

Minutes of the Regular Meeting on September 27, 2010

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

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION**  
**SEPTEMBER 27, 2010**

**The Board of Education of the East Windsor Regional School District held a Regular meeting on Monday, SEPTEMBER 27, 2010 at 7:30 p.m. in the Hightstown High School cafeteria.**

Members Present: Paul Connolly, Bruce Ettman, Suzann Fallon, Christine Harrington, Bob Lavery,  
Susan Lloyd, Kennedy Paul, Alice Weisman  
Members Absent: Bonnie Fayer (with advance notice)  
Also Present: Dr. Edward Forsthoffer, III, Superintendent  
Kurt Stumbaugh, Business Administrator/Board Secretary  
David Coates, Board Legal Counsel

**ITEM 1. WELCOME**

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."

Fire Code Compliance: Ms. Weisman made the following announcement: "In compliance with the fire code of the State of New Jersey, I call your attention to the emergency exit for this room, which is located....."(Ms. Weisman pointed to the emergency exit.)

**ITEM 2. PLEDGE OF ALLEGIANCE**

**ITEM 3.A APPROVAL OF AGENDA**

Having read the material received, Mr. Lavery moved, seconded by Mr. Paul, to approve the agenda.

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

**ITEM 3.B RESOLUTION FOR CLOSED SESSION**

Mr. Lavery 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 a closed session during its regular meeting on September 27, 2010.

This closed session concerns: Personnel Matters, Litigation, Contract Negotiations, & Attorney Client Privilege.

Minutes of this closed session will be available in accordance with Board policy when the need for confidentiality no longer exists. On a roll call vote of the Board, the motion to approve was carried unanimously.

**ITEM 4. RECOGNITION OF FORMER BOE MEMBER: STUART DOLGON**

Ms. Weisman presented a plaque to Stu Dolgon in recognition of his years of service as a Board member. She read the wording of the plaque out loud: *Presented to Stu Dolgon in Grateful Recognition for your Outstanding Dedication and Integrity While Honorably Serving on the East Windsor Regional School District Board of Education from January, 1999 to December, 2005, and from May, 2007 to April, 2010.*

Mr. Dolgon gratefully accepted the plaque, and thanked each Board member. Mr. Dolgon commented that this Board is the most dedicated group of people he has ever met and is honored to have worked with them for these many years. Mr. Dolgon also acknowledged and thanked his wife Mindy for having to spend many evenings alone while he attended meetings. He also gave heartfelt thanks to all the District staff who have made his years as a board member so worthwhile.

**ITEM 5. RECOGNITION OF PERFECT ATTENDANCE FROM TRANSPORTATION**

The Board recognized and commended the following transportation staff for maintaining perfect attendance. Dr. Forsthoffer and Ms. Feaster made the presentation, and each recipient received a flower and certificate of recognition.

- Janina Adamiec – Bus Driver
- Emmanuel Babin – Bus Driver
- Karen de Angelis – Van Attendant
- Hollis Donaldson – Bus Driver
- Kim Grasso – Bus Driver
- Helen Letizia – Van Attendant
- Danielle Michael – Bus Driver
- Dianna Moore – Bus Driver
- Nilda Perez – Bus Driver

**ITEM 6. 25 YEAR RECOGNITION AWARDS**

Assistant Superintendent Debbie Feaster presided over the presentations for 25 years of Service to the District to the following staff:

- A. Jill Archibald – MHK
- B. Adriane Brown – Transportation
- C. Gary Bushelli – HHS
- D. Kathleen Chamberlin – Transportation
- E. Mary DeVanney – EMK
- F. Janet DeVany – PLD
- G. Joanne Dowd – HHS
- H. Susan Edenzon – WCB
- I. Frances Finkelstein – Community Education
- J. Hilary Greenfield – HHS
- K. Lynn Koch – GNR
- L. Ellen Mace - MHK
- M. Carol Montferrat - WCB
- N. Sonia Neer-Atkinson- HHS
- O. Donna Ratner - HHS
- P. Susan Wilczewski-Student Svs.
- Q. Lynn Woods - HHS.
- R. Helen Zyontz - MHK

Five minute recess was taken at 8:22 pm

Meeting reconvened at 8:27 pm

**ITEM 7. SECOND READING OF BOARD POLICIES**

Policy 5111 – Eligibility of Resident/Nonresident Pupils (revised)

Policy 6360 – Political Contributions (revised)

Policy 6422 – Budget Transfers (revised)

Policy 6740 – Reserve Accounts (revised)

Policy 8420 – Emergency and Crisis Situations (revised)

Mr. Lavery moved, seconded by Ms. Fallon to approve the Board policies listed above on second reading.

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

**ITEM 8. SECOND READING OF REGULATION 8420.1 – FIRE and FIRE DRILLS (revised)**

Mr. Lavery moved, seconded by Mr. Paul to approve the Board Regulation listed above on second reading.

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

**ITEM 9. FIRST READING OF BOE POLICIES**

Dr. Forsthoffer gave a brief summary of these policies up for first reading.

3425.1 Modified Duty Early Return to Work Program – Teaching Staff

4425.1 Modified Duty Early Return to Work Program – Support Staff

Mr. Lavery moved, seconded by Ms. Lloyd to approve the above policies be considered for second reading.

