

**EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION  
DECEMBER 10, 2012**

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held a Regular meeting on Monday, December 10, 2012 at 7:30 p.m. in the Hightstown High School Cafeteria located at 25 Leshin Lane, Hightstown, NJ.

Members Present: Pete Bussone, Paul Connolly (7:38 p.m.), Suzann Fallon, Bonnie Fayer, Christine Harrington (7:55 p.m.) Robert Laverty, Kennedy Paul  
Members Absent: Lisa Abel, Bruce Ettman (with advance notice),  
Also Present: Dr. Edward J. Forsthoffer, Chief School Administrator  
Kurt Stumbaugh, SBA/Board Secretary  
David Coates, Board Legal Counsel

**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, 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. 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 December 10, 2012. These closed sessions concern:

1. Student Matters - Bullying
2. BOE Self-Evaluation
3. Contract Negotiations (EWEA)

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.

**4. RECOGNITION OF SERVICE - Board member: Bruce Ettman**

The Board had planned to recognize Mr. Ettman for his many years of service to the District. As Mr. Ettman was unable to attend this evening's meeting, item 4 was tabled.

**5. RECOGNITION: Walter C. Black School Student Daniel Wersching - 2nd Place Winner for Mercer County Prosecutor's Anti Bullying Art Contest**

The Board recognized WCB third grade student Daniel Wersching, for winning second place in the Mercer County Prosecutor's Office Anti-Bullying Awareness Art Contest in the Elementary 3-5 Division. Daniel was awarded a \$25.00 Visa Gift Card by the Prosecutor's Office for this achievement. The Board of Education and the East Windsor Regional School District are very proud of Daniel's achievement and wish him continued success.

**6. RECOGNITION: Hightstown High School Student, Miranda Contreras-Peterson Selected for the All Eastern Women's Choir**

The Board recognized high school senior Miranda Contreras-Peterson for being selected to perform with the All Eastern Treble Choir. She will be performing at the Bushnell Center for the Performing Arts in Hartford, CT in April 2013 as part of the National Association for Music Education Eastern Division Conference. Miranda a member of the high school advanced choir actively performs in school plays and dramas and also at community events and venues.

**7. PRESENTATION: 2011-12 DISTRICT AUDIT - Mr. Rodney Haines, of Holman & Frenia**

The District Auditor presented the Board with a synopsis of the June 30, 2012 District audit. He indicated that there were zero (no) findings of improvements that are needed. Everything has been recorded properly. The audit went very smoothly.

**8. APPROVAL OF JUNE 30, 2012 AUDIT**

New Jersey Statutes and sound financial management practices require that each NJ School District be audited by a qualified auditor. The audit was completed and an unqualified audit opinion was given. Board approval is recommended.

Action:

Mr. Paul moved, seconded by Ms. Fayer to approve the 2012 audit as prepared and presented by the Auditor. On roll call vote of the Board, motion to approve was carried unanimously.

**9. APPROVAL OF JUNE 30, 2012 AUDIT CORRECTIVE ACTION PLAN**

A component of the annual audit is the report on administrative findings and recommendations. The intent of this report is to focus attention on areas in the business office in need of improvement. The current year's audit contains 0 (zero) recommendations. The SBA considers himself fortunate to be associated with the finest business office staff that he has worked with over a 32 year career. He is greatly appreciative of all their hard work and dedication.

Discussion:

Mr. Stumbaugh thanked his assistant Thaddeus Thompson for his efforts and hard work during the audit.

Mr. Laverty commented on the stellar job Mr. Stumbaugh has done over the years. He also thanked Mr. Stumbaugh for mentoring his Assistant Thaddeus Thompson.

Action:

Mr. Paul moved seconded by Ms. Fayer to approve the June 30, 2012 Audit Corrective Action Plan. On a roll call vote of the Board, motion to approve was carried unanimously.

#### **10. PRESENTATION: TESTING UPDATE**

Mr. Dzwonar gave a detailed presentation and update on the Spring 2012 Testing - District Assessment.

