

EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
AUGUST 19, 2013**

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held a Regular/Work session Meeting on Monday, August 19, 2013 at 7:30 p.m. in the District Administration Training Room at 25A Leshin Lane, Hightstown, NJ.

Members Present: Pete Bussone, Paul Connolly, Suzann Fallon, Bonnie Fayer, Christine Harrington, Robert Lavery, Alice Weisman
Not Present: Lisa Abel, Kennedy Paul (with advance notice)
Also Present: Dr. Edward Forsthoffer, CSA
Thaddeus Thompson, SBA/Board Secretary
David Coates, Board Legal Counsel

1. WELCOME/SUNSHINE NOTICE

Board President Robert Lavery 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. Lavery 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. Lavery 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. Lavery pointed to the emergency exits.)"

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Ms. Fayer moved seconded by Ms. Fallon to approve the agenda with an addendum to staffing.

- On a roll call vote of the Board, motion to approve was carried unanimously.

(It was noted by Mr. Lavery that in the interest of time the Board will move the first Public and Board comment sessions prior to Goals Item #5).

4. PRESENTATION: VIOLENCE & VANDALISM REPORT (VVR) and HARRASSMENT, INTIMIDATION & BULLYING (HIB) REPORT - January to June, 2013

Dr. Forsthoffer updated the Board on the Violence and Vandalism and the Harassment, Intimidation and Bullying Reports. This is the second report for the 2012-13 school year. Dr. Forsthoffer, using a power point presentation explained the categories of VVR; Violence, Vandalism, Weapons and Substance Abuse. After the presentation, a question/answer period ensued. The topics discussed were drug awareness, testing, role of a Student Assistance Counselor (SAC), preventative measures. It was agreed that the SAC's will be asked to make a presentation at a future meeting regarding the measures used to detect and remediate drug usage among district students. (The Board took action on this item).

Ms. Fayer moved, seconded by Ms. Fallon to accept the VVR and HIB reports as submitted.

- On a roll call vote of the Board, motion to approve was carried unanimously.

5. 2013-14 DISTRICT GOALS DEVELOPMENT

This was moved to take place following the item #7.

6. FIRST OPPORTUNITY FOR PUBLIC COMMENT

Ana Lustenberg of East Windsor introduced herself as a candidate for the East Windsor Township Council and shared her interest in observing and learning what is going on in the District.

7. FIRST OPPORTUNITY FOR BOARD MEMBER'S COMMENTS

Ms. Fallon commented on her participation in the Stronge Evaluation meeting, and noted that it appears to be one of our biggest endeavors facing the District in years.

Mr. Connolly thanked all teachers and administrators who participated at the meeting and acknowledged it would take much effort to implement.

Mr. Lavery spoke on a bill Governor Christie signed this week in relation to dyslexia and asked how if at all it will affect our school district.

Dr. Forsthoffer replied that the Governor intends to label dyslexia as specific learning disability, but this should not have a big impact on our district. We already have a plan geared toward these students. We are talking about assessing every first grader for dyslexia, and we give a lot of assessments now, so we may be covered.

Mr. Beckman spoke on the monetary obligations of a district to implement such a change. It is a good idea but needs more thought

(A discussion ensued on the classification of disabilities).

5. 2013-14 DISTRICT GOALS DEVELOPMENT

Dr. Forsthoffer provided handouts to the Board and attendees. He explained that the last discussion on goals was primarily curriculum driven and that the discussion this evening will focus on three main themes:

- Effect of new evaluation system on district staff performance.
- Increase of time on task for each teacher and student.
- Ways increase/improve student achievement and how that can be accomplished through professional development.

Dr. Forsthoffer described the Goals to reach the above listed items as follows:

Goal #1. Increase student achievement by challenging each student to reach his/her highest potential.

Achievement will be measured by State, District and teacher assessments;

#1.1: Students will begin grade 3 reading at or above standard.

#1.2: Students will finish 5th grade reading and writing above standard and with the computational skills essential for middle school success.

#1.3: Students will graduate 8th grade prepared for the rigor of high school.

#1.4: Students will graduate high school with the necessary skills and appropriate plan to continue to post-secondary options.

