

EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520

**MINUTES OF THE REGULAR/REORGANIZATION MEETING OF THE
BOARD OF EDUCATION JANUARY 6, 2014**

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held a regular/reorganization meeting on Monday, **January 6, 2014** at 7:30 p.m. in the Hightstown High School Cafeteria located at 25 Leshin Lane, Hightstown, NJ.

Members Present: Lisa Abel, Pete Bussone, Paul Connolly, Suzann Fallon, Lilia Gobaira, Christine Harrington, Robert Laverty, Kennedy Paul, Alice Weisman
Members Absent: None
Also Present: Dr. Edward J. Forsthoffer, Chief School Administrator
Thaddeus Thompson, SBA/Board Secretary
David Coates, Board Legal Counsel

1. WELCOME/SUNSHINE NOTICE

Board Secretary Thaddeus Thompson 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. Thompson 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. Thompson 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. Thompson pointed to the emergency exits.)

2. PLEDGE OF ALLEGIANCE

3. SEATING OF NEW BOARD MEMBERS WITH OATHS OF OFFICE

Mr. Thompson presided over the oaths of office for the two re-elected Board members: Christine Harrington and Robert Laverty, and for the newly elected Board Member: Lilia V. Gobaira. After the swearing in, each took their seat at the Board panel.

4. ELECTION OF BOARD PRESIDENT

Mr. Thompson called for nominations for the election of Board President.

- Ms. Fallon nominated Ms. Harrington for Board President.
- Mr. Bussone nominated Ms. Weisman for Board President.

Mr. Thompson asked if there were any additional nominations.

There were none.

Mr. Thompson asked for any discussion or comments.

Ms. Harrington commented that she had considered running for Board president a year ago, but decided not to at the time. She added that if elected president, she would certainly uphold the integrity of the position and represent the Board in a very effective and neutral way, and it would be an honor to do so.

Mr. Thompson closed the nominations for Board president and polled the Board.

<u>Vote:</u> Ms. Harrington for the position of Board President:	<u>Total</u>
• Voting YES: Ms. Abel, Ms. Fallon, Ms. Gobaira, Ms. Harrington	<u>(4)</u>
• Voting NO: Mr. Connolly, Mr. Lavery, Mr. Paul, Ms. Weisman	<u>(4)</u>
• ABSTAIN: Mr. Bussone	<u>(1)</u>

<u>Vote:</u> Ms. Weisman for the position of Board President:	<u>Total</u>
• Voting YES: Mr. Bussone, Mr. Connolly, Mr. Lavery, Mr. Paul, Ms. Weisman	<u>(5)</u>
• Voting NO: Ms. Abel, Ms. Harrington	<u>(2)</u>
• ABSTAIN: Ms. Fallon, Ms. Gobaira	<u>(2)</u>

Ms. Weisman was elected Board President with 5 YES votes, and took her seat as Board President, and presided over the rest of the meeting.

5. ELECTION OF BOARD VICE PRESIDENT

Ms. Weisman called for nominations for the office of Board Vice President.

Mr. Paul nominated Paul Connolly for Vice President.

Ms. Weisman asked if there were any additional nominations.

There being none, nominations were closed.

Mr. Thompson polled the Board.

Voting YES: Ms. Abel, Mr. Bussone, Mr. Connolly, Ms. Fallon, Ms. Gobaira, Ms. Harrington,
Mr. Lavery, Mr. Paul, Ms. Weisman.

Voting NO: no one.

ABSTAIN: no one.

Mr. Paul Connolly was elected as Vice President unanimously with a Total of 9 YES votes.

6. A. APPROVAL OF AGENDA

Mr. Connolly moved, seconded by Mr. Paul to approve the agenda with an addendum to staffing as submitted.

Mr. Lavery suggested that since we have a long list of organization items to approve, it may be better to hold the first opportunity for public comment (#8) prior to the reorganization item (#7).

Mr. Connolly amended his original motion to approve adding this revision to the agenda; that the First Public Comment (8) will take place before the reorganization item (7).

Vote: *On a roll call vote of the Board motion to approve was carried unanimously with 9 yes votes.*

B. RESOLUTION: EXECUTIVE SESSION

Mr. Connolly moved, seconded by Mr. Paul to approve the following resolution:

Be it Resolved that the East Windsor Regional School District will hold two closed sessions during its meeting on January 6, 2014. These closed sessions concern:

1. Personnel- HHS Assistant Principal Candidate
2. Student Matters: Bullying

Vote: *On a roll call vote of the Board, motion to approve was carried unanimously with 9 yes votes.*

8. FIRST OPPORTUNITY FOR PUBLIC COMMENT

Ms. Bonnie Fayer, of East Windsor, and former Board member, commented it is the first time in 13 years she is on this side of the panel. She congratulated the newly sworn in Board members and the new Board officers. She noted she will stay in touch and continue to be involved in the District.

7. BOARD REORGANIZATION

The following incorporates the motions and procedures which are required and essential to properly organize and carry on the activities of the Board of Education and subsequently the operation of the East Windsor Regional School District. Board Approval is recommended for the organization items listed below.

