

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

*Revised 8/12/12*

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION  
JUNE 25, 2012**

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

Members Present: Lisa Abel, Paul Connolly, Bruce Ettman (7:38), Suzann Fallon, Bonnie Fayer (7:50 pm), Christine Harrington, Bob Laverty, Susan Lloyd (7:38), and Kennedy Paul

Members Absent: None

Also Present: Dr. Edward J. Forsthoffer, Chief School Administrator  
Kurt Stumbaugh, SBA/Board Secretary  
David Coates, Board Legal Counsel

**ITEM 1. WELCOME**

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.)

**ITEM 2. PLEDGE OF ALLEGIANCE**

**ITEM 3.A APPROVAL OF AGENDA**

Mr. Paul 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.

**ITEM 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 June 25, 2012. These closed sessions concern:

1. Contract Negotiations
  - a. Update
  - b. Insurance-Liability and Worker's Compensation Package
2. Litigation
  - a. Settlement Agreement: M.D. legal matter and L.S. legal matter
3. Student Matters-Bullying

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. PRESENTATION: HARASSMENT, INTIMIDATION AND BULLYING REPORT**

Dr. Forsthoffer gave a presentation on Harassment, Intimidation and Bullying (HIB). The HIB reports provided by each of our schools are discussed at each board meeting. He gave detailed and informative explanation of the HIB categories, number of incidents trends/statistics. Also, the measures in place to prevent HIB incidents from occurring.

Ms. Harrington asked what would be the school's responsibility over the summer when such incidents occur.

Mark Beckman, District Bullying Specialist responded that he had attended the NJ Anti-Bullying Conference at Monmouth University, and this very question was asked and discussed at length. The consensus was that if an HIB situations occurs off site during the summer and its effect spills into school and interferes with a student's education we have to get involved. We are in our first year of this program and still awaiting further guidelines from the State.

Ms. Harrington asked about the impact of intervention on academic activity.

Dr. Forsthoffer responded that he is not aware of any negative impact on academics.

Ms. Fallon suggested that as the Board monitors the incidents and data on HIB in the future to keep track of any trends that appear, and if the programs in place have any effect on the number of incidents.

Mr. Laverty asked if there is any baseline information on the student attitude survey at the middle school.

Dr. Forsthoffer responded not that he is aware of, but will look into it.

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

No one spoke.

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

Ms. Fallon commented that the Kreps and High School graduation ceremonies went very well and were very organized.

Ms. Lloyd commented that 8<sup>th</sup> graders enjoyed being in the auditorium. The organization of the event was excellent.

Ms. Fallon suggested that we have a special school wide presentation to recognize the CVC Sportsmanship Award. It reflects so well on the school and students. Good sportsmanship is one of the most important lessons learned.

Dr. Forsthoffer responded yes, that would be possible and a very good idea.

#### **7. FIRST EXECUTIVE SESSION**

The Board went into closed session.

The Board returned to open session.

#### **8. ANNOUNCEMENTS**

Dr. Forsthoffer updated the Board on the following topics:

- The annex gym floor replacement is underway, as well as the high school bleacher replacement.
- The CVC Sportsmanship award. The award for "all around sportsmanship" went to Hightstown High school.
- The HSPA Scores cycle one upcoming. The Board has seen the raw data already, and a full presentation on the data will probably be at the August meeting.

#### **9. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION**

**Mr. Paul made the following motion: "Having read and reviewed the materials received, I move that the Board approves the listed routine agenda items as submitted."**

- A. Staffing
- B. Emergent Hiring
- C. Bullying Report From June 11, 2012
- D. Out of District Placements
- E. Application for a Waiver to the 3 Year ESL Plan for 2011-2014
- F. Travel and Related Expenses
- G. HHS Fall Sports Schedule
- H. MHK Fall Sports Schedule
- I. MHK 8<sup>th</sup> Grade Band and Chorus Overnight Field Trip

- J. Non-paid Club at HHS – “PROVIDE”
- K. Award of Contract for HHS Alarm Panel Repairs Under Emergent Conditions
- L. Tuition Reimbursement
- M. Approval of Minutes: April 30, 2012 meeting
- N. Insurance Renewal
- O. Board Secretary’s Report for May, 2012
- P. Treasurer’s Report for May, 2012
- Q. Transfer Report for May, 2012
- R. Bill List for June 25, 2012
- S. Special Meeting: Monday, July 9, 2012 – CSA Evaluation
- T. M.D. legal matter settlement (added at meeting)

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

**A. Staffing: As submitted.**

**B. Emergent Hiring Pending Completion of Criminal History Check:**

- Kyle Clark Summer Computer Tech
- Aditya Dalal Summer Computer Tech
- Brian Mulleavey Summer Computer Tech