The Board and Superintendent along with curriculum supervisors discussed the above goals and objectives; and in addition, the following topics were addressed:

- Full day kindergarten: pros/cons - growth of community population, facility issues. Option to have a demographic study of community. Professional development for turning point personnel.
- Improving communication with the community and more parental involvement in programs.
- Identifying strengths and weaknesses of students.
- Option or need of adding additional advanced placement and honors classes at high school due to increased enrollment.
- Measuring goals and periodic summary of assessments.

- At risk and below grade level students - what is difference and what interventions are and are not working
- The wide range between proficiency and non-proficiency and defining the middle.
- Expose new teachers to Wilson reading program.
- Test prep and after school programs.
- Hiring of another Assistant Principal for K-5 to cover two schools, due to increased enrollment, pros / cons of hiring an interim person for time being.
- Encourage staff to use copiers and not their computer printers as a cost saving measure.
- District policies –working with Strauss Esmay to provide easy access to our host website for policy maintenance.
- Budgeting for computer labs and new physics lab upgrade.
- School climate survey of students, parents and staff. Results will assist in developing goals and gauge how district is doing.
- How to communicate the District Goals to the community.
- All students will feel connected, engaged and comfortable in their school environment to be listed as a goal.

(It was agreed that the Board will conclude the goals discussion at the next meeting for possible action.)

8. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION

Action: Ms. Fayer moved, seconded by Ms. Fallon to approve the routine agenda items listed below.

- A. Staffing (with addendum)
- B. Readmission of Eligible Affidavit Students
- C. Agreement Between EWRSD and Stronge & Associates Educational Consulting, LLC
- D. Sidebar Agreements
 - 1. East Windsor Education Association
 - 2. East Windsor Support Staff Association
- E. Organizational Chart for 2013-14
- F. HIB: Self-Assessment Report
- G. Donations:
 - 1) From Frogbridge Day Camp to Freshman Orientation Picnic
 - 2) From CCL Label to HHS Freshman Orientation Picnic
- H. Travel and Related Expenses
- I. Approve the Application for Child Assault Prevention (CAP) Program for 2013-14
- J. Approve FY2014 Perkins Secondary Grant Allocation, Assurances, and Submission
- K. MHK Fall Sports Schedule
- L. Out of District Placement
- M. Professional Services for Students
- N. Approval of Nursing Plan 2013-2014.
- O. Approval of Collaborative Agreement between Gateway Head Start and East Windsor
- P. Minutes of the Regular Meetings held on June 10, June 24, and July 15, 2013
- Q. Comprehensive Maintenance Plan
- R. Staff Eligible for Mileage Reimbursement
- S. Surplus Property
 - 1. High School - Stadium lights
 - 2. High School - Audio/Video Equipment
 - 3. Technology Center - Computer Equipment
 - 4. GNR - Overhead Projectors
 - 5. WCB - Books
- T. Tuition Contract for Non-Resident Student
- U. Board Secretary's Report and Treasurer's Report for June, 2013
- V. Transfer Report for June 2013
- W. Bill list for August 19, 2013

Discussion:

Ms. Weisman asked about the EWEA and EWRSSA sidebars to the contracts this evening.

Ms. Feaster responded with the background for the sidebars.

Ms. Weisman asked if the organizational chart is a revised chart.

Dr. Forsthoffer responded yes, it is a more accurately reflects the positions and who reports to whom.

- **Vote on Exception items:** On a roll call vote of the Board, Motion to approve was carried unanimously.

A. STAFFING (with Addendum) - As submitted.

B. READMISSION of ELIGIBLE AFFIDAVIT STUDENTS

The NJ Commissioner of Education is required to develop a program to grade each public school and school district's efforts to implement the Anti-Bullying Bill of Rights Act (ABR) (N.J.S.A. 18A:17-46). This guidance document has been developed to help school district staff fulfill their responsibilities under the Commissioner's program. The School Safety Team (SST) should begin the process by reviewing the School Self-Assessment for Determining School Grades under the ABR. The Self-Assessment tool includes eight core elements which address all of the ABR requirements for schools. School district officials are required to review the school and school district grades with the BOE at a public meeting. This will provide the BOE and the public with the opportunity to learn about the district's implementation of the ABR and address any concerns. This information can assist in the annual review of HIB prevention programs, approaches and other initiatives, as required in N.J.S.A. 18A:37-17a, and the annual review of the BOE's HIB policy, as required in N.J.S.A. 18A:37-15c.