A. BOARD POLICIES, BYLAWS, CURRICULUM COURSE ADOPTION

Mr. Connolly moved, seconded by Mr. Paul to approve the following:

- That the EWRSD Board of Education will continue its Existing Policies and Bylaws Including the “By Exception” Agenda Procedure;
- The District’s Existing K-12 Curriculum and Course Offerings for the 2013-14 School Year in Accordance with N.J.A.C. 6:8-3.5;
- The High School Program of Studies and Graduation Requirements for 2013-14 School Year.

Vote: On a roll call poll of the Board, Motion to approve was carried unanimously with 9 yes votes.

B. DEPOSITORIES OF SCHOOL FUNDS

Mr. Connolly moved, seconded by Mr. Paul to approve the depositories for school funds with duly certified signatures as listed below.

Vote: On a roll call poll of the Board, Motion to approve was carried unanimously with 9 yes votes.

Accounts @ TD Bank, N.A.

Required Signatures

General Account	President, Board Secretary and Treasurer of School Monies
Payroll Account	Treasurer of School Monies
Unemployment Trust Account	President, Board Secretary and Treasurer of School Monies
Payroll Agency	President, Board Secretary and Treasurer of School Monies
Capital Reserve Account	President, Board Secretary and Treasurer of School Monies
Capital Projects Account	President, Board Secretary and Treasurer of School Monies
Cafeteria Account	President, Board Secretary and Treasurer of School Monies
Community Education Internal Account	Director, Coordinator
Awards Trust Account-Scholarships	President, Board Secretary and Treasurer of School Monies

Discussion:

Mr. Thompson asked Mr. Coates if instead of polling each board member he may proceed with the voting process for the reorganization items, by asking “all in favor/opposed.”

Mr. Coates responded that he may use that alternate method only if the item does *not* involve money.

C. AWARDS & SCHOLARSHIPS

Mr. Connolly moved, seconded by Ms. Fallon to approve the awards and scholarships as listed below.

Vote: *On a roll call poll of the Board, Motion to approve was carried unanimously with 9 yes votes.*

Al Punk Memorial Award	Pop Warner Football
A. Danforth Cope Award	Senator Linda Greenstein Scholarship
Art Award	Virginia M. Damutz Award
Alvin J. Townsend Jr. Memorial Award	Nadelman-Karp Annual Basketball
Behar Surveying Assoc. Award	Joseph Kluxen Memorial Scholarship
Betty Septer Award	Katherine Kreps Scholarship Bio. Study Award
Business Education Dept. Scholarship	Leonard J. Millner Award
Cathy Gager Memorial Award	Marc Seiden Memorial Scholarship
Craig Goldhammer Award	Marie Parker Black Scholarship
Champs Incentive Award	Martin F. Charney Award
D. Dixon Scholarship	Mehjabin Saifi Memorial Science Award
Elise Ann Triano Memorial Award	Methodist Madness Basketball Award
Elizabeth "Betty" Reeves Klank Award	Nathan Bard Award
Emily Silverstein Scholarship	Nat'l Citizenship Education Award-VFW
Enos E. Parsell Memorial Award	Nirupam Anand Award
Eric Whitney Memorial Scholarship	Philip Barlow Award
EW PBA 191 Award	Positive Impact Award
Edward J. Forsthoffer III Scholarship	Prize Awards
Feinstein Foundation	Ray Willbergh Memorial Award
Field Hockey Award	Robbie Miller Memorial Scholarship
Friday Club of Hightstown	Robert Abrams Service Award
Glen Howard Sturman Memorial Award	Robert L. Flammer Award
HHS Music Donation	Robert Parada Memorial Award
Hightstown Elks 1955 Art Award	Rocky Brook Garden Club Award
Hightstown Woman's Club	Roger G. Cook Engineering Award
Isabelle Lusby Award	Sally Cangelosi Memorial Award
James Patrick White Memorial Award	Stacy M. Cutler Memorial Award
Jason Segarra Memorial Award	Stephanie Dara Berman Award
Joan Catelli & Jeff Catelli Memorial Award	Steven Silverman Memorial Math Award
Joel Fischer Memorial Award	Thomas Carroll Memorial Award
John I. Nelson Memorial Award	Tina Petri Memorial Award
Joshua Harr Shane Scholarship	Vincent Palmer Award
Phylis Carol Katzke Award	William Roesch Memorial Award
Pop Warner Cheer	

D. STUDENT ACTIVITIES ACCOUNTS

Mr. Connolly moved, seconded by Mr. Paul to approve the list of student activities accounts as listed below.

Vote: *On a roll call poll of the Board, Motion to approve was carried unanimously with 9 yes votes.*

Grace N Rogers School Student Activity Account	Principal, Secretary, Clerk
Walter C Black School Student Activity Account	Principal, Secretary, Clerk
Ethel McKnight School Student Activity Account	Principal, Vice Principal, Secretary, Clerk
Perry L Drew School Student Activity Account	Principal, Vice Principal, Secretary, Clerk
Melvin H Kreps School Student Activity Account	Principal, Vice Principal, Clerk

Hightstown High School Student Activity Account
Hightstown High School Officials Account

Principal, Vice Principal, Clerk
Principal, Administrator, Clerk

E. PETTY CASH FUNDS & APPROVED SIGNATORIES

Mr. Connolly moved, seconded by Mr. Paul to approve the petty cash funds and signatories listed below for said funds with the maximum individual purchase of \$50.00