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

**ITEM 10. ANNOUNCEMENTS**

- Dr. Forsthoffer announced that the District will be receiving federal stimulus money in the amount of \$645,895. however the actual timing of the disbursement of these funds is still to be determined. He noted that there will be discussion in the near future on how the district will utilize this money.
- There have been five Back to School nights held so far and all were very well attended.
- The HHS open house will take place this week on Thursday.
- The new emergency / security drill requirement will start as of 11/1/10. One fire drill and one security drill will take place per school each month.

**ITEM 11. FIRST OPPORTUNITY FOR PUBLIC COMMENT**

Richard Torrey of Cranbury asked if the District accepts volunteers from the community to assist with students. He commented that he taught high school history for several years, and gave a summary of his education and background.

Ms. Weisman thanked Mr. Torrey, and expressed appreciation for his interest in the District. She confirmed that the district does utilize the help of community volunteers and that Dr. Forsthoffer will respond.

**ITEM 12. FIRST OPPORTUNITY FOR BOARD MEMBERS' COMMENTS**

Mr. Ettman commented that he highly enjoys the meetings in which the district recognizes the accomplishments of employees. He noted that Mr. Dolgon's contribution to the Board was significant. He always made sure we were on task and that things were being done correctly. He is honorable, dependable and insightful. Hopes he enjoys his retirement from the Board.

Mr. Ettman also commented on the housing conversion matter. Mr. Ettman highlighted the numerous negative effects of the conversion to non-restrictive units. These changes can cause involuntary tax increases and our schools cannot support the increase in student population. This was the purpose to have age restricted housing in the first place so impact on schools is minimal. This does not match the master plan for the community.

Ms. Weisman attended the first marching band competition. Our band was fantastic. Next weekend the band will compete at the Meadowlands. Ms. Weisman also noted she attended the MHK open house as a parent, and described the staff and parents as being very involved, enthusiastic and motivated.

**ITEM 13. EXECUTIVE SESSION**

**ITEM 14. MOTION TO APPROVE ROUTINE AGENDA ITEMS**

Mr. Lavery moved seconded by Ms. Fallon, to approve the following routine agenda items as submitted:

- A. Staffing
- B. Emergent Hiring of New Staff
- C. Out of District Placement
- D. Professional Services for Students
- E. Readmission for Previously Removed Affidavit Students
- F. Donations:
  - 1) Saxophone to Melvin H. Kreps School
  - 2) Gift Cards from Wal-Mart to Walter C. Black School
  - 3) Donation to EWRSD towards costs of the Reading A-Z Classroom Site Licensing.
- G. Field Trip Approvals
- H. New Advisors for HHS Clubs
- I. New Clubs at HHS:
  - 1) Photography Club
  - 2) Short Film Club
- J. Volunteers
- K. Goals and Objectives
  - 1. District Goals and Objectives
  - 2. Superintendent's Goals
- L. Travel Related Expenses
- M. 2010-11 Salaries for NCLB
- N. Curriculum Approval 8<sup>th</sup> Grade Elective Tournament Games - on SharePoint
- O. Disposal of Surplus Property
  - 1) MHK – Musical Instruments
  - 2) HHS – Overhead Projectors
- P. Student Admission to Hamilton Township Adult High School
- Q. Renewal of Contract for Professional Legal Services – Parker McCay, P.A. Attorneys
- R. Renewal of Food Service Agreement with Chartwells for 2010-11 school year
- S. Resolution: Usage of two EWRSD Buses by Hightstown Fire Department
- T. NJSBAIG 2010 Safety Grant Program Award
- U. Approval of Minutes
  - 1) August 2, 2010 Special Meeting
  - 2) August 23, 2010 Reg. Meeting
- V. Appointment of E-Rate Consultant
- W. Bill List – September 27, 2010

**A. STAFFING**

As submitted.

**B. AUTHORIZATION FOR EMERGENT HIRING PENDING COMPLETION OF CRIMINAL HISTORY CHECK**

Board approval is recommended for the following staff

- Laura DiMeglio           Teacher
- Rita Perez                 Teacher

**C. OUT OF DISTRICT PLACEMENT**

MCSSSD

Tuition September 3, 2009 through June 30, 2010

1 Student:	400602	REG.	\$ 41,314.00
2 Student:	602932	REG.	\$ 41,314.00
3 Student:	720471	REG.	\$ 42,042.00
4 Student:	720159	REG.	\$ 42,042.00
5 Student:	720323	REG.	\$ 42,042.00
6 Student:	720660	REG.	\$ 42,042.00
7 Student:	2271214	REG.	\$ 42,042.00
8 Student:	720404	REG.	\$ 42,042.00
9 Student:	720251	REG.	\$ 42,042.00
10 Student:	720296	REG.	\$ 42,042.00
11 Student:	402501	REG.	\$ 42,042.00
12 Student:	720114	REG.	\$ 47,684.00
13 Student:	720362	REG.	\$ 42,042.00
14 Student:	720263	REG.	\$ 42,042.00
15 Student:	720473	REG.	\$ 42,042.00
16 Student:	500328	REG.	\$ 41,314.00
17 Student:	720082	REG.	\$ 42,042.00
18 Student:	720110	REG.	\$ 42,042.00
19 Student:	720168	REG.	\$ 42,042.00
20 Student:	402092	REG.	\$ 42,042.00
21 Student:	720021	REG.	\$ 42,042.00
22 Student:	720062	REG.	\$ 42,042.00
23 Student:	720039	REG.	\$ 42,042.00
24 Student:	301170	REG.	\$ 47,684.00
25 Student:	720667	REG.	\$ 42,042.00
26 Student:	720198	REG.	\$ 42,042.00
27 Student:	832595	REG.	\$ 42,042.00
28 Student:	720101	REG.	\$ 42,042.00
29 Student:	200029	REG.	\$ 42,042.00
30 Student:	202065	REG.	\$ 52,234.00
31 Student:	720675	REG.	\$ 52,234.00
32 Student:	720687	REG.	\$ 52,234.00
33 Student:	202165	REG.	\$ 52,234.00