C. AGREEMENT BETWEEN EWRSD AND STRONGE & ASSOCIATES EDUCATIONAL CONSULTING LLC

This agreement is for professional development/three days for training in the Stronge Teacher Effectiveness Performance Evaluation System for the four new District administrators.

D. SIDEBAR AGREEMENTS with EWEA and EWRSSA

1. East Windsor Education Association

- A sidebar agreement will be added to the current EWEA Agreement to address the terms and conditions for providing compensation to a Special Education teacher for the collection of the required APA (Alternate Proficiency Assessments) documentation for each APA student assigned to the teacher.
- A sidebar agreement will be added to the current EWEA Agreement to address the terms and conditions for two extra-curricular positions to be added to extra-curricular salaries for the following clubs:
Junior O Ambassadors and the Gay Straight Alliance

2. East Windsor Regional Support Staff Association

- A sidebar agreement will be added to the current EWRSSA Agreement to address the terms and conditions that would apply when a Black Seal Custodian assumes the duties of a Chief Custodian in his/her absence.

E. ORGANIZATIONAL CHART FOR 2013-14

The organizational chart is submitted to the Board to provide a more effective operational structure.

F. HIB: SELF-ASSESSMENT REPORT

The NJ Commissioner of Education is required to develop a program to grade each public school and school district's efforts to implement the Anti-Bullying Bill of Rights Act (ABR) (N.J.S.A. 18A:17-46). This guidance document has been developed to help school district staff fulfill their responsibilities under the Commissioner's program. The School Safety Team (SST) should begin the process by reviewing the School Self-Assessment for Determining School Grades under the ABR. The Self-Assessment tool includes eight core elements which address all of the ABR requirements for schools. School district officials are required to review the school and school district grades with the BOE at a public meeting. This will provide the BOE and the public with the opportunity to learn about the district's implementation of the ABR and address any concerns. This information can assist in the annual review of HIB prevention programs, approaches and other initiatives, as required in N.J.S.A. 18A:37-17a, and the annual review of the BOE's HIB policy, as required in N.J.S.A. 18A:37-15c.

G. DONATIONS

1. From Frogbridge Day Camp to Freshman Orientation Picnic

Mr. Frank Pugliese, Frogbridge Day Camp, 7 Yellow Meeting House Road, Millstone, NJ 08510 would like to donate \$150.00 to the Hightstown High School Freshmen Orientation Picnic. The funds will be used to provide food, refreshments, and prizes for the event.

2. From CCL Labels to HHS Freshman Orientation Picnic

Mr. Pramit Sen, General Manager, CCL Label, 120 Stockton Street, Hightstown, NJ 08520 would like to donate \$250.00 to the Hightstown High School Freshmen Orientation Picnic. The funds will be used to provide food, refreshments, and prizes for the event.

H. TRAVEL & RELATED EXPENSES

R. Green	MHK	Sept. 25, 2013	Reg. for 9th Annual Vaccines for Children Conference, National Conf. Center, East Windsor, NJ	45.00	45.00
I. Reitano	Transp.	Nov 2, 16, 23, Dec 7, 14, 2013 (Saturdays)	Reg. for Financial Operation Course @ New Brunswick, NJ	549.00	549.00
I. Reitano	Transp.	Sept 16, 23, 30, Oct 7, 21, 2013 (Mon. evenings)	Reg. for Emergency Management Course @ Mays Landing, NJ	376.00	376.00
P. Hewins T. Thompson	Bldg & Grounds/ Business Office	Aug. 22, 2013	Two registrations for Training Course-Workers/ Supervisors of Intact Removal of Flooring Materials @ Ocean, NJ	250.00	500.00
E. Forsthoffer	Admin.	Oct. 2-5, 2013	Registration for the Superintendent's Summit @ Ritz Carlton, Naples FL	N/C	N/C
Total for Month					1,470.00
YTD Total					7,247.20

I. APPLICATION FOR CHILD ASSAULT PREVENTION (CAP) PROGRAM FOR 2013-14

Board approval is requested for the application to PEI Kids for FY 13-14 Child Assault Prevention (CAP) funding. CAP seeks to integrate the best resources of a community in an effort to reduce a child or young person’s vulnerability to verbal, physical, and sexual assault by working closely with the local school districts, parent/teacher associations, home school groups and other community groups. CAP has a threefold educational approach to prevention which includes training in the following areas: staff in-service, parent program and individual classroom workshops for children and teens. All four elementary schools have applied for a total of 38 classroom presentations. The total cost for all workshops is \$5,108 of which EWRSD’s contribution is 30% or \$1,532.40. A state grant will cover all but \$1,000 of the total cost. The cost to the district for the 2013-2014 school year will be \$1,000.

