OPPORTUNITY FOR BOARD MEMBERS' COMMENTS**

The following is a summary of the subjects the Board commented on at this second forum

- Thanked Dr. Forsthoffer for compiling the results of the climate survey and found the pie charts he used to be very helpful.
- Career and college readiness.
- Thanked Dr. Forsthoffer for his service and wished him the best on his resignation from his position.
- Status of Board self-evaluations.

## 14. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION

Mr. Connolly moved, seconded by Mr. Paul to approve the routine agenda items as submitted.

- A. Staffing
- B. Bullying Report from January 27, 2014
- C. Donations:
  - 1) Monetary Donation the FIRST Robotics Team of HHS
  - 2) Office Furniture to WCB
- D. Changes to 2013-14 School Calendar
- E. Travel Related Expenses
- F. Approve Offering of *Introduction to Engineering with Robotics* as an Elective at HHS in the Fall of 2014-15 school year
- G. Professional Services for Students
- H. Approval of Minutes – January 6, 2014
- I. Change Order #1: HHS Cafeteria Addition
- J. Staff Eligible for Mileage Reimbursement
- K. Board Secretary's Report and Treasurer's Report for December, 2013
- L. Transfer Report for December, 2013
- M. Bill List for February 10, 2014

### Discussion:

Ms. Harrington had a question about the new Robotics course.

Ms. Weisman noted that the Robotics class is a wonderful experience, and thanked the donors that were honored this evening.

Vote: On a roll call poll of the Board, motion to approve the routine agenda items was carried with 9 yes votes.

### **A. Staffing**

### **B. Bullying Report**

#### **C.1 Donation to First Robotics Team of HHS**

Mrs. Cheryl Peebles, 10 Wayne Way, East Windsor, NJ would like to donate \$100.00 to the FIRST Robotics team of Hightstown High School. The money will be used to cover expenses incurred by the team.

#### **C.2 Donation of Furniture to WCB**

Mrs. Mari Vance, 142 Oak Creek Road, East Windsor, NJ 08520 would like to donate office furniture to the Walter C. Black School. The furniture includes 3 large desks, 3 large file cabinets, 1 conference table, 2 side chairs, 1 desk chair, and 2 nurse's tables.

### **D. Changes to 2013-14 School Calendar**

Because of several instances of inclement weather, the district has needed to close schools more days than allotted in the approved district calendar. There is also the possibility of additional school closings. It is in the best interest of our students and staff to modify the existing calendar follows:

- Open school for a full session on President's Day (February 17, 2014);
- Move the previously scheduled half day from Friday, April 11, 2014 to the last day before Spring Break, which is currently Monday, April 14, 2014.

If there are no additional school closings, Spring Break would begin after the half day of instruction on Monday, April 14, 2014.

**E. Travel & Related Expenses**

M. Dzwonar	Admin.	March 28, 2014	Registration to attend Interview Day at TCNJ, Ewing, NJ	75.00	75.00
M. Wells	HHS	April 9, 2014	Registration to attend CEC (council for exception children) 2014 Convention & Expo, Arlington, VA	153.00	153.00
M. Beckman M. Tiedemann B. Wiley C. Viradamo S. Stevenson S. Wilczewski D. Torres	Student Services	May 13, 14, 15, 2014	Six registrations to attend Model Student Assistance Program, Burlington, NJ	N/C	N/C
J. Corrigan P. Schad B. Wiley S. Stevenson	Student Services	March 21, 2014	Four registrations to attend Facing the Future 22, Somerset, NJ	150.00	600.00
J. Heim M. Ribeca R. Zuvrzycki	Bldgs & Grounds	February 28, 2014	Three registrations to attend Workers /Supervisors of Intact Removal of Flooring Materials training course, Ocean, NJ	250.00	750.00
T. Thompson	Business Office	March 15, 2014	Registration to attend NJSBA Salary Guides Program, Mercerville, NJ	249.00	249.00
D. Nemeth S. Kaminsky	Curric & Assessment	April 10, 2014	Two registrations to attend STEM Education Workshop Series, Mullica Hill, NJ	139.00	278.00
T. Thompson	Business Office	February 26, 2014	Attend "Understanding the SDA Grant Process and Requirements" workshop, Robbinsville, NJ	N/C	N/C
T. Thompson	Business Office	March 6, 2014	Registration to attend 5 upcoming workshops; 1st of 5 "Public School Purchasing", Mount Laurel, NJ	225.00	225.00
Total for Month					2330.00
YTD Total					25565.19

**F. Approve the offering of Introduction to Engineering with Robotics as an Elective at HHS in the Fall of the 2014-15 school year**

Grades:10-12

Pre-Requisites: Successful completion of Geometry

Co-Requisite: Academic or higher Physics

The Introduction to Engineering with Robotics Course implements a hands-on, minds-on, systematic approach to problem solving using the Engineering Design process. Students will use informed, creative thinking to design and build effective mechanisms to solve complex tasks. An emphasis will be placed on mechanical systems, measuring efficient use of resources, use of microcontrollers, logic, and automation.

Topics will include: Engineering design process, simple machines (levers, gearboxes, drive systems, etc), an introduction to microcontrollers (focusing on Arduino), programming logic, digital and analog sensors, DC motors and servos, and automation. Curriculum will be written and approved upon sufficient enrollment.

**G. Professional Services**

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).

<b>Name</b>	<b>Type of Service</b>	<b>Rate</b>
Dorothy M. Pietrucha, M.D.	Neurological Evaluations	\$175.00

**H. Approval of Minutes for January 6, 2014**

**I. Change Order #1: HHS Cafeteria Addition**

Change Order (#1) is requested by Aliano Brothers General Contractors, Inc. for the HHS Cafeteria addition as follows:

- Provide floor protection and duct protection at exit doors
- Remove and re-install acoustic ceiling as required
- Install metal studs and insulation per original alternate plan
- Reinforce bar joists as shown on original alternate plan
- Install a folding partition to the original alternate spec.

The total amount for Change Order #1 is \$44,972.00

**J. Staff Eligible for Mileage Reimbursement**

State travel regulations require the Board of Education to approve in advance payment for school related travel. The District compiles a list of individual(s) who may routinely receive the standard IRS mileage reimbursement rate for district related travel in accordance with collective bargaining agreements and unaffiliated employee terms of employment. It is recommended that the Board approve the following individuals be added to the list of staff eligible for mileage reimbursement for the 2013-14 school year.

- Gina Freihaut                      Guidance

**K. Board Secretary’s Report and Treasurer’s Report for December, 2013**

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

**L. Transfer Report for December 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.

**M. Bill list for February 10, 2014** for the total amount of: \$9,636,088.69

**15. EXECUTIVE SESSION**

The Board went into closed session.

**16. OPEN SESSION**

**17. ADJOURN**

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Thaddeus Thompson, Board Secretary