Vote: *On a roll call poll of the Board, Motion to approve was carried unanimously with 9 yes votes.*

Business Office: School Business Administrator/Board Secretary, Assistant SBA

Hightstown HS: Principal, Vice Principal, Clerk

Melvin H. Kreps: Principal, Vice Principal, Clerk

Walter C. Black: Principal, Secretary, Clerk

Grace N. Rogers: Principal, Secretary, Clerk

Ethel McKnight: Principal, Vice Principal, Secretary, Clerk

Perry L. Drew: Principal, Vice Principal, Secretary, Clerk

F. BANK ACCOUNTS @ CITIGROUP FUND SERVICES

Mr. Connolly moved, seconded by Mr. Paul to approve NJ Cash Management Fund General account, the Capital Reserve Account and Unemployment Account as District Bank Accounts at Citigroup Fund Services.

Vote: *On a roll call poll of the Board, Motion to approve was carried unanimously with 9 yes votes.*

G. INVESTMENTS

Mr. Connolly moved, seconded by Ms. Fallon, that the School Business Administrator/Board Secretary (or acting Board Secretary) be authorized to invest idle funds in investments permitted to NJ Municipalities as specified in N.J.S.A 40A:5-15.1, 40A:5-14 & 17:12B-241 via wire transfer in any bank in the State eligible to act as a depository for public funds as certified by the Commissioner of Banking; provided that he/she will report monthly such investments to the Board at the next scheduled meeting.

Vote: *On a roll call poll of the Board, Motion to approve was carried unanimously with 9 yes votes.*

H. DESIGNATED FINANCIAL DEPOSITORIES

Mr. Connolly moved, seconded by Ms. Fallon, that TD Bank N.A., Wells Fargo Bank, The Bank of Princeton, 1st Constitution Bank, & CITI Group Fund Services be designated as financial depositories for the District.

Vote: *On a roll call poll of the Board, Motion to approve was carried unanimously with 9 yes votes.*

I. AUTHORIZATION TO SIGN CHECKS

Mr. Connolly moved, seconded by Mr. Paul that the Board authorize the continued practice of using the signatures of the Board President, School Business Administrator/Board Secretary and Treasurer of School Monies on District checks.

Vote: *On a roll call poll of the Board, Motion to approve was carried unanimously with 9 yes votes.*

J. PAYMENT OF CERTAIN BILLS PRIOR TO BOARD APPROVAL

“*BE IT RESOLVED*: That the School Business Administrator/Board Secretary and Chief School Administrator be designated as persons authorized to approve accounts to be paid prior to their presentation to the Board.”

Vote: *On a roll poll of the Board, Motion to approve was carried unanimously with 9 yes votes.*

K. BUDGET IMPLEMENTATION

Mr. Connolly moved, seconded by Mr. Paul that the Chief School Administrator, and the School Business Administrator be empowered to implement the budget pursuant to policies and regulations of the State and local Board.

Vote: *On a roll call poll of the Board, Motion to approve was carried unanimously with 9 yes votes.*

L. DESIGNATION OF OFFICIAL NEWS MEDIA

Mr. Connolly moved, seconded by Mr. Paul that the Board designates the Windsor Hights Herald, and the Times of Trenton as the Board’s official newspapers to meet the requirement of the Open Public Meeting Act and all legal advertisements satisfy the NJ Statutes and Administrative Code.

Vote: All in Favor: 9; Opposed: 0 *Motion to approve was carried unanimously with 9 yes votes.*

M. BOARD OF EDUCATION REGULAR MEETING CALENDAR

Mr. Connolly moved, seconded by Mr. Paul that in accordance with Board bylaws, the official location and time for the Board of Education Regular Meetings to be at Hightstown High School Cafeteria at 7:30 PM on Monday evenings unless noted otherwise per the schedule below.

Vote: All in Favor: 9; Opposed: 0 *Motion to approve was carried unanimously with 9 yes votes.*

*January 27, 2014
February 10, 2014
February 24, 2014
March 10, 2014
March 24, 2014
April 7, 2014
May 5, 2014
May 19, 2014
June 2, 2014
June 16, 2014*

*July 14, 2014
August 11, 2014
September 8, 2014
September 22, 2014
October 6, 2014
October 20, 2014
November 17, 2014
December 8, 2014
January 5, 2015 (Reorganization)*

Discussion:

Ms. Abel asked if there was any way we could vary the locations of the meetings to bring us closer to home to some community members; maybe more people will attend.

Ms. Fallon commented we’ve already done that in the past and it didn’t make a big difference in attendance. It also caused some confusion as to keeping track of the meeting locations.

Mr. Coates commented that the schedule of meetings is an important part of the reorganization meeting and advised to move forward with approving the schedule as is since it can always be changed later.

Mr. Bussone suggested moving the meeting time earlier to 6:30 or 7:00 pm. Maybe that will help with attendance.

Ms. Weisman noted that this has been discussed and it can be a problem for Board members who commute.

Mr. Laverty commented it depends on what we are presenting at the meetings, which usually determines or drives public attendance. People will attend if there is a topic of interest or concern.

N. BOARD RESPONSIBILITIES

Mr. Connolly moved, seconded by Mr. Paul that the Board approve the list of responsibilities requested of the Board of Education as listed below.