#### **11. ANNOUNCEMENTS**

Dr. Forsthoffer spoke on the following topics:

- Apologized to Pete Bussone that he neglected to include him in his congratulations to all the elected Board members at the last meeting, and welcomed him back.
- Extended congratulations to Mr. Stumbaugh, Mr. Thompson, and the entire business office staff for a job well done on the audit.
- Attended the high school PTO presentation; and visited 4 schools and plans to visit two more this week.
- Attended the high school play "12 Angry Jurors " and it was an excellent drama and was very well done.
- Attended 3 DARE Graduations
- The "Stronge Evaluation Instrument" workshops are in progress.
- There will be a presentation by Ms. Feaster in January regarding the new teacher evaluation system.
- The high school Red Cross holiday party was a big success
- We are going into budget season and it is currently being developed
- We have a number of music programs happening this week and next. Please try to attend and enjoy the music. Extended his wishes for a very Happy Holiday and New Year to all.

#### **12. DISCUSSION OF FUNDING OPPORTUNITIES FOR CAPITAL PROJECTS**

Dr. Forsthoffer spoke to the Board on the following topics or categories that fall under Capital Projects: building repair and renovation; building expansion; and stadium upgrade.

The building repair and renovation will be for the high school gymnasium, to replace a separator folding wall that is old and damaged. The bleachers are also in need of renovation. The new gym wall and replacement bleachers are expected to cost \$210,000. The building expansion is for the high school cafeteria to provide additional space for lunch and for group instruction. This is expected to cost \$702,000. Some of this cost has already been budgeted and we can utilize some of this year's maintenance funds.

The artificial turf and stadium upgrade will be a 2.2 million improvement. This includes more efficient and brighter lighting, and a new scoreboard. The funding for this will be through a five year lease purchase. The current lease purchase for the roofing project is expiring. We will look at the rates, and will have to go out to bid. He added that the maintenance of our current field is costly. About \$45 to 50,000 per year. Artificial turf has a 10 year life expectancy, so we are looking at big savings over that period on maintenance costs.

Mr. Stumbaugh added that we will also be having the soil tested prior to the project and Board action will be requested on all of the above at one of the January meetings.

A lengthy discussion and question and answer period ensued between the Board, Dr. Forsthoffer and Mr. Stumbaugh on these capital projects.

#### **13. FIRST OPPORTUNITY FOR PUBLIC COMMENT**

No one spoke

#### **14. FIRST OPPORTUNITY FOR BOARD MEMBERS COMMENTS**

Ms. Harrington asked about the position of the At Risk Supervisor and if this is a crossover between special education and regular education.

Dr. Forsthoffer responded that yes it is.

Ms. Harrington said she was very pleased to see this move forward and noted it is a great idea and much needed.

Ms. Harrington also commented on our teachers' use of technology, and the many resources available to them. She suggested some type of course management system page on the district website.

Ms. Fallon suggested that we move the first public comment to be earlier on the agenda. Maybe prior to the presentations which can be lengthy.

Mr. Laverty commented we can place it after the recognitions.

Ms. Fayer expressed her thanks to Mr. Dzwonar for his excellent presentation. She added that the high school choral performance was fantastic.

**15. EXECUTIVE SESSION - OPTIONAL**

The Board went into closed session.

**16. MOTION TO APPROVE ROUTINE AGENDA ITEMS BY EXCEPTION**

Mr. Connolly moved seconded by Ms. Fayer to approve the following routine agenda items as submitted

- A. Staffing
- B. Approval of Agreement for East Windsor Education Association
- C. Approval of East Windsor Regional Support Staff Association Sidebar Agreement
- D. Agreement Between EWRS and Stronge & Associates Educational Consulting, LLC
- E. Bullying Report from November 12, 2012
- F. Out of District Placement
- G. Professional Services for Students
- H. Donations to:
  - 1. HHS FIRST Robotics Team from TRUMPF Photonics, Inc.
  - 2. HHS Red Cross Club from Shiseido America, Inc.
  - 3. HHS Life Skills Scholarship from Mr. Neer
  - 4. HHS FIRST Robotics Team from Bristol-Myers Squibb
- I. Field Trips
- J. Approval of Non- Paid Club
  - 1. International Society for Advancement of the Disabled at HHS
  - 2. Hidden Talents Group at MHK
- K. HHS Athletic Department Gate Receipt Donation to the V Foundation
- L. Travel Related Expenses
- M. Approval to Offer New 9-12 Music Elective
- N. Comprehensive Maintenance Plan
- O. Approval for Staff to Attend the NJASA TECHSPO 2013 Conference
- P. Declaration and Removal of Surplus Property
  - 1. HHS Computer Textbooks
  - 2. MHK Xerox Desktop Copier
- Q. Approval of Minutes for October 22, and November 12, 2012
- R. Revised Joint Transportation Agreement with First Student, Inc.
- S. Board Secretary's Report – October, 2012
- T. Treasurer's Report – October, 2012
- U. Transfer Report – October, 2012
- V. Bill List for December 10, 2012

Vote: On a roll call vote of the Board, motion to approve the routine exception items was carried unanimously.