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34 Student:	720558	REG.	\$ 52,234.00
35 Student:	720685	REG.	\$ 42,042.00
36 Student:	720532	REG.	\$ 52,234.00
37 Student:	720456	REG.	\$ 52,234.00
38 Student:	720526	REG.	\$ 52,234.00
39 Student:	720492	REG.	\$ 52,234.00
40 Student:	701656	REG.	\$ 52,234.00
41 Student:	701676	REG.	\$ 52,234.00
42 Student:	8102241	REG.	\$ 42,042.00
43 Student:	720244	REG.	\$ 52,234.00
44 Student:	720500	REG.	\$ 52,234.00
45 Student:	720116	REG.	\$ 52,234.00
46 Student:	720440	REG.	\$ 52,234.00
47 Student:	720481	REG.	\$ 42,042.00
48 Student:	2292214	REG.	\$ 52,234.00
49 Student:	720107	REG.	\$ 52,234.00
50 Student:	799595	REG.	\$ 42,042.00
51 Student	720025	REG	\$ 42,042.00
52 Student	819502	REG	\$ 42,042.00
53 Student	400224	REG	\$ 41,314.00
54 Student	850602	REG	\$ 41,314.00
55 Student	202054	REG	\$ 41,314.00
56 Student	401101	REG	\$ 41,314.00
57 Student	501035	REG	\$ 42,042.00
58 Student	201999	REG	\$ 42,042.00
59 Student	9800704	REG	\$ 52,234.00
60 Student	720535	REG	\$ 42,042.00

YCS – Sawtelle Learning Centre - Montclair  
Tuition September 27, 2010 through June 30, 2011

1. Student: 720262 REG. \$51,967.80

**D. 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
Jesse Mintz, M.D., FAAP	Neurological Evaluations	\$450.00
Barbara J. Leech, Ph.D.	Neuropsychological Evaluations	Per Rate Schedule
Shari Duddy, LDTC	Evaluations	Per Rate Schedule
Susan Dondes	Auditory Processing Evaluation	Per Rate Schedule

**E. READMISSION FOR PREVIOUSLY REMOVED AFFIDAVIT STUDENTS**

The following non-compliant affidavit students or persons that have not provided required documentation were removed from the district attendance rolls at the Board of Education meeting on August 23, 2010. These students wish to return to the district. All required proof of residency documents, immunization forms along with complete information the district and state requires for school registration have been provided. Up-to-date, notarized affidavits, if needed, also have been provided.

9800621	11	HHS
602971	3	PLD
602494	4	PLD
600619	11	HHS
720159	10	ODD
8102477	10	HHS
9800583	1	GNR
9800661	12	HHS
9800623	PS	GNR
502484	4	GNR

**F. DONATIONS**

1. Saxophone to Melvin H. Kreps School

Ms. Laurie Berman, 855 Windsor-Perrineville Road, East Windsor, NJ 08520 would like to donate a saxophone to the Melvin H. Kreps School. Ms. Bauman would like the saxophone to be given to one of their students who might be unable to afford to purchase an instrument.

2. Gift Cards from Wal-Mart to Walter C. Black School

Wal-Mart, Ms. Kathy Coleman, Personnel Manager, 839 Route 130, East Windsor, NJ 08520 would like to donate ten \$100.00 gift cards to ten teachers at the Walter C. Black Elementary School. Wal-Mart contributes back to the community through the schools and these gift cards will enable the teachers to make purchases of supplies that support their classroom programs, art supplies, indoor recess games, student supplies, etc.

3. Donation to EWRSD towards costs of the Reading A-Z Classroom Site Licensing

Mr. and Mrs. Larry Haddock, 5 Holly Drive, East Windsor, NJ 08520 would like to donate \$5000.00 to cover the cost of site licensing for RAZ Kids which is a component of the Reading A-Z program.

**G. FIELD TRIP APPROVALS**

Field Trip planned for Walter C. Black School:

10/18/10            2<sup>nd</sup> Grade to Cranberry Bog  
Pinelands Institute for Natural and Environmental Studies  
120-13 Whitesbog Road, Browns Mills, NJ

Field Trips planned for Hightstown High School:

10/16/10            FIRST Robotics Team  
DuPont Field House – Davidow Hall, Salem County College  
460 Hollywood Ave., Penns Grove, NJ

11/6/10             FIRST Robotics Team  
North Brunswick High School  
98 Raider Road North Brunswick, NJ

10/31/10            Red Cross Club  
Special Olympics Fall Festival – Lawrenceville Prep School  
Rt. 206, Lawrenceville, NJ

11/19/10            Business Practice Firm Conference Mercer County Community College  
Old Trenton Road West Windsor, NJ

10/27/10            Central NJ College Fair – Woodbridge High School  
Woodbridge Ave., Woodbridge, NJ

Field Trips planned for Ethel McKnight School:

10/1/10            1<sup>st</sup> and 2<sup>nd</sup> Graders  
GreenFest Planet Hugger Event  
Garden State Exhibit Center, Somerset, NJ