J. FY2014 PERKINS SECONDARY GRANT ALLOCATION ASSURANCES, AND SUBMISSION

Approval is requested for the assurances and submission of the application for the FY 2013-2014 Perkins Secondary Grant funding of \$ \$35,701. The funding will be used for:

- Creating partnerships with local businesses/industries through the cooperative education program.
- Improving the technology resources in the high school business computer labs.
- Utilizing the Perkins Secondary Performance Report to inform the educational opportunities in areas where we did not meet expectations.
- Developing strategies to forge relationships with post-secondary institutions and the approved career technology programs.
- Training opportunities to assist teachers in keeping current with business and industry trends.
- Development of student learning experiences in each CIP that receives Perkins funding.

K. MHK FALL SPORTS SCHEDULE for the 2013-2014 school year. (on website/Sharepoint)

L. OUT OF DISTRICT PLACEMENT in PRIVATE & PUBLIC SCHOOLS

Academy Learning Center

Tuition July 1, 2013 through August 9, 2013

1. Student:	#101429	ESY	\$ 3,976.00
2. Student:	#201947	ESY	\$ 4,480.00
		Speech	\$ 303.00
3. Student:	#720223	ESY	\$ 4,480.00
		Aide	\$ 2,996.00
		Speech	\$ 606.00

Collier High School

Tuition September 4, 2013 through June 20, 2014

1. Student:	#402692	REG	\$ 51,332.40
2. Student:	#400586	REG	\$ 51,332.40
3. Student:	#501163	REG	\$ 51,332.40

Jackson Township Board of Education

September 1, 2013 through June 30, 2014

1. Student:	#9800637	RSY	\$ 25,650.00
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Maria H. Katzenbach School for the Deaf

Tuition July 8, 2013 – August 9, 2013

1. Student:	#101469	ESY	\$ 3,300.00
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MCSSSD – Personal Assistant

Tuition September 6, 2013 through June 30, 2014

1. Student:	#720168	RSY	\$ 36,075.00
2. Student:	#720263	RSY	\$ 36,075.00
3. Student:	#720114	RSY	\$ 36,075.00

New Hope Academy

Tuition July 2, 2013 through August 15, 2013

Tuition September 3, 2013 through June 11, 2014

1. Student:	#501400	RSY	\$ 39,250.00
2. Student:	#839391	RSY	\$ 39,250.00
3. Student:	#600806	ESY	\$ 4,579.05
		RSY	\$ 34,670.95
4. Student:	#600807	ESY	\$ 3,925.50
		RSY	\$ 35,324.50
5. Student:	#400274	ESY	\$ 4,579.05
		RSY	\$ 34,670.95
6. Student:	#500434	ESY	\$ 4,579.05
		RSY	\$ 34,670.95

The Rugby School at Woodfield - Revision

Revised Tuition September 9, 2013 through June 26, 2014

1. Student: #101430 RSY \$ 60,337.80

M. 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
Alexander Road Associates	Psychiatric Evaluations	\$495.00
Bayada Home Health Care Inc.	Nursing Services	Per Fee Schedule
Douglass Outreach Services	Evaluations	Per Fee Schedule
Dr. Elliott Gursky	Psychiatric Evaluations	\$475
Barbara J. Leech, Ph.D.	Neuropsychological Evaluations	\$1,400.00
Jesse Mintz, M.D.	Neurological Evaluations	\$450.00
New Jersey Specialized Child Study Team	Evaluation Services for Students who are Deaf or Hard of Hearing	Per Rate Schedule
Roman A. Perez	Evaluations	\$450.00
Gladys Portacio	Evaluations	\$450.00
Therapy Source	Speech, Occupational, & Physical Therapy	Per Contract

N. NURSING PLAN FOR 2013-14

Annually each school district must develop a School Nursing Plan. The plan has been developed by East Windsor Regional School District nursing staff and reviewed by administration. Copy on file in Student Services office.