- 1) Negotiations Committee
- 2) Appoint Legislative Liaison
- 3) Appoint NJSBA Delegate
- 4) ~~Staff Development Council Members*~~
- 5) ~~MC Vocational Coordinating Council Representative*~~
- 6) ~~Equity Council*~~
- 7) Teacher of the Year Award
- 8) Governor's / EWRSD Teacher Award

Discussion:

Ms. Fallon asked if the State is requesting that these Board responsibilities be approved.

Ms. Weisman responded that no, this is a list specific to our Board, created by us. It has remained the same for the past several years, and acknowledged that not all these responsibilities are utilized.

Ms. Harrington commented that if this is a requirement, can we just approve the committees as the need arises. It seems silly to adopt if not using them, or they don't exist.

Dr. Forsthoffer added that numbers 4, 5, 6 on the responsibility list haven't been held in at least the last 3 years or as long as he has been here. Some have been routinely carried over through the years; though actual committees were never formed.

*After discussion, it was agreed to strike numbers 4, 5 and 6 from the list of Board Responsibilities, and to vote on the remaining ones (1, 2, 3, 7 and 8) accordingly.

Vote: All in Favor: 9; Opposed: 0 - *Motion to approve was carried unanimously with 9 yes votes.*

O. DISTRICT 403B PLAN VENDORS

Mr. Connolly moved, seconded by Mr. Paul to approve the 403B Plan vendors for the District as listed below.

Vote: *On a roll call poll of the Board, Motion to approve was carried unanimously with 9 yes votes.*

- ING DIRECT
- AMERICAN CENTURY SERVICES
- AMERIPRISE FINANCIAL SERVICES
- AXA EQUITABLE
- LINCOLN INVESTING PLANNING
- SECURITY BENEFIT LIFE
- OPPENHEIMER FUNDS
- PRUDENTIAL FINANCIAL
- VALIC/AIG RETIREMENT
- METLIFE
- FIDELITY INVESTMENTS
- GREAT AMERICAN D/B/A/GALIC
- LINCOLN FINANCIALGROUP
- VANGUARD
- USAA LIFE

P. USE OF STATE CONTRACTED VENDORS

Mr. Connolly moved, seconded by Mr. Paul that the Board authorize the exclusive use of State contracted vendors for its purchases per the directive of the State Treasury Department.

Vote: *On a roll call poll of the Board, Motion to approve was carried unanimously with 9 yes votes.*

Q. RESOLUTION TO APPOINT DISTRICT PURCHASING AGENT

Mr. Connolly moved, seconded by Mr. Paul that the Board approve the appointment of *THADDEUS THOMPSON, SBA/BOARD SECRETARY*, as the District Purchasing Agent for the 2013-14 school year per the Resolution below.

Vote: All in Favor: Yes: 9; Opposed: 0 *Motion to approve was carried unanimously with 9 yes votes.*

WHEREAS, 18:18A-2 provides that the Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$36,000), may be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution, and

WHEREAS, 18a:18a-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$5,400) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution, and

WHEREAS, Thaddeus Thompson currently possesses the qualified purchasing Agent license;

NOW THEREFORE BE IT RESOLVED, that the East Windsor Regional Board of Education pursuant to the statutes cited above hereby appoints Thaddeus Thompson as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the East Windsor Regional Board of Education, and

BE IT FURTHER RESOLVED, that Thaddeus Thompson is hereby authorized to award contracts on behalf of the East Windsor Regional Board of Education that are in the aggregate less than 15% of the bid threshold (currently \$5,400) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED, that Thaddeus Thompson is hereby authorized to seek competitive quotations when applicable and practicable and to award contracts when contracts in the aggregate exceed 15% of the bid threshold (currently \$5,400) but less than the bid threshold (currently \$36,000).

R. RESOLUTION to APPOINT the EWRSD CUSTODIANS of GOVERNMENT RECORDS

Mr. Connolly moved, seconded by Mr. Paul that the Board approve the appointments and Resolution thereof for District Custodians of Government Records for the 2013-14 school year as submitted below.

Vote: All in Favor: 9; Opposed: 0 *Motion to approve was carried unanimously with 9 yes votes.*

WHEREAS, The Open Public Records Act expands the public's right of access to government records, and, WHEREAS, the East Windsor Regional Board of Education must appoint custodians of government records to comply with the law,

NOW THEREFORE BE IT RESOLVED, that the East Windsor Regional Board of Education appoints the following as its custodians of government records:

- The Board Secretary (or in his absence the Acting Board Secretary) for all records other than records concerning students or district employees,
- The Assistant Superintendent of Personnel for records concerning district employees,
- The Assistant Superintendent of Curriculum & Assessment for curriculum records and student records for other than special education students,
- The Director of Student Services for curriculum and student records of special education students. (During absence or inability to act in any of these positions the Superintendent shall be the acting custodian of government records for such positions.)

S. FEES FOR EXTENDED DAY PROGRAM AND EXTENDED KINDERGARTEN PROGRAM

Mr. Connolly moved, seconded by Mr. Paul that the Board approve the fees for the District KIDCARE and TURNING POINT Extended Day Programs as listed in the schedule below. (These fees have remained the same for the 2013-14 school year.

Vote: On a roll call vote of the Board, Motion to approve was carried unanimously with 9 yes votes.