**H. NEW ADVISORS FOR HHS CLUBS**

The following clubs, which have already been Board approved, have new advisors/assistants:

Adelante Club	-	Wilson Hernandez
French Club	-	Laura Harper and Peggy Romans
German Club	-	Irene Zurakowski and Anna Cotis
Ski Club	-	Kim Kryscnski and William Kamps
“O” Ambassadors Club	-	Assistants Casey Fox and Kelly Murphy
Jewish Student Union Club	-	Wilson Hernandez

**I. NEW CLUBS AT HHS**

- Photography Club - Hightstown High School would like to start a new club entitled “Photography Club” which would fall under the category of a non-paid extracurricular activity with a teacher advisor. The advisor will be Michael Puccio, one of HHS Guidance Counselors.
- Short Film Club - Hightstown High School would like to start a new club entitled “Short Film Club” which would fall under the category of a non-paid extracurricular activity with a teacher advisor. The advisor will be David Hecker, the TV Production teacher at HHS.

**J. VOLUNTEERS/CHAPERONES**

The Board of Education approves all volunteers who serve in the District.

It is recommended that the Board approve the chaperones and/or volunteers as submitted for the EMK, HHS and PLD schools. A detailed list of the approved volunteers is on file in the principal’s office of each school.



**K. GOALS AND OBJECTIVES**

**2010-2011 District Goals**



- Instruction:** Develop and enhance the current curriculum while creating additional learning strategies to increase student instruction in literacy.
- Staff Development:** Develop and implement a comprehensive staff development program that is directly improving student achievement with a strong focus on literacy.
- Communication:** Improve communication within the district and the community
- Resources:** Maximize the use of district resources and engage in academically sound education practices.

<b>Goal #1 – Instruction</b>		
<b>Develop and enhance the current curriculum while creating additional learning strategies to increase student instruction in literacy.</b>		
<b>Outcomes: (1) All K-12 students who are reading at or above reading level will continue to show growth. (2) At least 25% of students who are reading below grade level will demonstrate more than one grade level of growth in reading skills of growth in reading skills.</b>		
<b>Activity</b>	<b>Rationale/Evaluation</b>	
A. Create pacing charts that align current 180 day curricula for all high school courses with new 145 day schedule	<ul style="list-style-type: none"> <li>• Supervisors</li> </ul>	Pacing charts are completed for all high school courses.
B. All curricula is analyzed for alignment to the current New Jersey Core Curriculum Content Standards.	<ul style="list-style-type: none"> <li>• Asst. Superintendents</li> <li>• Supervisors</li> </ul>	As changes have been made to the NJCCCS, EWRSD curricula is aligned.
C. Create a Longitudinal Growth Rubric (LGR) for all students.	<ul style="list-style-type: none"> <li>• Asst. Superintendents</li> <li>• Principals</li> <li>• Supervisors</li> </ul>	An LGR will be created so that standardized data for each student may be entered. Data will at least include NJASK, SS, Learnia, Star, Benchmarks, portfolio, writing prompts.
D. Implement the Wilson Foundations and Just Words program.	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Supervisors</li> <li>• Teachers</li> </ul>	Teachers will be trained and begin implementing this new literacy approach for classified and at-risk readers.
E. Develop a database of Longitudinal Growth Rubric for all students.	<ul style="list-style-type: none"> <li>• Asst. Superintendents</li> <li>• Principals</li> <li>• Supervisors</li> </ul>	Database is created and contains all relevant and current information and is integrated with the Student Information System.

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F. Conduct semi-annual comprehension assessments for students in grades K-5, and use this data for faculty and grade level articulation meetings.	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Principals</li> <li>• Supervisors</li> </ul>	Meetings are held and this data is utilized for flexible groupings. Evidence should exist in teacher's lesson planning and for small group instruction.
G. Develop content specific benchmarks in grades 6-12 for assessing student reading skills. Information will be disaggregated quarterly by central office and disseminated to teachers.	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Principals</li> <li>• Supervisors</li> </ul>	Data is analyzed to ensure that all students are appropriately challenged and supported in meeting the objectives for improved literacy.
H. Identify students who are not showing longitudinal growth and implement action plans for improved instruction. Tie efforts to evaluation.	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Teachers</li> <li>• Supervisors</li> </ul>	Teacher lesson planning must reflect action plans for struggling students.

<b>Activity</b>	<b>Responsibility</b>	<b>Rationale/Evaluation</b>
I. Provide current and previous summative data for all standardized assessments to all staff.	<ul style="list-style-type: none"> <li>• Supervisors</li> <li>• Principals</li> <li>• Teachers</li> </ul>	Data is provided for last year's students so that faculty members can measure their progress and realize the progress that their students made.
J. Analyze student data for each teacher and articulate patterns amongst teachers and grade level progress.	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Supervisors</li> <li>• Teachers</li> </ul>	Analysis completed and teachers examine patterns of their own teaching to analyze potential strengths and weaknesses.
K. Identify diverse populations and remediate weaknesses via instruction. Continually reevaluate the growth of these students and modify instruction accordingly.	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Teachers</li> <li>• Supervisors</li> </ul>	Teacher lesson planning must reflect action plans for at-risk students and populations.
L. Maximize and encourage the use of the the high school tutoring center.	<ul style="list-style-type: none"> <li>• HS administration</li> <li>• Supervisors</li> </ul>	Increased use of the tutoring center, particularly by students who are at-risk.
M. Increase the frequency of feedback including grading as a tool for students to meet the course objectives.	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Principals</li> </ul>	Students need constant feedback to reflect on their growth and teachers need feedback to monitor and adjust instruction
N. Increase the use of productive technology within the K-12 classrooms.	<ul style="list-style-type: none"> <li>• Supervisors</li> <li>• Teachers</li> <li>• Technology Coordinator</li> </ul>	Teachers will highlight in the lesson plans additional technologies they have implemented that assist in accomplishing the State standards.
O. Increase the use of assistive technology for students with disabilities.	<ul style="list-style-type: none"> <li>• Director and Supervisor of Special Services</li> <li>• Teachers</li> <li>• Principals</li> </ul>	Teachers will highlight in the lesson plans additional technologies they have implemented that assist in accomplishing the State standards.

