

EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
APRIL 29 2013**

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held a Regular meeting on April 29, 2013 at 7:30 p.m. in the Administration Wing, Room 807 of Hightstown High School located at 25A Leshin Lane, Hightstown, NJ.

Members Present: Lisa Abel, Pete Bussone, Suzann Fallon, Bonnie Fayer, Christine Harrington, Robert Laverty, Alice Weisman
Members Absent: Paul Connolly, Kennedy Paul (with advance notice)
Also Present: Dr. Edward J. Forsthoffer, Chief School Administrator
Kurt Stumbaugh, SBA/Board Secretary
Lee Hutchinson o/b/o David Coates as 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

Ms. Fayer moved, seconded by Ms. Fallon to approve the agenda as submitted.
On a roll call vote of the Board, motion to approve was carried unanimously.

3. B RESOLUTION FOR CLOSED SESSION

Ms. Fayer 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 one closed session during its regular meeting on April 29, 2013. This closed session concerns:

1. Personnel-CSA Evaluation / Board Self-Evaluation.

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. FIRST OPPORTUNITY FOR PUBLIC COMMENT

No one spoke

5. FIRST OPPORTUNITY FOR BOARD MEMBER'S COMMENTS

Mr. Bussone commented on the dedication at the Rogers School for Jacques Chancy, music teacher, who passed away. Principal Gayle Parker and her staff did a marvelous job and it was a wonderful event.

Mr. Bussone also noted that he attended the East Windsor Special Education Parent Advisory Group meeting. He has a couple of questions, but in the interest of time will save them for next meeting.

Ms. Harrington added her comment that it might be a good idea to have recognition of these parents to acknowledge their efforts with the program.

Ms. Weisman commented that the annual high school marching band camp will be held here at the high school and not held away, as they have done in the past.

Dr. Forsthoffer advised he will look into why it has changed for this year.

Ms. Weisman also spoke on an article in the NJSBA magazine informing that districts may adopt policies to exempt students from gym, if they are participating in a sports team. This is a good idea as these kids have games or practice every day after school and on weekends. They can use the extra study hall period for their school work.

Dr. Forsthoffer responded that at the present time we do not have this policy in place, but we will certainly consider this option moving forward.

Ms. Fallon commented that the Mayor's Shining Star Gala is May 4th. One of the recognitions is for our High School National Honor Society. It would be nice if some of us could attend.

Ms. Harrington commented that we could do a better job at communicating the middle school athletic schedule to parents. We need to make sure parents are informed ahead of time of changes and upcoming events.

Dr. Forsthoffer indicated that it may be a good idea to have a form letter or email sent out. Will see what can be done to improve the communication to parents for tryouts and all sports related events.

6. ANNOUNCEMENTS

Dr. Forsthoffer spoke on the following topic:

- The bid for the athletic field renovations, which is under the budgeted amount, will be approved this evening. We are on schedule and moving forward according to the calendar.

7. EXECUTIVE SESSION (Optional) - Not needed.

8. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION

At each of its regular meetings the Board of Education, is requested to approve routine agenda items in one action. Ms. Fayer moved, seconded by Ms. Fallon that the Board approve the listed routine agenda items as submitted.

- A. Staffing
- B. Travel and Related Expenses
- C. Corrective Action Plan for Food Service Fund Operations
- D. FSA Cafeteria Plan for Dependent Care
- E. Approval of Minutes: April 15, 2013 Regular Meeting
- F. Bill List – April 29, 2013
- G. Award of Bid for Athletic Field Renovations at Hightstown High School to Precise Construction, Inc.

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

A. Staffing - as submitted

B. Travel and Related Expenses

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|-----------------|-----------|----------------|--|--------|----------|
| D. Feaster | Personnel | April 29, 2013 | Registration to attend "Developing Student Growth Objectives for all Content Areas" @ FEA, Monroe Township, NJ | 149.00 | 149.00 |
| Total for Month | | | | | 3457.00 |
| YTD Total | | | | | 37976.83 |

C. Corrective Action Plan for Food Service Fund Operations

The Division of Food and Nutrition’s review of the School Food Service Fund operations contained in the Comprehensive Annual Financial Report (CAFR) and the Auditor’s Annual Management Report for the fiscal year ended June 30, 2012 has revealed several areas of improvement. The District has created a corrective action plan to address these findings as per the recommendations of the Bureau of Child Nutrition Programs.

D. Dependent Care Plan for Flexible Spending Account (FSA)

The District has amended its Flexible Spending Account to qualify as a "Cafeteria Plan" (within the meaning of Internal Revenue Service Code of 1986 section 125, and 129). The FSA "Cafeteria Plan" provides benefits for its employees and also their dependents and beneficiaries. This Plan also allows employees to choose among different types of benefits based on their own particular goals, and needs. This plan is a restatement of a plan which was originally effective on January 1st, 2012. Board approval is requested for the amended FSA/Cafeteria Plan which includes the option of benefits to include employee related dependent care expense.

E. Approval of Minutes for April 15, 2013 Regular Meeting

As submitted. Posted on District Website.

F. Bill List for April 29, 2013

Amount of bills and claims for approval: **\$10,617,681.97**

G. Award of Bid for HHS Athletic Field Renovations to Precise Construction, Inc.

On April 24th, 2013, bids were received, open and read aloud for the Athletic Field Renovations at Hightstown High School. The bids were then reviewed by the District architect and engineer. It was determined that the lowest bidder (Atlantic Lining, Inc.) should be disqualified as they listed themselves to perform general construction work but they are not DPMC pre-qualified to perform this work. The next lowest bid was received from Precise Construction Inc. of Freehold, NJ. This firm is in compliance with the requirements of the construction documents.

It is the recommendation of the District Architect and Engineer, and in consultation with the School Business Administrator, to award the bid for renovations to the athletic field at the high school to Precise Construction Inc. of Freehold, NJ. as submitted.

- Base Bid: \$1,697,360.
- Alternate Bid 47,190. (press-box renovation)
- Total Bid: \$1,744,550.

9. SECOND OPPORTUNITY FOR PUBLIC COMMENT

No one spoke.

10. SECOND OPPORTUNITY FOR BOARD MEMBER'S COMMENTS

Ms. Harrington commented that combining both regular and special education students in the test preparation program at the middle school, is commendable.

11. EXECUTIVE SESSION

The Board went into closed session.

12. OPEN SESSION

13. ADJOURN

Kurt Stumbaugh, Board Secretary