KIDCARE Extended Day Program

<u>Days(monthly):</u>	<u>AM/PM</u>	<u>AM</u>	<u>PM</u>
5	\$280.	\$195.	\$165.
4	\$240.	\$140.	\$160.
3	\$210.	\$120.	\$140.
<u>Daily fee:</u>	\$ 33.	\$ 15.	\$ 20.

TURNING POINT Kindergarten Extended Day Program

Monthly Fee: \$380.

T. DISTRICT STAFF APPOINTMENTS for FISCAL YEAR 2014

Mr. Connolly moved, seconded by Mr. Paul the list of staff appointments for the 2013-14 school year as submitted.

- BOARD SECRETARY: *Mr. Thaddeus Thompson* District School Business Administrator
- ASSISTANT BOARD SECRETARY: *Ms. Erin Hill*, Assistant School Business Administrator
- ACTING BOARD SECRETARY (to serve in the Board Secretary's absence with no pay): *Ms. Erin Hill, Assistant SBA and Mr. David Coates, Esq.*
- DISTRICT CHEMICAL HYGIENE OFFICER: *Mr. Thaddeus Thompson, SBA*
- PUBLIC AGENCY COMPLIANCE OFFICER: *Mr. Thaddeus Thompson, SBA*
- DISTRICT POLICE LIAISON: *Dr. Edward Forsthoffer, District Superintendent*
- HOMELESS LIAISON: *Dr. Tekelah Sherrod, Director of Student Services*
- DISTRICT 504 OFFICER: *Dr. Tekelah Sherrod, Director of Student Services*
- AFFIRMATIVE ACTION OFFICER: *Ms. Deborah Feaster Assistant Superintendent (Dr. Edward Forsthoffer to serve as her alternate).*
- ADA COORDINATOR: *Dr. Tekelah Sherrod as District Coordinator for the American's with Disabilities Act.*
- TITLE IX COORDINATOR: *Mr. Gary Bushelli, Athletic Director*

- FACILITY COMPLIANCE: *Mr. Paul Hewins, Director of Building and Grounds as coordinator for for the Indoor Air Quality, "Right to Know" program, and Asbestos/AHERA compliance for the District.*
- DISTRICT SUBSTANCE AWARENESS COORDINATORS: *Ms. Sharon Menchaca at HHS, and Mr. Rozwell Perez, at MHK.*
- TRUANT OFFICER: *Ms. Linda Scheman, of Central Registration.*
- TREASURER OF SCHOOL MONIES: *Mr. John Calavano (to be paid \$5,200 annual fee).*

Vote: All in Favor: 9; Opposed: 0 *Motion to approve was carried unanimously with 9 yes votes.*

U. DISTRICT SERVICE PROVIDER APPOINTMENTS for FISCAL YEAR 2014

Mr. Connolly moved, seconded by Mr. Paul to approve the list and appointment of District service providers for the 2013-14 school year as submitted.

1. INSURANCE BROKER/RISK MANAGEMENT CONSULTANT - *G.R.Murray, Inc.*
2. ARCHITECTURAL FIRM - *Garrison Architects*
3. AUDITOR/AUDITING SERVICES - *Holman, Frenia, & Allison, P.C.*
4. HEALTH BENEFITS BROKER - *Integrity Consulting Group*
5. SPORTS PHYSICIAN - *Dr. Adam Redlich of A+ Athlete Sports Medicine*
6. BOARD LEGAL COUNSEL - *The firm Turp, Coates, Essl & Driggers, P.C.**, and that the officers of the Board be empowered to sign, on the Board's behalf, the Agreement for Legal Services.
**(Revised at meeting to specify our Board Attorney's law firm as the Board legal counsel).*
7. ATTORNEYS
 - a. *Mr. David B. Rubin, Esq.* as the Board Labor Attorney.
 - b. *Mr. Mark Blunda, Esq.* of Appruzesse, McDermott, Mastro and Murphy law firm as District Negotiations Attorney

Vote: All in Favor: 9; Opposed: 0 *Motion to approve was carried unanimously with 9 yes votes.*

V. ADOPTION OF CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

(The State of NJ Department of Education requires that each year the Boards of Education publicly acknowledge receipt of and compliance with the "Code of Ethics for School Board Members,"18A:12-24.1).

Mr. Connolly moved, seconded by Mr. Paul that the East Windsor Regional School District Board of Education agrees to abide by the following NJSBA Code of Ethics for School Board Members.

Vote: *On a roll call poll of the Board, Motion to approve was carried unanimously with 9 yes votes.*

**(Each Board member read aloud a bullet point in turn)*

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my Board action to policy making, planning, and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.

- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
- e. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action that may compromise the Board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution. (L.2001, c.178, s.5.)

9. FIRST OPPORTUNITY FOR BOARD MEMBERS' COMMENTS

Ms. Harrington commented she is pleased to find the NJSBA has lengthened the timeline to receive petitions for open Board seats; to start in July is well in advance of Election Day and a good idea.

Ms. Fallon attended the high school instrumental concert and noted that it wasn't a typical holiday concert as it had a more challenging choice of music.

Mr. Laverty added that calling it a "midyear" concert afforded the opportunity to provide a broader scope of material and present a wider choice of pieces as opposed to holiday music. He also offered his congratulations to Alice Weisman and Paul Connolly, and is happy to turn over the reins to them.