<b>Goal #2 – Staff Development</b>		
<b>Develop and implement a comprehensive staff development program that is directly tied to improving student achievement with a strong focus on literacy.</b>		
<b>Outcomes: (1) At least 100 professional development opportunities will be offered during the 2010-2011 Academic year.</b>		
<b>(2) At least 50% of all professional development opportunities offered during the 2010-2011 will Will target or place an emphasis on literacy.</b>		
<b>Activity</b>	<b>Responsibility</b>	<b>Rationale/Evaluation</b>
A. Establish Yearly Calendar for Professional Development Including Quarterly Meetings for Central Office to study data.	<ul style="list-style-type: none"> <li>• Asst. Superintendents</li> </ul>	Calendar established
B. Report on each building’s School Professional Development Committee (SPDC) progress on activities and goals.	<ul style="list-style-type: none"> <li>• Principals</li> <li>• SPDC members</li> <li>• Superintendent</li> </ul>	Meetings occur and goals and activities are modified based on feedback.
C. Conduct five Central Meetings Developed to Focus on Literacy K-12	<ul style="list-style-type: none"> <li>• Supervisors and Central Office Administrators</li> </ul>	Strategies are developed that focus on literacy. These strategies are then incorporated into future PD.
D. Offer training in Wilson Foundations for all K-1 general education teachers and K-5 special education teachers.	<ul style="list-style-type: none"> <li>• Elementary Supv.</li> <li>• Director &amp; Supv. for Special Services</li> <li>• Applicable teachers</li> <li>• Outside Consultants</li> </ul>	Training is completed so that this multisensory approach can be utilized during the primary years.
E. Offer training for structured literacy block.	<ul style="list-style-type: none"> <li>• Elementary Supv.</li> <li>• Content Specialists</li> </ul>	PD offered to maximize literacy instruction during the reading and writing block.
F. Offer training on utilization of high yield instructional materials and strategies to promote student achievement in the reading and writing workshop.	<ul style="list-style-type: none"> <li>• Elementary Supv.</li> <li>• Director &amp; Supv. for Special Services</li> <li>• Content Specialists</li> <li>• Outside Consultants</li> </ul>	PD offered to initiate creative strategies for teaching the reading and writing workshop.
G. Offer training for teachers of the Title One programs in Literacy and Mathematics.	<ul style="list-style-type: none"> <li>• Supervisors</li> </ul>	Effective strategies are implemented for students at risk.
H. Continue to offer training in the middle school on utilizing a common language in articulating goals for improved writing.	<ul style="list-style-type: none"> <li>• Building Administrators</li> <li>• Supervisors</li> </ul>	Administration in building and central office will work to present articulations on giving feedback to students and relating to personal goals as identified by summative data (NJASK, STAR scores, longitudinal reading and writing benchmarks).

Activity	Responsibility	Rationale/Evaluation
I. Offer training across grades 6-12 in content literacy.	<ul style="list-style-type: none"> <li>• Supervisors</li> <li>• Outside Consultants</li> </ul>	Increased uses of peer coaching and direct references in the curriculum maps that stress non-fiction reading strategies.
J. Offer training to teachers of grades 9-12 to enhance independent reading and authentic writing aligned with HSPA.	<ul style="list-style-type: none"> <li>• Supervisors</li> </ul>	Training is offered to improve scores on the HSPA.
K. Provide training on how to effectively deliver feedback to students by using rubrics, conferences, and anecdotal data collected during small group lessons.	<ul style="list-style-type: none"> <li>• Supervisors</li> <li>• Principals</li> </ul>	Increased use of non-traditional assessments
L. Offer training to middle school teachers on the use of book clubs to enhance student experiences and improve achievement in the area of analysis of text.	<ul style="list-style-type: none"> <li>• Supervisors</li> </ul>	Training is offered to improve student analysis of text.
M. Provide training to all staff on the use of benchmark data to increase differentiation based on quantitative data.	<ul style="list-style-type: none"> <li>• Supervisors</li> </ul>	Increase differentiated instruction is utilized to best meet the needs of a diverse population. Differentiation is directly tied to analyzed data.
N. Analysis of authentic work product and use the same to assess, diagnose and develop a focus for instructional lessons and adjustments in scope and sequence.	<ul style="list-style-type: none"> <li>• Supervisors</li> </ul>	Supervisors will examine real examples to refocus the curriculum.
O. Provide additional professional development opportunities based on information obtained from evaluations, walk-throughs, and teacher-articulated needs.	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Supervisors</li> </ul>	Professional development is tailored to the needs of the faculty so that any weaknesses among the staff can be evaluated and remedied.
P. Evaluate course offerings and participation to assist in establishing a professional development calendar for the next year	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Asst. Superintendents</li> </ul>	Professional development needs to be fluid so that the needs of the district are being met.