**A. Staffing** - as submitted.

**B. Memorandum of Agreement between the East Windsor Board of Education and the East Windsor Education Association.**

The Superintendent recommends ratification of the memorandum of agreement and salary guides between the EWRSD Board of Education and the EWEA. (Copy on file in Personnel Office).

**C. Memorandum of Agreement Sidebar with East Windsor Regional Support Staff Association**

SIDEBAR AGREEMENT Between East Windsor Regional School District and East Windsor Regional Supportive Staff Association

The Superintendent recommends amendments to Article XIV Employment Practices, D Substitutes #1, in the agreement between the Board of Education and EWRSSA dated July 1, 2009 through June 30, 2012.

Whereas, the shortage of qualified substitute maintenance workers creates a need for district custodians to serve in a temporary maintenance worker position; and

Whereas, there is now a need to reach an agreement on the terms and conditions for district custodians who serve as a temporary maintenance worker;

Now Therefore Be It Resolved, that the parties agree to the following terms as a sidebar agreement:

1. Any District custodian who serves as temporary maintenance worker shall be compensated on the first step of the maintenance salary guide effective on the first day in the position.
2. A temporary maintenance worker shall have the same work hours as permanent maintenance workers, inclusive of the non-paid lunch.
3. A temporary maintenance worker is eligible for overtime on equal standing as all maintenance workers. There shall be no eligibility for custodial overtime while in the substitute maintenance position.
4. A temporary maintenance position shall be for no longer than twelve (12) consecutive months due to the same absence. After eleven (11) consecutive months the District shall meet with EWRSSA to assess the need for the temporary position past the initial twelve 12 months.
5. All other terms and conditions of the collective bargaining agreement shall remain the same.
6. The terms and conditions of this Sidebar shall be effective July 1, 2012 and shall be incorporated in Article X.F Temporary Positions in the successor agreement.

**D. Agreement Between EWRSD and Stronge and associates Educational Consulting, LLC**

This agreement is for Stronge and Associates to provide professional development as follows:

- Three days of evaluator training on the Stronge Teacher Effectiveness Performance Evaluation System.
- Four partial day training sessions (3 trainers) to train all district teachers on the Stronge Teacher Effectiveness Performance Evaluation System.

**E. Bullying Report for November 12, 2012**

The Bullying Report was discussed during executive session at the November 12, 2012 Board of Education meeting.

**F. Out of District Placement in Public and Private Schools**

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

Tuition November 28, 2011 through June 28, 2013

1.	Student:	#102293	RSY	\$ 1,206.00
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- Maria H. Katzenbach School for the Deaf

Tuition September 6, 2012 – June 28, 2012

1.	Student:	#101469	RSY	\$ 46,564.00
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- Thomas J. Rubino Academy

Tuition September 1, 2011 through June 30, 2012

- |    |   |     |              |
|----|---|-----|--------------|
| 1. | Holding 3 high school slots @ \$16,850 each | RSY | \$ 50,550.00 |
| 2. | Holding 1 interim school slot @ 17,100 each | RSY | \$ 17,100.00 |

- Thomas J. Rubino Academy

Tuition November 16, 2012 through June 28, 2013

- |    |          |         |      |              |
|----|----------|---------|------|--------------|
| 1. | Student: | #602336 | RSY. | \$ 11,795.00 |
|----|----------|---------|------|--------------|

**G. Professional Services for Students**

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).

Name	Type of Service	Rate
ilingua School of Languages & Translation Service	Foreign Language Interpreter	\$105 per hour, plus \$30 per hour travel
New Hope Foundation, Inc.	In Hospital School Services/Instructions	Per Fee Schedule
Princeton Healthcare System	In Hospital School Services/Instructions	Per Fee Schedule
Professional Education Services, Inc.	In-Hospital School Services/Instructions	Per Fee Schedule
Therapy Source	Speech, Occupational, Physical Therapy	Per Contract
U.S. HealthWorks Medical Group	Student Testing	Per Fee Schedule

**H. Donations to:**

1. HHS FIRST Robotics Team from TRUMPF Photonics, Inc.

Greg Charache of TRUMPF Photonics, Inc., 2601 US Route 130 South, Cranbury, NJ 08512 has arranged a \$1500 donation to the FIRST Robotics Team of Hightstown High School. The money will be used towards the purchase of the annual RobotC software license.