Mr. Connolly also spoke on the high school concert; that we need to advertise it better, to have more attendance at these events. The kids put a lot of effort into these performances.

Ms. Fallon thanked Mr. Laverty and Mr. Paul for their service, leadership and dedication, and gave Mr. Laverty extra credit for attending the Delegate meetings on the Board's behalf.

Mr. Laverty commented on the upcoming NJSBA Leadership Meeting on Jan. 16, 2014 in Robbinsville. It is a good opportunity to meet with Board members of other Districts and share ideas.

Ms. Weisman asked her fellow Board members if they are updated with their District email addresses.

Ms. Fallon noted that some of us prefer our personal emails.

Mr. Laverty suggested that the Board Secretary arrange to have all the Board members brought up to date with their district emails and passwords and access to Sharepoint.

Ms. Weisman spoke about the high school concert. She enjoyed the music, but the tone of whole concert seemed very serious. Liked the idea of the jazz band up on the stage, it really added something to the performance. Thanked the Board for putting her back as president and assured that she and Mr. Connolly will work hard to make the Board as efficient as possible.

10. FIRST READING OF BOE BYLAW: 0000.02 : INTRODUCTION - MANDATED/REVISED

0000.02 – Introduction (M) (Revised) [For Districts with a Bylaw, Policy and Regulation Manual]

Bylaws 0000.01 and 0000.02 include definitions that are used throughout the school district's Policy and Regulation Manuals. New or updated titles and/or definitions may require policy or regulation revisions to reflect the new titles or definitions used in policies or regulations. For example, the title of County Superintendent is now Executive County Superintendent. When a title change like this is made all current statutes and codes that reference the former title are not revised to reflect the new title.

In order to efficiently address these types of issues within a district's Policy and Regulation Manual, the definition section of Bylaws 0000.01 and 0000.02 – Introduction can be revised to reflect new titles and/or definitions to avoid updating every policy or regulation just to update a title or definition with no other substantive change. In these Bylaws a title and definition have been revised for “County Superintendent” and “Parent”, a new definition has been added for “Core Curriculum Content Standards” to include the new Common Core State Standards initiative, and the term “Collective Bargaining Agreement” has been added to the “Collective Bargaining” definition. The definition of “pupil” was revised to include “student” and a definition of “student” was added to include “pupil.” The statutes and administrative codes use these terms interchangeably. A district can revise and/or add other definitions and terms. Both versions of this Bylaw have been revised: one for districts with a Bylaw, Policy, and Regulation Manual and the second for districts with a Bylaw and Policy Manual. Bylaw 0000.02 is **MANDATED**

Mr. Connolly moved, Seconded by Mr. Paul to approve the first reading of BOE Bylaw 0000.02 : Introduction – Mandated/Revised, as submitted.

Vote: *On a roll call poll of the Board, motion to approve was carried unanimously with 9 yes votes.*

11. FIRST READING OF BOE POLICIES:

- A. 3232 – Tutoring Services – suggested/New**
- B. 5120 – Assignment of Pupils – Mandated/Revised**
- C. 5300 – Automated External Defibrillators (AED's) – Mandated/Revised**
- D. 5533 – Pupil Smoking – Mandated/Revised**
- E. 7434 – Smoking in School Buildings and on School Grounds – Mandated/Revised**
- P3232 – Tutoring Services (New)**
- R3232 – Tutoring Services (Revised)**

A new Policy Guide and a revised Regulation Guide have been developed concerning private tutoring services. The new Policy Guide makes a distinction between additional help provided in school by a staff member before, during, and after the school day as an extension of the staff member's district responsibilities and a parent hiring someone to provide private tutoring services to a pupil in excess of the additional help provided in school. The Policy Guide indicates any contract entered into by the parent of a pupil for tutoring services does not place any responsibility, liability, or obligations on the school district. The Policy Guide does not prohibit a school staff member from providing private tutoring services to pupils; however, the Policy Guide prohibits staff members from privately tutoring pupils enrolled in their classes. The existing Regulation Guide has been revised to be consistent with the new Policy Guide. There is no statute or administrative code that concerns tutoring services and a district that wants a Policy and Regulation on this topic may revise these Guides to meet local needs. Policy Guide 3232 is **SUGGESTED** Regulation Guide 3232 is **SUGGESTED**

P5120 – Assignment of Pupils (M) (Revised)

N.J.S.A. 18A:36-38 addresses classroom placement of twins or higher order multiples. Parents of twins or higher order multiples may request their children be placed in the same or separate classrooms. The placement shall be made in accordance with the written and timely parental request for pupils in grades Kindergarten through eight, while the placement for pupils in grades nine through twelve is at the discretion of the Principal in the best interest of the school and its pupils. The placement for all pupils may be changed by the Principal after the end of the initial grading period under certain circumstances. This law is required to be implemented and makes this Policy a mandated policy. Policy 5120 is **MANDATED**

P5300 – Automated External Defibrillators (AED’s) (M) (Revised)

R5300 – Automated External Defibrillators (AED’s) (M) (New)

