

***EAST WINDSOR REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION***

Date of Board Approval: 9/8/2014

DEPARTMENT: Business Office

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**SUBJECT: Minutes of the Regular Meeting of the Board of Education on  
JULY 14, 2014**

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held a regular meeting on July 14, 2014 7:30 p.m. in the Administration Training Room located at 25A Leshin Lane, Hightstown, NJ

**Members Present:** Pete Bussone, Suzann Fallon, Christine Harrington, Robert Laverty (7:36 p.m.), Kennedy Paul, Alice Weisman

**Members Absent:** Paul Connolly, Bertrand Fougnes, Lilia Gobaira

**Also Present:** Dr. James C. Baker, Interim Chief School Administrator  
Thaddeus Thompson, 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 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. Connolly 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 as submitted with an addendum to staffing and the following revisions:

Removal of item 11.D "Field Trip Locations"

Addition of item 11. V "Approval of Authorization to Hire Perspective Employees"

Vote: On a roll call poll of the Board, Motion to approve was carried unanimously with 5 '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 sessions during its regular meeting on Monday, July 14, 2014. These closed sessions concern:

1. Contracts – Attorney Contract
2. Student Matters
  - A. Reducing Out of District Placements
  - B. Bullying
  - C. Confidential Discussion of Student Matters

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 5 'yes' votes.

**Item # 4: RECOGNITION OF DONATIONS**

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, clubs and our facilities.

The FIRST Robotics Team received financial support in monetary donations from two donors. Mrs. Cheryl Peebles made a personal donation of \$100. Ms. Kathleen Travinsky, the contributions administrator at Chubb & Son, facilitated a \$700 donation. These contributions were a major help in meeting the Team's competition entry fees and project development costs.

The Hightstown Women's Club has again supported district students and programs.

Ms. Shirley Olsen facilitated a \$150 donation to the choir at Hightstown High School, and Ms. Anne Hitchner arranged a \$100 to the principal's discretionary funds at the Walter C. Black School and the Perry L. Drew School, which will help meet the needs of their students. Mr. and Mrs. Lawrence Haddock donated \$500 to the social studies field trip account at Hightstown High School to cover transportation costs.

East Windsor Education Association Treasurer Kathleen Carvalho facilitated a \$300 donation to the South Asian Club of Hightstown High School. The club provided treats during the NJEA Pride in Public Education program.

The John Funda of East Windsor PAL facilitated a \$500 donation to the Athletic Department of Hightstown High School. The monies will be used to cover the cost of students that are invited to recognition banquets and entry fees to invitationals.

The Walter C. Black School benefited from donations of office supplies and furniture. Mrs. Mari Vance made a personal donation of desks, file cabinets, chairs, and conference tables., and Ms. Brooke Reader from Endo Pharmaceuticals facilitated a donation of numerous desk-top organizers and paper trays. Both of these donations were used by teachers and office staff.

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. FIRST OPPORTUNITY FOR PUBLIC COMMENT**

Jean Ray of Hightstown, NJ spoke on the foreign exchange student program at the high school. She is very interested in hosting a Slovakian student, however has questions as to why these students have to pay a tuition charge for this opportunity.

Ms. Weisman replied that she or Dr. Baker will research the matter and respond to her concern accordingly

**6. FIRST OPPORTUNITY FOR BOARD MEMBERS' COMMENTS**

Ms. Harrington welcomed Dr. Baker to the District.

Ms. Weisman thanked all the donors recognized this evening.

Ms. Fallon commented that as her current term is ending, she would not be seeking another term on the Board this coming election.

**7. ANNOUNCEMENTS**

Dr. Baker introduced Mr. Brooks Garrison, of Garrison Architects to provide details regarding the new science lab project. Using a diagram/map he explained how the construction would proceed, and safety measures that will be put into place for the students.

**8. EXECUTIVE SESSION**

The Board went into closed session.

**9. SECOND OPPORTUNITY FOR PUBLIC COMMENT**

No one spoke.

**10. SECOND OPPORTUNITY FOR BOARD MEMBERS COMMENTS**

No one spoke.

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

- A. Staffing with addendum
- B. Removal of Ineligible Affidavit Students
- C. Bullying Report from June 23, 2014
- D. ~~Field Trip Locations for 2014-15~~ (tabled at mtg.)
- E. Overnight Field Trip – Cheerleading Camp for HHS Cheerleaders
- F. Revised Job Description for Assistant Superintendent of Curriculum & Assessment
- G. Travel and Related Expenses
- H. Summer School for High School Freshmen ATRISK Learners
- I. Out-of-District Placements
- J. FY 2015 IDEA Application
- K. Professional Services for Students
- L. Agreement for Student Healthcare Services Provider
- M. Disposal/Removal of Surplus Property
  - 1. Video Recording Equipment
  - 2. Technology Equipment
- N. Amendment to Agreement with Tyler Technologies for Upgraded School Bus Mgt. Software
- O. Interlocal Transportation Agreement with West Windsor Plainsboro School District 2014-15
- P. Joint Transportation Agreements for 2014-15
  - 1. Hamilton School District
  - 2. Robbinsville School District
- Q. Approval of Vendors for Geotechnical Services for HHS Classroom Addition Project
- R. Approval of Agreement with American Athletic Courts for HHS Track Re-Surface
- S. Board Secretary and Treasurer’s Report for May, 2014
- T. Transfer Report for May, 2014
- U. Bill List for July 14, 2014
- V. Authorization to Hire Perspective Employees (*added at meeting*)

**A. Staffing** – as submitted.

**B. Removal of Ineligible Affidavit Students**

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 the affidavit students 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. Affidavits 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 the 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.