**C. Bullying Report from June 11, 2012**

**D. Out of District Placement in Public or Private Schools**

- The Rugby School at Woodfield

Tuition April 27 to May 22, 2012 - Student #401101 REG. \$5,997.00

**E. Application for Waiver to the 3 year ESL Plan for 2011-14**

Approval is requested to complete the application as requested by the NJ Department of Education for an ESL and Bilingual Three-Year Program Plan, implementing the recommendations by Dr. Ana Mistral, consultant hired by the district. Beginning with the 2011-2014 cycle, districts will no longer be required to submit plans to the New Jersey Department of Education. The complete plans will be housed in the district’s central office and will be available to the NJDOE upon request for the purpose of monitoring and oversight.

**F. Travel and Related Expenses**

K. Dolan	Kreps School	July 12 and July 25, 2012	Registration to Attend NJPSA Legal One Series Wkshp. Monroe Twp. NJ	300.00	300
L. Douglass	Student Services	July 19 , July 25 and August 1, 2012	Registration to Attend Social Skills and Autism Workshop Series, Ben Franklin Elem. School, Lawrenceville, NJ	300.00	300
A. Sandhir	Student Services	July 19 , July 25 and August 1, 2012	Reg. to Attend Social Skills and Autism Workshop Series, Ben Franklin Elem. School, Lawrenceville, NJ	300.00	300
W. Conley	Student Services	July 19, 2012	Reg. to Attend "Handling Challenging Behaviors and Teaching Social Skills" Wkshp, Ben Franklin Elementary School, Lawrenceville, NJ	125.00	125

L. Borkowski	Student Services	July 19, 2012	Reg. to Attend "Handling Challenging Behaviors and Teaching Social Skills Ben Franklin Elem.School Lawrenceville, NJ	125.00	125
E. Ogintz	Student Services	August 1, 2012	Reg.to Attend "Candid Discussion on Students w/Autism Spectrum Disorders and How It Relates to Your Public School" Workshop, Ben Franklin Elem.School, Lawrenceville, NJ	125.00	125
E. Ogintz	Student Services	July 19, 2012	Registration to Attend "Handling Challenging Behaviors and Teaching Social Skills" Workshop, Ben Franklin Elementary School, Lawrenceville, NJ	125.00	125
H. Franzo	Black School	August 9-10,2012	Philadelphia, PA Common Core Standards Registration	349.00	349
T. Sherrod P. Togens E. Graga R. Raimondo D. Graham	Student Services	October 12, 2012	Registration to Attend NJ Intern'l.Dyslexia Association Annual Fall Conf. Double Tree Hotel, Somerset, NJ	1,000.00	1,000.00
G. Bryant	Student Services	July 26, 2012	Reg.to Attend LRC-Central Preschool Summer Institute, LRC Central, Trenton, NJ	7.25	7.25
G. Parker	Rogers School	July 17-18, 2012	Registration to Attend Responsive Classroom Schools Conf. George Washington Univ. Washington, DC	350.00	350
R. Dias	Drew School	August 9-10,2012	Registration to Attend Workshop on Leadership and the Common Core, Philadelphia, PA	349.00	349
Total for Month				15,599.58	15,599.58
<b>YTD Total</b>				<b>48,862.25</b>	<b>48,862.25</b>

**G. HHS Sports Schedule** –as submitted

**H. MHK Fall Sports Schedule** – as submitted

(High School and Middle School Sports schedules are available for review on the District’s website and from the respective school’s athletic director.)

**I. MHK 8<sup>th</sup> Grade Band and Chorus Overnight Field Trip**

The 8<sup>th</sup> grade band and chorus of the Melvin H. Kreps Middle School would like to have an overnight trip to Lancaster, PA from May 17 – 18, 2013.

**J. Non-paid Club at HHS called “PROVIDE”**

Hightstown High School would like to start a new club entitled “PROVIDE” which would fall under the category of a non-paid extracurricular activity with a teacher advisor. The advisor will be Kathryn McKenna, an English teacher at HHS. The members of the club would work with local organizations and our district to provide struggling and low-income families with resources and basic necessities.

**K. Award of Contract for HHS Alarm Panel Repairs Under Emergent Conditions**

The High School alarm panel has not been operating correctly recently. We have attempted multiple remedies that have not been effective. Substantial rewiring is needed to return the panel and related systems to acceptable operating condition. It is the School Business Administrator’s opinion that this situation meets the standards of an emergent condition for the District to award the attached quote without formal bidding. The cost estimate has been reviewed by Garrison Architects and the unit costs quoted are lower than a current similar job they are doing. It is anticipated that formal bidding would add to the time and cost of the work that is unacceptable. It is prudent that the panel is returned to operating status without further delay. Board approval is recommended for the award of contract for the HHS alarm panel repairs to **Fire Security Technologies** in the amount of \$68,000.00 per the submitted quote.