P.L. 212, Chapter 51 - Janet's Law was recently approved requiring public and non-public schools to have automated external defibrillators (AED) and to establish an Emergency Action Plan for responding to sudden cardiac events. The law takes effect September 1, 2014. Strauss Esmay’s existing Policy Guide 5300 for AEDs was developed based on guidance from the American Red Cross. However, P.L. 212, Chapter 51 provides some statutory guidance in this area. Although the new statute requires the State Board of Education and Commissioner of Health and Senior Services to develop administrative code, the new Policy and Regulation Guide are consistent with the provisions of the new law. The new law requires the district to establish and implement an Emergency Action Plan for each school in the school district for responding to a sudden cardiac event including, but not limited to, an event in which the use of an AED may be necessary. The new Guides provide the minimum requirements of an Emergency Action Plan as outlined in the new law, but districts will need to develop their own Emergency Action Plan applicable for each school in the district. A district may want to defer adoption of these Guides and compliance with the new law until its effective date of September 1, 2014. These Guides will be revised in the event new administrative code provides more detail than the current statute. This Policy and Regulation is not mandated until September 1, 2014.

Policy 5300 is **MANDATED** Regulation 5300 is **MANDATED**

P5533 – Pupil Smoking (M) (Revised)

P7434 – Smoking in School Buildings and on School Grounds (M) (Revised)

The “New Jersey Smoke Free Air Act,” N.J.S.A. 26-3D-58 and N.J.A.C. 8:6-7.2, prohibits smoking in school buildings and on school grounds. A recent amendment to the Act defines “smoking” to include an “electronic smoking device.” Strauss Esmay has received recent inquiries from school districts concerning pupils using electronic smoking devices. Therefore, Policy Guides 5533 and 7434 have been revised to expand the definition of smoking to include electronic smoking devices. An additional revision also clarifies the definition of school grounds to include grandstands, support buildings, etc.

Policy Guide 5533 is **MANDATED** Policy Guide 7434 is **MANDATED**

Discussion:

Mr. Laverty asked about putting no smoking signs at the entrances of the buildings.

Mr. Thompson responded that we could definitely install these signs at all entrances.

Mr. Fallon asked about the AED units policy. She asked about access to them on the athletic field.

Mr. Thompson responded that we are in process of purchasing more of these and will check to make sure there is one accessible to the sports field.

Ms. Weisman asked if the tutoring policy is brand new, she thought we already had one in place.

Dr. Forstoffer said yes this is new, and there wasn’t a policy in place, though the policy reflects what we already have been doing.

Vote: *On a roll call poll of the Board, motion to approve the First Reading of Board Policies was carried unanimously with 9 yes votes.*

12. ANNOUNCEMENTS

Dr. Forstoffer spoke on the following topics:

- Wished everyone a Happy New Year, and welcome back,
- Congratulations to our new Board members who took their seats this evening.

- Winter concerts have taken place; they were all quite good. The Ethel McKnight concert will be held later in the month.
- Already used 2 snow days, and we are currently even with calendar.
- This Wednesday is the 4th annual HS Business Symposium. We have former alumni coming to speak to our students.
- FAST Grant Initiative that was applied for and received by the Ethel McKnight School staff will have a Literacy Event on January 16th.
- The 8th grade orientation is coming up
- The 4 and 5th grade science fair is at Kreps on February 27th.
- The play Alice in Wonderland will be performed at the Kreps school on January 30, 31, and Feb. 1st.
- Thanked all the very generous donors to the district.

13. FIRST EXECUTIVE SESSION - OPTIONAL

The Board went into closed session.

14. SECOND OPPORTUNITY FOR PUBLIC COMMENT

No one spoke.

15. SECOND OPPORTUNITY FOR BOARD MEMBERS COMMENTS

Ms. Weisman noted that email is a great way for the Board to communicate regarding scheduling and keeping each other updated. We need to talk about dates and deadlines and schedule for retreats, and see when people are available.

Dr. Forsthoffer noted that we do need to meet soon regarding the upcoming budget.

Ms. Weisman commented on goals; asked if the Board can come up with goals before sitting down to discuss. We keep falling behind and always playing catch-up.

Dr. Forsthoffer commented that his niece is listed as a student teacher on the staffing item, and he wished to make note of this in the interest of full disclosure.

Ms. Fallon spoke on the lack of community coverage in the Windsor Hights Herald. We should have more reporting on District events. She enjoyed the recent article on science teacher Dr. Franco Paoletti.

Mr. Lavery agreed and noted that the Windsor Hights Herald also needs to update their webpage. The District news on there is old and not reported in a timely fashion. It seems we are getting less and less community coverage.

16. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION

Mr. Connolly moved, seconded by Mr. Paul to approve the following routine agenda items by exception:

- A. Staffing
- B. Bullying Report from December 9, 2013
- C. Overnight Field Trips
 - 1) HHS Ski Club to Vermont
 - 2) HHS Cheerleading to Orlando, Florida for National Competition
- D. Donations:
 - 1) To HHS Red Cross Club Holiday Party
 - 2) ExxonMobil Education Alliance to MHK School
 - 3) To FIRST Robotics Team of HHS from Parents
- E. Approve Title 1, 2A, 3, Race to the Top, and Carl D. Perkins Corrective Action Plan
- F. Travel & Related Expenses
- G. Out of District Placement
- H. Professional Services for Students

- I. Approval of Minutes: November 18, 2013
- J. Board Secretary & Treasurer’s Reports for November 2013
- K. Transfer Report for November 2013
- M. Bill List - January 6, 2014

Discussion:

Ms. Abel noted an error on the November 18, 2013 minutes regarding Board attendance. She was marked absent but was in attendance at that meeting, and Ms. Weisman was marked present, but she was absent at that meeting. Mr. Thompson assured the Board that these corrections are duly noted and will revise the minutes accordingly for the record.