<b>Goal #3 – Communication</b>		
<b>Improve communication within the district and the community</b>		
<b>Outcomes:</b> (1) Email addresses will be collected from at least 60% of the families. (2) At least three district newsletters will be created electronically and made available on the website and through <u>School Messenger</u> . (3) At least 90% of the Board of education meetings will include public recognition. (4) There will be at least 10 budget presentations in addition to the presentations made at Board meetings.		
Activity	Responsibility	Rationale/Evaluation
A. Develop certificates to be awarded to all recognition recipients that will be signed by the Board president and the superintendent.	<ul style="list-style-type: none"> <li>• Superintendent</li> </ul>	Certificates are completed.
B. Solicit lists from district administration for faculty that should be publicly recognized during Board meetings.	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Principals</li> <li>• Supervisors</li> </ul>	At least 90% of the Board meetings will have public recognition of students and/or faculty.
C. Solicit lists from district administration for students that should be publicly recognized during Board meetings.	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Principals</li> <li>• Supervisors</li> </ul>	
D. Solicit email address and mobile telephone numbers from parents and guardians.	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Coordinator of Technology</li> </ul>	60% of all parents' email addresses and telephone numbers are garnered by January 2011. Monthly increases continue to occur after that date.
E. Better utilize and increase the usage of the <u>Student Messenger</u> <sup>TM</sup> software.	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Principals</li> <li>• Coordinator of Technology</li> </ul>	There will be an increase in the use of this software so that it is not just being utilized during emergencies.
F. Create an EWRSD newsletter in both electronic and print form.	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Assistant Superintendents</li> <li>• Principals</li> </ul>	A newsletter is sent home at the end of each marking period.
G. Supervisors will make monthly presentations with respect to their content area.	<ul style="list-style-type: none"> <li>• Supervisors</li> <li>• Assistant Superintendents</li> </ul>	Monthly presentations made to the Board of Education.
H. <u>PowerPoint</u> <sup>TM</sup> presentations with audio narration are posted on the website.	<ul style="list-style-type: none"> <li>• Coordinator of Technology</li> <li>• Supervisors</li> </ul>	Monthly presentations are posted on district website
Activity	Responsibility	Rationale/Evaluation
I. Create a Budget Newsletter that will be sent to the parents either electronically or in printed form.	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Business Administrator</li> </ul>	News letter is disseminated to all parents and posted on the website for the community.
J. Conduct several Board presentations detailing the progress of the budget	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Business Administrator</li> </ul>	Board presentations will be put onto the district website with audio narration.
K. Budget presentations will be made to PTA/PTO groups	<ul style="list-style-type: none"> <li>• Superintendent</li> </ul>	Presentations will be made to at least 4 groups with a goal of reaching all six.
L. Budget presentations will be made to interested to interested community groups or residents	<ul style="list-style-type: none"> <li>• Superintendent</li> </ul>	Presentations will be made to at least 6 community groups.

<b>Goal # 4 – Resources</b>		
<b>Maximize the use of district resources and engage in academically sound educational practices.</b>		
<b>Outcomes: (1) The proposed school budget will be passed by the voters. (2) A plan will be outlined for using the federal stimulus funds. (3) The budget development will be transparent and communicated to the residents.</b>		
<b>Activity</b>	<b>Responsibility</b>	<b>Rationale/Evaluation</b>
A. Evaluate current instructional resources for effectiveness and alignment with state standards.	<ul style="list-style-type: none"> <li>• Asst. Superintendents</li> <li>• Supervisors</li> </ul>	Recommendation is made for any instructional materials that need to be outsourced.
B. Conduct an inventory to ensure adequate resources are available and to identify surplus resources	<ul style="list-style-type: none"> <li>• Asst. Superintendents</li> <li>• Principals</li> <li>• Supervisors</li> </ul>	Inventory will be incorporated into the district budget.
C. Solicit public input during BOE meetings.	<ul style="list-style-type: none"> <li>• Superintendent</li> </ul>	Public comment section added to the BOE agenda beginning in October 2010.
D. Maintain open communication with city officials to determine the school tax impact on taxpayers.	<ul style="list-style-type: none"> <li>• Business Administrator</li> </ul>	Tax rate is analyzed and budget impact is predicted. This analysis will be presented by the superintendent at BOE meetings.
E. Examine all enterprise funds for potential increased revenue.	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Business Administrator</li> </ul>	Incorporate anticipated revenue increases into the budget.
F. Incorporate <i>Green Strategies</i> to decrease printing costs and labor.	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Asst. Superintendents</li> <li>• Principals</li> <li>• Supervisors</li> </ul>	Operational inefficiencies are identified and green strategies are implemented.
G. Examine the potential for joining a cooperative purchasing agreement.	<ul style="list-style-type: none"> <li>• Business Administrator</li> </ul>	Dialog with other business administrators and explore potential agreements. Present findings to superintendent.
H. Meet with city officials to collaborate on possible shared service opportunities.	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Business Administrator</li> </ul>	Identify cost savings from any shared services and incorporate into the budget.
I. Examine the use of Federal stimulus money.	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Business Administrator</li> </ul>	Examine the potential utilization of this money to offset costs in the 2011-2012 school budget.
J. Participate in an energy audit.	<ul style="list-style-type: none"> <li>• Business Administrator</li> </ul>	Examine the audit results for implementation.