2. HHS Red Cross Club from Shiseido America, Inc.

Shiseido America, Inc., Mrs. Kathy Petti, Human Resources, 366 Princeton-Hightstown Road, East Windsor, NJ 08520 would like to donate \$250.00 to the Red Cross Club of Hightstown High School. The club will use the donation to purchase children’s gifts and door prizes at their annual holiday party.

3. HHS Life Skills Scholarship from Mr. Neer

Mr. Brian Neer, 301 Trieste Drive, Palm Beach Gardens, Florida 33418 would like to make a donation of \$400.00 to the Life Skills Scholarship of HHS. The scholarship recognizes graduating seniors from the Life Skills Program who exhibit positive characteristics such as trustworthiness, responsibility toward and respect for the school community, and will be going on to further their education.

4. HHS FIRST Robotics Team from Bristol-Myers Squibb

Bristol-Myers Squibb, through Mr. Frederick Egenolf, Director of Community Affairs, Mail Stop B32-08, Rt. 206 & Province Line Rd., Lawrenceville, NJ 08540, would like to donate \$6,000 to the FIRST Robotics Team of Hightstown High School. These funds are to be used to cover fees for the FIRST Robotics competitions.

**I. Field Trips**

- Livingston High School  
30 Robert Harp Drive, Livingston, NJ
- Advanced TV Production Class of HHS to attend Eastern Regional Community Media Conference  
Hyatt Regency – New Brunswick, NJ

**J. Approval of Non- Paid Club**

1. International Society for Advancement of the Disabled at Hightstown High School

The high school would like to start a new club entitled “International Society for Advancement of the Disabled” which would fall under the category of a non-paid extracurricular activity with a teacher advisor. The club will support disabled children in third world counties. The advisors are Margaret Goldman & Dana Kamaras, two teachers at HHS.

2. Hidden Talents Group at Melvin H. Kreps School

The middle school would like to start a new club entitled “Hidden Talents Group” a non-paid extracurricular activity with a teacher advisor. The main purpose of this club will be to showcase the abilities of students who do not generally participate in interactive activities. The advisors will be teacher Bernadette Olson and educational assistant Bhanu Anantharaman, both from the Kreps School.

**K. HHS Athletic Department Gate Receipt Donation to the V Foundation**

Mr. Gary Bushelli, Athletic Director of HHS, and the HHS Boys' Basketball Team would like to donate the gate receipts from their basketball game on December 18, 2012 to the V Foundation for Cancer Research as part of the Colonial Valley Conference Tip Off against Cancer Program.

**L. Travel Related Expenses**

M. Dzwonar	Curriculum Office	Nov.30, 2012	Registration to Attend NJAFPA Winter Training Institute, Eatontown Sheraton, Eatontown, NJ	149.00	149.00
S. Small K. Akey M. Griffin K. Natalizio	Curriculum Office	Jan.31 and Feb. 1, 2013	4 Registrations to attend TECHSPO 2013, Bally's, Atlantic City, NJ	1,500.00	1,500.00
M. Dzwonar	Curriculum Office	Jan.31 and Feb.1, 2013	Registration to attend TECHSPO 2013, Bally's, Atlantic City, NJ	375.00	375.00
M. Svoboda	Tech.Center	Jan. 31 and Feb.1, 2013	Registration to attend TECHSPO 2013, Bally's, Atlantic City, NJ	375.00	375.00
A. Tedeschi	Tech.Center	Jan. 31, 2013	Registration to attend TECHSPO 2013, Bally's, Atlantic City, NJ	225.00	225.00
M. Beckman	Student Services	Jan.31 and Feb. 1, 2013	Registration to attend TECHSPO 2013, Bally's, Atlantic City, NJ	375.00	375.00
S. Zircher	EMK	January 11, 2013	Reg. to attend "Preparing for PARCC: NJ's Next Generation Assessment System", Monroe, NJ	149.00	149.00
Total for Month				3,148.00	3,148.00
<b>YTD Total</b>				<b>15,946.97</b>	<b>15,946.97</b>

**M. Approval to Offer New 9-12 Music Elective**

The offering of Electric Bass as a 2.5 credit elective in the spring session of the 2012-2013 school year is recommended for Board approval.