O. APPROVAL OF COLLABORATIVE AGREEMENT BETWEEN GATEWAY HEAD START AND EAST WINDSOR

There is a need to provide in-district opportunities for preschool disabled students to be educated with their non-disabled peers. The Collaborative Agreement between Gateway Head Start & East Windsor Regional School District will provide an opportunity for preschool aged students with disabilities to be educated with their non-disabled peers in the Least Restrictive Environment (LRE).

Name	Type of Service
Head Start Collaborative Agreement	Programs
Head Start Collaborative Agreement	Transportation

P. MINUTES OF MEETINGS ON JUNE 10, JUNE 24, and JULY 15, 2013

As submitted. Available for review on district website.

Q. COMPREHENSIVE MAINTENANCE PLAN

Each year the school district must approve a comprehensive maintenance plan. The anticipated budget for maintenance must meet a minimum annual target for each school. These targets are listed in form M1 column F. The school district's budget as shown in column G exceeds the target for each school. The comprehensive maintenance plan report shows all the different types of maintenance performed at each school and the amount spent in 2012-13, the current year budget for 2013-14, and the amounts planned for 2014-15. It is recommended that the board approve the attached form M-1, the Detailed Actual Expenditures by Year by Building Worksheet, and the Comprehensive Maintenance Plan Report Actual *FY 12-13*, current *FY 13-14*, and planned *FY 14-15*, and submission of the worksheets and report to the NJ Department of Education.

R. 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.

- Edie Alexander Guidance
- Ellen Gertel Guidance

S. SURPLUS PROPERTY

The Walter C. Black School has miscellaneous books that are no longer being used and requests Board approval to donate these books for economically disadvantaged students. The books are listed below.

- 10 hardcover Houghton Mifflin "Just Listen" readers
- 97 soft cover books from the "Supra Doopers" Sundance series
- 112 soft cover books from the Rigby Literacy series
- 160 soft cover books from Houghton Mifflin - various titles
- 9 soft cover books (puffin/penguinputnam) - A Long Way from Chicago by Richard Peck
- 4 soft cover Yearling Books - Bud, Not Buddy by Christopher P. Curtis
- 2 cardboard books by Scholastic (Tonka) - What do Trucks Do

The High School stadium lights are being replaced with new fixtures for the new artificial turf field. The EW Pal organization has expressed interest in receiving the "old" lights and the District will donate them to PAL

The High School has Audio/Video Equipment that is obsolete and in disrepair. These items are no longer useful/being used and are taking up much needed space in the TV production classroom. Board approval is requested to dispose/recycle/auction these items at the discretion of the SBA. (List on file in SBA office)

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., located in Newtown, PA, has offered to buy this equipment (19 servers, 10 laptops, & 143 wireless access points) from the district for \$752.00 which includes labor and freight charges. The Technology Center also has an equipment rack that is broken and no longer useful (asset tag #010184) which it would like to dispose of. Board approval is recommended. (List on file in SBA office).

Grace N. Rogers School has several overhead projectors that are outdated and been replaced by document cameras. (List on file in SBA office).

T. TUITION CONTRACT FOR NON RESIDENT STUDENTS

There is a regular education 11th grade student who resides outside District boundaries and the parents/guardians are requesting to have this student attend Hightstown High School for 2013-14 school year on a tuition based non-resident status. The student resides in Millstone Township, NJ. The parents/guardians have agreed to pay the District the 2013-14 Board approved annual tuition rate of \$14,921. for regular education high school students on a monthly basis of \$1,492.10 per month.

U. BOARD SECRETARY AND TREASURER'S REPORT FOR JUNE, 2013

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

V. TRANSFER REPORT FOR JUNE, 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.

W. BILL LIST FOR AUGUST 19, 2013 for the amount of \$20,535,667.66 as submitted.

9. SECOND OPPORTUNITY FOR PUBLIC COMMENT

No one spoke

10. SECOND OPPORTUNITY FOR BOARD MEMBERS' COMMENTS

There were no comments.

11. ADJOURN

Thaddeus Thompson, Board Secretary