Activity	Responsibility	Rationale/Evaluation
K. Explore alternative funding opportunities to supplement the school budget by indentifying and applying for eligible federal, State, county, charitable, and private sector grants.	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Assistant Superintendents</li> <li>• Building Principals</li> <li>• District Supervisors</li> </ul>	Research and create a data base of potential federal, state, county, charitable, and private sector grants.
L. Create a Budget Newsletter that will be sent to the parents either electronically or in printed form.	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Business Administrator</li> </ul>	News letter is disseminated to all parents and posted on the website for the community.
M. Present several Board presentations detailing the progress of the budget	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Business Administrator</li> </ul>	Board presentations will be put onto the district website with audio narration.
M. Budget presentations will be made to PTA/PTO groups	<ul style="list-style-type: none"> <li>• Superintendent</li> </ul>	Presentations will be made to at least 4 groups with a goal of reaching all six.
N. Budget presentations will be made to interested community groups or residents	<ul style="list-style-type: none"> <li>• Superintendent</li> </ul>	Presentations will be made to at least 6 community groups.

### 1. Superintendent’s Goals

The following are the Superintendent’s Goals for the 2010-2011 academic year in addition to the monitoring of the Board approved *District Goals*:

1. Facilitate a smooth transition from the prior administration and promote continuity and stability.
2. Develop an understanding of district programs and curriculum and make recommendations for continued improvement.
3. Enhance public awareness of the school district through:
  - a. Increased student, staff, and public recognition at board meetings;
  - b. Better utilization of School Messenger;
  - c. Increased opportunities for receiving budget information.
4. Work with all stakeholders and employees to create a fiscally responsible budget that meets the needs of the EWRSD students.
5. Evaluate the effect of the new high school schedule and make recommendations, if needed, for 2011-2012.
6. Promote and implement “going green” strategies and policies.

**L. TRAVEL RELATED EXPENSES**

T. Sherrod	Student Services	Nov. 15, 2010	NJAPSA Conference - "Autism - The Legal and the Practical" - Long Branch, NJ	149.00	149.00	
T. Thompson	Bus. Office	Oct. 6 & 13, 2010	Public School Purchasing Course at Center for Govt. Services - Rutgers U., New Brunswick, NJ	401.00	401.00	
R. Schrieber	MHK	Oct. 4-6, 2010	AENJ Fall Conference 2010- Somerset Double Tree Hotel	145.00	145.00	
T. Diaz	MHK	Oct. 4-6, 2010	AENJ Fall Conference 2010- Somerset Double Tree Hotel	145.00	145.00	
D. Kabak	Personnel	Oct. 26-27, 2010	Subfinder Conference - Ocean City, Maryland	199.00	199.00	
P. Novak	Personnel	Oct. 26-27, 2010	Subfinder Conference - Ocean City, Maryland	199.00	199.00	
T. Thompson	Business Office	Nov. 17, 2010	NJASBO Professional Development Program - "Grants Administration" - Double Tree Hotel, Mt. Laurel, NJ	75.00	75.00	
T. Thompson	Bus. Office	Dec. 7, 2010	NJASBO Professional Development Program - "The Board Secretary's Report & Duties of the Board Secretary" - Double Tree Hotel, Mt. Laurel, NJ	75.00	75.00	
J. Cotignola	HHS Guidance	Oct. 26-29, 2010	College Board Forum in Washington, DC	449.99	449.99	
<b>Total for Month</b>					<b>1,837.99</b>	
<b>Total for Year</b>						<b>2,425.99</b>

**M. 2010-2011 SALARIES FOR NCLB**

The following salaries are funded through the No Child Left Behind Grant

NAME	SALARY	WORK LOCATION	FUNDING PERCENTAGE FOR EACH PROGRAM
Barbara Rogers	\$53,588	Melvin H. Kreps	100% from Title IA
Mirah Skillman	\$81,876	Grace N. Rogers	100% from Title IA
Robert Ridge	\$86,823	Staff Developer	100% from Title IIA
Karitsa Mills	\$64,578	Ethel McKnight/W.C. Black	45% from Title III
Sandra Shafi	\$83,608	Melvin H. Kreps	45% from Title III
Patricia Phillips	\$92,000	Supervisor	20% from Title IA
Patrick Akey	\$47,831	Melvin H. Kreps	42% from Title I ARRA
Kimberly Geurds	\$71,855	Melvin H. Kreps	100% from Title I ARRA



**NCLB LEAD TEACHER STIPENDS**

Melvin H. Kreps Lead Teachers. \$37 per hour stipend funded through NCLB Title IA:

- Abed Aissa
- Matthew Bernstein
- Joanna Chierici
- Cynthia Gerrits
- Kevin Weiss

**N. CURRICULUM APPROVAL FOR 8<sup>TH</sup> GRADE ELECTIVE TOURNAMENT GAMES (on Sharepoint)**

As submitted.

**O. DISPOSAL OF SURPLUS PROPERTY**

**1. MHK-Musical Instruments**

The Melvin H. Kreps School Music Department is in possession of broken, non-usable musical instruments. Since these items are no longer of useful service and are beyond repair, it is in the best interest of the District to declare them as surplus property to be disposed of and/or recycled.