**ELECTRIC BASS:** This class will be offered to beginning bassists who want to play simple blues, and rock songs. Lessons will cover the history of the bass instrument, famous artists, as well as hands on lessons in technique, theory, scales, and chords. Curriculum will be written and approved upon sufficient enrollment.

**N. Comprehensive Maintenance Plan**

Each year the school district must approve an Annual Maintenance Budget Amount Worksheet. The anticipated budget for maintenance must meet a minimum annual target for each school. These targets are listed in Form M-1 column F. The school district's budget as shown in column G exceeds the target for each school. This is an update of the previously submitted M-1. The previous version had understated building replacement values. It is prudent to use replacement values that more accurately reflect the current values. It is recommended that the Board approve the attached Form M-1 and approve the submission of the worksheets and report to the NJDOE.

**O. Approval for Staff to Attend the NJASA TECHSPO 2013 Conference**

The New Jersey Association of School Administrators Technology Conference will take place on January 31-February 1, 2013 at the Bally's Hotel in Atlantic City, NJ. The following District staff plan to attend:

- Michael Dzwonar
- Sandy Small
- Kevin Akey
- Maree Griffin
- Kathy Natalizio
- Mark Beckman

A waiver for reimbursement for overnight lodging, mileage and meals has been approved by the Commissioner of Education for this event. Reimbursement amounts are subject to the limitations and conditions set forth by the Board policy (6471) and in accordance with N.J.S.A 18A:11-12.

**P. Declaration and Removal of Surplus Property**

1.HHS Computer Textbooks

The District curriculum office is requesting permission to dispose of 30 textbooks titled: Learning Microsoft Office 2007 - copyright 2008. As we now use Office 2010 in the computer labs, and as the books are worn and in disrepair, it is in the best interest of the District these books be declared as surplus property to be discarded or recycled at the discretion of the curriculum office /high school business department.

2.MHK Xerox Desktop Copier

The Melvin H. Kreps School front office has a Xerox (WorkCentre M20i Serial #RYU337639 EWRSD tag #010206) desk top copier. This copier is no longer effective for the office's needs and is in constant need of service and maintenance. The Curriculum Department is upgrading to a larger copier for its office and their current copier will be transported to the MHK middle school for their usage.

Board approval is requested to declare the Xerox WorkCentre M20i desk top copier at the middle school as surplus property to be recycled or disposed of at the discretion of the Business Administrator's office.

**Q. Approval of Minutes for October 22, and November 12, 2012**

As submitted. Posted on District website.

**R. Revised Joint Transportation Agreement with First Student, Inc.**

At the Aug. 20, 2012 meeting the Board approved the renewal of its contract with First Student Inc.

As the amounts for each route have been revised, Board approval is requested for the 2012-2013 school year for routes "NP-1" with the following **revised** contract totals.

Non Public Route: #408A – St. Gregory’s School      **\$49,231.80** and  
Non Public Route: #208A – Notre Dame High School      **\$47,572.20**

**Revised Total Amount: \$96,804.00**

It is recommended that the Board approve the revised contract amount for non-public student transportation agreement with First Student Transportation, Inc. for the 2012-13 school year.



**S. Board Secretary's Report – October, 2012**

**WHEREAS**, the Board of Education has received the report of the Board Secretary and Treasurer for the month of OCTOBER, 2012 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;

**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), 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. Treasurer's Report – October, 2012**

The Report of the Treasurer of School Monies for the months of October, 2012 is submitted for approval. The Treasurer's report is in agreement with the Board Secretary's report.

**U. Transfer Report – October, 2012**

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.

**V. Bill List for December 10, 2012**

The Bill and Claims Report is recommended for Board approval. The total to be approved: \$15,654,412.83.

**17. SECOND OPPORTUNITY FOR PUBLIC COMMENT**

No one spoke.

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

No one spoke

**19. EXECUTIVE SESSION**

The Board went into its second executive session.

**20. OPEN SESSION**

**21. ADJOURN**

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**Kurt Stumbaugh, Board Secretary**