Vote: *On a roll call poll of the Board, the motion to approve the routine agenda items was carried unanimously with 9 yes votes.*

- A. **Staffing - as submitted**
- B. **Bullying Report** from Dec. 9, 2013

C. Overnight Field Trips

- 1. HHS Ski Club to Vermont

The HHS Ski Club would like to have an overnight field trip to Jay Peak in Vermont from February 21-24, 2014. Attached is information on the field trip.

- 2. HHS Cheerleading to Orlando, Florida for National Competition

The HHS Cheerleading Squad has qualified for the UCA National Competition for Cheerleading which is being held in Orlando, Florida from February 6-10, 2013. Attached is information on the field trip.

D. Donations

1. To HHS Red Cross Club Holiday Party - The list of the businesses and their donations to the High School Red Cross Club Holiday Party was submitted to the Board for approval.

- 2. ExxonMobil Education Alliance to MHK School

The ExxonMobil Educational Alliance, Mr. Edimar Trancozo, of Princeton, NJ 08543 would like to award the Kreps School a grant for \$500.00. The money will be used for the math and/or science departments.

- 3. FIRST Robotics Team of HHS from Parents

Mr. and Mrs. Michael Wargo, parents of Team member Kevin Wargo, 24 Stonehedge Dr., East Windsor, NJ would like to donate \$700.00 to the FIRST Robotics Team of Hightstown High School. These funds are to be used to cover expenses incurred by the team.

E. Approve Title 1, 2A, 3, Race to the Top, and Carl D. Perkins, IDEA Corrective Action Plan

The New Jersey Department of Education completed a review of East Windsor Regional School District grant funded federal programs. The district was issued a report with findings that need to be addressed. The Corrective Action Plan addresses the issues that were raised in the report.

F. Travel & Related Expenses

J. Smedley	HHS	Jan. 14, 2014	Registration to attend "Suicide Interventions" workshop, King of Prussia, PA	199.0	199.00
J. Smedley	HHS	Jan. 27, 2014	Registration to attend “ Non-medication Treatments for ADHD” workshop, King of Prussia, PA	199.0	199.00

A. Katz	Student Svcs.	Jan. 29, 2014	Registration to attend Non-medication Treatments for ADHD, King of Prussia, PA	189.9	189.99
S. Kaminsky T. Halsey A. Polanski	C&A GNR EMK	March 7, 2014	Three registrations to attend the 23 rd Annual NJAGC Conference, Somerset, NJ	149.0	447.00
J. Smedley	HHS	Jan. 30-31, 2014	Registration to attend Techspo 2014, Atlantic City, NJ	385.0	385.00
M. Svoboda	Tech	Jan. 30-31, 2014	Registration to attend Techspo 2014, Atlantic City, NJ	385.0	385.00
Monthly Total					1804.99
YTD Total					22,285.19

**G. Out of District Placement in Private & Public Schools
Collier School**

Tuition December 11, 2013 – June 20, 2014

1. Student: 600786RSY \$ 41,064.40

Rancocas Valley Regional School District

Tuition November 11, 2013 – June 30, 2014

2. Student: 102388RSY \$ 15,404.00

Washington Township Board of Education

Tuition September 1, 2013 – June 30, 2014

3. Student: 201024RSY \$ 14,964.00

H. 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
Capital Health	Auditory Processing Evaluation	Per Rate Schedule
Catapult Learning, LLC (Revised)	Non-Public Services Under I.D.E.I.A Part B	192/193 Services
Fairmount Behavior Health System	Bedside Home Instruction	Per Rate Schedule
Karen T. Kimberlin, MS, CCC-SLP	Independent Speech & Language Evaluation	\$2,900 per Evaluation
Learning Tree Multicultural Multilingual Evaluation and Consulting, Inc.	Foreign Language Interpreter	Per Rate Schedule
Leonard Educational Evaluations, LLC	Independent Child Study Team Evaluation	Per Rate Schedule
Occupational Therapy Assoc. of Princeton, LLC	Occupational Therapy Evaluation	\$750.00

I. Approval of Minutes: November 18, 2013

As submitted with the following noted revision to the attendance at that meeting to read as follows:

*Members Present: Lisa Abel, Paul Connolly, Suzann Fallon, Bonnie Fayer, Christine Harrington, Robert Laverty
Not Present: Pete Bussone, Kennedy Paul, and Alice Weisman (with advance notice)*

J. Board Secretary & Treasurer's Reports for November 2013

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

K. Transfer Report for November 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.

L. Bill List for January 6, 2014: Total amount for payment of bills and claims: \$9,012,865.94

17. SECOND EXECUTIVE SESSION

Not needed.

18. OPEN SESSION

19. ADJOURN

Thaddeus Thompson
Board Secretary

*Transcribed by C. Jablonski
Secretarial Assistant*