**L. Tuition Reimbursement**                      **EWEA**

Antonaccio, Kaitlin	\$1,696.
Boyes, Malorie	\$1,696.
Carnese, Anthony	\$1,496.
Carroll, Jennifer	\$976.
Cherepanya, Danielle	\$1,320
Dunn, Elizabeth (10-11)	\$1,706
Dunn, Elizabeth	\$1,496.
Earl, Tanya	\$749
Elko, Andrew	\$1,496.
Featherston, Kathryn	\$1,496.
Jaskowski, Lyndsay	\$1,068
Jimenez, Linda	\$1,696.
Kamps, William	\$1,466.
McMenamin, Kourtney	\$1,068.
Neveling, Audrey	\$768.
Pinho, Domenique	\$1,488
Priestner, Nicole	\$1,496.
Ridge, Bob	\$504.
Shaffer, Kathleen	\$1,696.
Shannon, Nadine	\$1,320.
Weiss, Kevin	\$1,157.
	<b>Total: \$27,854.</b>

**EWSSA**

David Fung	MCCC	Bus. Writing	\$444.
Laura Lee	MCCC	Art 102	\$444.
	MCCC	Speech/Comm.	\$444.
Sharon Falitz	MCCC	HPE101	\$439.
	MCCC	Math 120	\$444.
Kevin Megill	Univ. Phoenix	Business System 1	\$1,095.
		Business System 11	\$1,095
		Programming Concept	\$1,095.
		<b>Total:</b>	<b>\$5,500.</b>

**M. Approval of Minutes for April 30, 2012** As submitted. Available for review on District Website

### **N. Insurance Renewal**

The District will complete our three year commitment to New Jersey School Boards Insurance Group at the end of June, 2012. Our insurance broker, G.R. Murray, has gone out to bid to obtain competitive quotes from carriers offering the packages we need. Mr. Jay Lawton will present to the Board a summary of his efforts and his recommendation that we renew with NJ School Boards Insurance Group. Mr. Lawton will also present recommendations on how best to address the Board's concerns regarding selection of legal counsel. It is recommended that the Board approve the renewal with NJ School Boards for the District's insurance package by way of adoption of the attached resolutions:

- Resolution to join NJSBAIG/Eric North 2012-15
- Resolution Appointing G.R. Murray as Risk Management Consultant/ Broker
- NJSBAIG Resolution Indemnity and Trust Renewal

### **O. Board Secretary's Report for May 2012**

**WHEREAS**, the Board of Education has received the report of the Board Secretary and Treasurer for the month of May, 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. Approval of the Board Secretary's report for the period ending May 31, 2012 is recommended.

### **P. Treasurer's Report for May, 2012**

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

### **Q. Transfer Report for May, 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.

### **R. Bill List for June 25,2012**

The Bill and Claims Report must be approved by the Board of Education before being submitted for payment. **RESOLVED**: That the Board of Education approves the payment of bills and claims as submitted in the attached reports for the grand total amount of **\$17,809,773.90**

### **S. Special Meeting: Monday July 9, 2012**

The annual evaluation of the Superintendent is currently due. To facilitate the completion of this task, an additional meeting of the Board of Education is needed. It is recommended that the Board authorize the scheduling, advertisement to conduct a Special Meeting of the EWRSD Board of Education on July 9, 2012 at 7:30 pm in Training Room 807A of the Administrative Wing of Hightstown High School 25A Leshin Lane, Hightstown, NJ.

**T. M.D. legal matter settlement (*added at meeting*)**

As a result of a legal case brought against the District, a settlement agreement and release has been negotiated by our NJ School Boards Insurance Group attorney.

This settlement will cost the District no more than our deductible and will avoid further court action.

It is recommended that the Administration approve and authorize the execution of the settlement agreement and release as submitted.

Vote on Exception Items: On a roll call vote of the Board, motion to approve was carried unanimously.

**10. SECOND OPPORTUNITY FOR PUBLIC COMMENT**

No one spoke.

**11. SECOND OPPORTUNITY FOR BOARD MEMBERS'S COMMENTS**

Ms. Lloyd commented that it is with mixed emotion that she has submitted her resignation. Ms. Lloyd will resign her seat on the Board as of June 30, 2012. Mr. Stumbaugh will confirm the timeline for filling the vacant seat with the County.

**13. EXECUTIVE SESSION**

The Board went into its second closed session.

**14. OPEN SESSION**

**15. ADJOURN**

---

**Kurt Stumbaugh, Board Secretary**