2	Leblanc Alto clarinets	7991, 7984
2	Vito Alto clarinets	3779, 2964
1	Conn Baritone horn	E65532
2	Conn French horns	32770, E81399
5	Slingerland side drums	
3	Bundy sousaphones	
1	Ludwig Snare drum shell	
1	Besson Tuba 2-20	
1	Set pearl marching quints	

**2. HHS Overhead Projectors**

The Hightstown High School library is in possession of 10 very old overhead projectors that are beyond repair. The librarian is requesting board approval to discard these items as they are taking up needed space in the library storage room.

7	ELMO Model #HPL355
2	BUHL Model #120
1	BUHL Model #9014EDS

**P. STUDENT ADMISSION TO HAMILTON TOWNSHIP ADULT HIGH SCHOOL**

Students attending Hightstown High School may request dual enrollment to attend the Hamilton Township Adult Accredited High School Program, for the purpose of attaining credits to graduate this school year.

The student will attend at his/her own expense.

Student(s) requesting approval:

M.R. - Student ID # 101014      Elective Business Course      2.5 credits

**Q. RENEWAL of CONTRACT for PROFESSIONAL LEGAL SERVICES- PARKER MCCAY, PA**

The East Windsor Regional School District has a business relationship with the law firm of Parker McCay as special counsel for student services. It is in the best interest of the District that it reappoints Parker McCay as special counsel and renew it's contract for the 2010-11 school year as submitted.

**R. RENEWAL OF FOOD SERVICE AGREEMENT WITH CHARTWELLS FOR 2010-11**

**Whereas**, Compass Group, USA, Inc. d/b/a/ Chartwells has been the District Food Service Management Provider; and **Whereas** the Administration is pleased with the service they provide to our students and staff:

**Be it Resolved**, that it is in the best interest of the District to approve Chartwells as the Food Service Management Provider for the 2010-11 school year and approve the Food Service Agreement/Addendum as submitted which includes the following:

**Administrative fees:** Chartwells shall charge \$7,009. per month for 10 months for an annual total of 70,090. during the 2010-11 academic year.

**Management Fee:** Chartwells shall charge the LEA a management fee of 10 cents per meal served and meal equivalents.

**LEA Guaranteed Subsidy:**

Chartwells guarantees that the return to the LEA from the Food Service Program for school year 2010-11 will be \$50,000. If the annual operating statement shows a return less than \$50,000 Chartwells will reduce its Management fee by the difference between the actual and the guaranteed amount but in no event shall the reimbursement obligation exceed the amount of Chartwells management fee as set forth above.

**RECOMMENDATION:**

Board approval of the resolution and attached agreement for Compass Group, USA, Inc. d/b/a Chartwells to continue as the District Food Service Management Company for 2010-11 school year

**S. RESOLUTION: USAGE OF TWO EWRSD BUSES BY HIGHTSTOWN FIRE DEPARTMENT**

**Whereas**, Hightstown Engine Company #1 of 140 North Main Street in Hightstown, is celebrating its 175<sup>th</sup> Anniversary on October 16, 2010 with a parade involving many fire companies from New Jersey and out of state; and **Whereas**, Mr. Neal Glackin, Parade Chairman has contacted and coordinated with Patricia Bye, District Transportation Director to hire District buses and staff to transport the drivers of the parade trucks to and from the Minute Maid site where they will be parking;

**Be it Resolved**, that the East Windsor Regional School District will provide two sixteen passenger buses and two drivers for a charge of \$25.00 per hour per bus for this event.

**RECOMMENDATION:** That the Board approve the usage of two District buses and drivers by Hightstown Engine Company #1 for their anniversary celebration on Oct. 16, 2010 per terms set forth in above resolution.

**T. NJSBAIG 2010 SAFETY GRANT PROGRAM AWARD**

At the July 19, 2010 meeting of the East Windsor Regional School District Board of Education, the Board approved the submittal of the 2010 New Jersey School Boards Association Insurance Group Safety Grant Application for the amount of \$54,654.

The NJSBAIG Grant Committee has reviewed the application and finds that the EWRSD meets the grant requirements and has approved the application and awarded the District a grant in the amount of \$54,654.

**U. APPROVAL OF MINUTES: August 2, 2010 Special Meeting and August 23, 2010 Regular Meeting.**

As submitted. Available for review on District website and on file in Board Secretary's office.

**V. APPOINTMENT OF E-RATE CONSULTANT**

The district has the opportunity to apply for and receive federal grant money from the schools and library fund, commonly referred to as E-Rate funds. The use of a professional familiar with the intricacies of the E-Rate program increases the district's revenue. It is recommended that the Board authorize the appointment of E-Rate Elite Services, Inc. as our E-Rate Consulting Service on a contingent fee basis of 7% of revenue claimed and received at a cost not to exceed \$15,000.

**W. BILL LIST FOR SEPTEMBER 27, 2010**

**RESOLVED:** That the Board approves the payment of bills and claims in the amount **\$1,556,204.17** as submitted

**VOTE:** On a roll call vote of the Board, approval of the routine agenda items listed under item 14, was carried unanimously

**14A. SECOND OPPORTUNITY FOR PUBLIC COMMENT**

No one spoke.

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

Ms. Weisman thanked all the donors for their donations that were on the agenda this evening. (Item 14.F)

Ms. Harrington commented that our CSA is doing an excellent job, and commended the District and Superintendent Goals presented tonight.

Dr. Forsthoffer informed the Board that they would be available for the public to review on the District Website.

To Adjourn: Ms. Fallon

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Kurt Stumbaugh, Board Secretary