**C. Bullying Report from June 23, 2014**

**D. ~~Field Trip Locations~~ (tabled at meeting)**

**E. Overnight Field Trip- Cheerleading Camp for HHS Cheerleaders**

The cheerleader of Hightstown High School would like to attend an overnight cheerleading camp at Pine Forest Cheer, Chestnut Lake, Honesdale, PA from August 15-18, 2014.

**F. Revised Job Description for Assistant superintendent of Curriculum & Assessment**

The job description for the Assistant Superintendent of Curriculum and Assessment has been revised. An additional responsibility and authority of assisting the Superintendent with evaluations of principals has been added. This responsibility is already included in the job duties for the Assistant Superintendent of Personnel.

**G. Travel and Related Expenses**

D. Feaster	Admin.	July 16, 2014	Registration to attend Legal One: School Law Update, Annandale, NJ	150.00	150.00
D. Feaster	Admin.	July 28, 2014	Registration to attend Legal One: Evaluating, Monroe, NJ	150.00	150.00
T. Thompson	Admin.	Aug. 13, 2014	Registration to attend Continuing Facilities Mgt. Program, New Brunswick, NJ	225.00	225.00
P. Hewins P. Malta	B&G	Aug. 13, 2014	Two reg.to attend Continuing Facilities Mgt. Program, New Brunswick, NJ	225.00	450.00
K. Cifuentes	HHS	Aug. 15, 2014	Reg.to attend “Play Therapy for Children, Adolescents & Adults”, Princeton, NJ	199.99	199.99
M. Nikola	B&G	July 30, 2014	Registration to attend VAT Initial Class: Removal of Flooring Materials, Ocean, NJ	250.00	250.00
M. Nikola	B&G	Aug. 22, 2014	Registration to attend Lead RRP Renovator Initial Class, Ocean, NJ	200.00	200.00
P. Hewins T. Thompson	B&G/ Admin	July 24, 2014	Two reg. for VAT Refresher Class: Removal of Flooring Materials, Ocean, NJ	70.00	140.00
Monthly Total					1764.99
YTD Total					1764.99

**H. Summer School for High School Freshmen ATRISK Learners**

The Summer TUWU (Teaming up with Underclassmen) Transition Program will be facilitated by two faculty leaders from Hightstown High School, who will work with selected rising seniors in the role of peer coaching to support the incoming freshmen identified as at risk during the summer as well as throughout the academic school year. Teacher facilitators are expected to help guide the seniors as they implement the 4-week program for the incoming freshmen, which include planning, reflection, and participation regarding the program activities. In addition, facilitators are expected to travel with students during the mobile learning excursions, including at least one overnight.

The program will run Aug. 4 to August 26 from 9AM to 1PM and will be based in the HHS Main Cafeteria. The program is budgeted at \$30,000.

**I. Out of District Placements in Private & Public Schools**

**Academy Learning Center**

Tuition June 30, 2014 through August 8, 2014

1. Student:	#103325	ESY	\$ 4,727.00
2. Student:	#101429	ESY	\$ 4,205.00
		Speech	\$ 309.00
3. Student:	#201947	ESY	\$ 4,727.00
		Speech	\$ 309.00
4. Student:	#720223	ESY	\$ 4,727.00
		Aide	\$ 3,161.00
		Speech	\$ 618.00

**Commission for the Blind & Visually Impaired - State of New Jersey**

Tuition September 1, 2014 through June 30, 2015

1. Student:	#201023	RSY	\$ 1,800.00
2. Student:	#102906	RSY	\$ 1,800.00
3. Student:	#402892	RSY	\$ 1,800.00

**Legacy Treatment Services – The Mary A. Dobbins School**

Tuition July 7, 2014 through June 30, 2015

1. Student:	#720262	ESY	\$ 9,795.00
		RSY	\$ 68,565.00

**Piscataway Regional Day School**

Tuition July 7, 2014 through June 30, 2015

1. Student:	# 102996	ESY	\$ 4,205.00
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**The Rugby School at Woodfield**

Tuition July 8, 2013 through June 26, 2014

1. Student:	#103573	RSY	\$ 64,783.80
2. Student:	#101430	RSY	\$ 64,783.80
3. Student:	#9800583	RSY	\$ 64,783.80

**Thomas Rubino Academy**

Tuition March 12, 2014 through June 30, 2014

1. Student:	#402915	RSY	\$ 6,870.00
2. Student:	#402916	RSY	\$ 6,870.00

**J. FY 2015 IDEA Application**

Approval is requested to submit an application to the New Jersey Department of Education for the following grant funding for the 2014-2015 school year.

Individuals with Disabilities Education Act (IDEA-Part B) Grant Number: 21-1245-15

Program Duration: September 1, 2014 through June 30, 2015

Grant Amount: Basic: \$1,279,912

Preschool: 50,464

**K. Professional Services for Students**

The special education department requires services of consultants to provide children with disabilities a free appropriate public education as defined by The Individuals with Disabilities Education Act (IDEA).

Name	Type of Service	Rate
inlingua Translation Services	Foreign Language Interpreter	\$110 per hour, plus \$30 per hour travel
Oxford Consulting Services, Inc.	Educational and Psychological Evaluations	\$500 per Evaluation

**L. Agreement for Student Healthcare Services Provider**

Since the last Board meeting, the Business Administrator communicated with Dr. Howard Cohen regarding continuing as Health Services physician for the 2014-15 school year. As Dr. Cohen’s fee will remain the same as last year, and as he is familiar with the K-8 nurses and K-8 health service needs and physicals, the District will renew with Dr. Cohen for the upcoming school year. The District will continue to retain Dr. Adam Redlich of A+ Athlete Sports Medicine, as the High School health care and sports physician.

**M. Disposal/Removal of Surplus Property**

**1. HHS Audio/Video Equipment**

The High School Video Production teacher is requesting Board approval to dispose or recycle broken and outdated audio and video related equipment that is no longer useful to the program.

**2. 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, IT Asset Management Group, located in New Hyde Park, NY, has offered to buy this equipment (204 -desktops, 24 – AIO Small Form factor computers, 84- laptops,3 – printers,202- monitors,11- switches, 3 – Rack fan kits, 67– access devices, 109 – AC/DC Adapters, 102 – sound bars, and 346 - security cables) from the district for \$20, 724.00 which includes labor and freight charges. ( A detailed listing of the equipment is on file in the Business office and Technology center).

**N. Amendment to Agreement for Tyler Technologies Inc. for Upgraded School Bus Fleet Management Software**

The District transportation department currently utilizes school bus fleet management software to streamline the maintenance and tracking the inventory of parts for the district’s fleet of buses. The original agreement has been amended to add additional software products and services that are available that would benefit the District.

**O. Interlocal Transportation Agreement with WWP 2014-15**

The West Windsor-Plainsboro Regional School District desires to enter into a joint agreement with EWRSB for the provision of transportation equipment rental, maintenance services and field or athletic trip services on an as needed basis for the 2014-15 school year

**P. Joint Transportation Agreements 2014-15**

**1. Hamilton School District**

**Be it Resolved,** that the East Windsor Regional School District Board of Education approves the joint transportation agreement for the 2014-15 school year with the Hamilton School District as indicated below. East Windsor will be the “HOST District” for the following route (destination):

<i>Host District’s Route #</i>	<i>Destination</i>	<i>Joiner District Annual Cost</i>
YCH1	YALE SCHOOL	\$4,800.00

2. Robbinsville School District

Be it Resolved, that the East Windsor Regional School District Board of Education approves the joint transportation agreement for the 2014-15 school year with the Robbinsville Public School District as indicated below. East Windsor will be the "Host District" for the following route (destination):

<i>Host District's Route #</i>	<i>Destination</i>	<i>Joiner District Annual Cost</i>
ACLAN	Academy Learning	\$3,625.00

**Q. Approval of Vendors for Geotechnical Services for HHS Classroom Addition Project**

The District Engineering Consultant, Edwards Engineering Group, has on behalf of the District requested proposals for the provision of geotechnical services in relation to the HHS Science classroom addition project. On the recommendation of the Engineer, Board approval is requested for the firms Master Locators of Glen Mills, PA, and Underwood Engineering Testing Company of Bellmawr, NJ for the provision of geotechnical services and soil analysis for the new science lab construction.

**R. Approval of (final) Agreement with American Athletic Courts for HHS Track Resurface**

At the June 23, 2014 meeting, the Board approved the award of bid for the HHS Track Resurfacing to American Athletic Courts, Inc. of Vincentown, NJ. Attached is a draft of the agreement for Board approval.

**S. Board Secretary and Treasurer's Report for May, 2014**

**WHEREAS**, the Board of Education has received the report of the **Board Secretary and Treasurer** for the month of MAY, 2014 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.

**T. Transfer Report for May, 2014**

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.

**U. Bill List for July 14, 2014 in the amount of: \$9,082,770.42**

**V. Approval of Authorization to Hire Perspective Employees (added at mtg.)**

**BE IT RESOLVED**, that the Board of Education of the East Windsor Regional School District authorizes the Superintendent of Schools to offer contracts to perspective employees during the months of July and August pending the Board's final approval

**12. Executive Session**

The Board went into closed session.

**13. Open Session**

**14. Adjourn**

Meeting ended at 9:51 p.m.

As recorded by Thaddeus Thompson, Board Secretary