

MINUTES of the REGULAR/REORGANIZATION MEETING on JANUARY 4, 2016

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held a regular reorganization meeting on January 4, 2016 at 7:30 p.m. in the Hightstown High School Cafeteria located at 25 Leshin Lane, Hightstown, NJ

Members Present: Paul Connolly, Bertrand Fougnes, Christine Harrington, Tracy Healy, Robert Laverty, Kennedy Paul and Alice Weisman

Members Absent: Pete Bussone, Lilia Gobaira

Also Present: Dr. Richard S. Katz, Chief School Administrator
Nicholas Puleio, Interim SBA/Board Secretary
David Coates, Board Legal Counsel

1. WELCOME/SUNSHINE NOTICE

Interim Board Secretary, Nicholas Puleio, called the meeting to order at 7:30 p.m. and read the Open Public Meeting Act Statement: "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 the public requesting them from at the Administration building, 25A Leshin Lane, Hightstown, NJ. Minutes will be provided at cost and in accordance with Board policy." Mr. Puleio 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."

2. PLEDGE OF ALLEGIANCE

3. ELECTION REPORT

On November 3, 2015 the individuals listed below were elected to a 3 year term of office on the East Windsor Regional School District Board of Education. They are:

- Tracy Healy (Hightstown)
- Paul Connolly (East Windsor)
- Kennedy Paul (East Windsor)
- Alice Weisman (East Windsor)

4. SEATING OF ELECTED BOARD MEMBERS WITH OATH OF OFFICE

Mr. Puleio administered the Oath of Office to the new Board members; Ms. Healy, Mr. Connolly, Mr. Paul and Ms. Weisman. Mr. Puleio congratulated all and the Board members who then took their seats at the table.

5. NOMINATIONS FOR BOARD PRESIDENT

Mr. Puleio requested nominations for the position of Board President. Mr. Connolly moved to nominate Ms. Alice Weisman for Board President. There were no additional nominations.

6. ELECTION OF BOARD PRESIDENT

Mr. Puleio polled the Board. On a roll call vote of the Board of Education, motion to approve Alice Weisman as Board President. Motion carried unanimously with 7 'yes' votes. Ms. Weisman took her seat at the head of the table and proceeded with the meeting.

7. NOMINATIONS FOR BOARD VICE PRESIDENT

Ms. Weisman requested nominations for the position of Board Vice President. Mr. Paul moved to nominate Paul Connolly for Vice President. There were no additional nominations.

8. ELECTION OF BOARD VICE PRESIDENT

Mr. Puleio polled the Board. On a roll call poll of the Board motion to approve Paul Connolly as Board Vice President was carried unanimously with 7 'yes' votes.

9. MOTION TO APPROVE BOARD ORGANIZATION ITEMS

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.

ACTION: *Having read the materials received, Mr. Connolly moved, seconded by Mr. Paul to approve the EWRSD items as listed below.*

- A. Board Policies, Bylaws, Curriculum, Course Adoption
- B. Designated District Financial Depositories:
 - TD Bank, N.A.
 - Wells Fargo Bank
 - 1st Constitution Bank
 - State Street Bank
- C. School Fund Accounts at TD Bank N.A.
- D. Student Activity Accounts at 1st Constitution Bank
- E. Awards and Scholarships
- F. Petty Cash and Approved Signatures
- G. Investments
- H. Authorization to Sign Checks
- I. Payment of Bills Prior to Board Approval
- J. Budget Implementation
- K. Designation of Official News Media
- L. Board of Education Regular Meeting Calendar
- M. Board of Education NJSBA Delegate/Legislative Liaison
- N. Use of State Contracted Vendors
- O. District 403B Plan Vendors
- P. Resolution to Appoint Temporary District Purchasing Agent and Bid Threshold
- Q. Resolution to Appoint District Custodian of Records
- R. Fees for Extended Day Programs
- S. District Staff Appointments for Fiscal Year 2016
- T. District Service Providers: Appointments for Fiscal Year 2016

VOTE: On a roll call poll of the Board, Motion to approve the reorganization items was approved unanimously with 8 'yes' votes.

A. BOARD POLICIES, BYLAWS, CURRICULUM COURSE ADOPTION

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 ensuing 2015-16 school year in accordance with N.J.A.C. 6:8-3.5; The High School program of studies and graduation requirements for the 2015-16 school year.

B. DESIGNATED DISTRICT FINANCIAL DEPOSITORIES

Move that TD BANK, N.A., WELLS FARGO BANK, 1ST CONSTITUTION BANK, and STATE STREET BANK (for the unemployment account) be designated as financial depositories for the District.

C. SCHOOL FUND ACCOUNTS

Move to approve accounts at TD Bank, N.A. for deposits of school funds with duly certified signatures listed below.

<u>Accounts @ TD Bank, N.A.</u>	<u>Required Signatures</u>
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
Awards Trust Account-Scholarships	President, Board Secretary and Treasurer of School Monies

D. STUDENT ACTIVITIES ACCOUNTS at 1ST CONSTITUTION BANK & TD BANK

Move to approve the Student Activity Accounts at 1st Constitution Bank and TD Bank N.A. signatories for said accounts as listed below.

Grace Rogers School Student Activity Account	Principal, Vice Principal /Secretary/Clerk
Walter C. Black School Student Activity Account	Principal, Vice Principal/ Secretary/ Clerk/Nurse
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	Principal, Vice Principal /Clerk
Hightstown High School Officials Account	Principal, Athletic Director /Clerk

E. AWARDS & SCHOLARSHIPS

Move to approve the awards and scholarships at HHS and MHK as listed below

Al Punk Memorial Award	HHS Music Donation
A. Danforth Cope Award	Hightstown Elks 1955 Art Award
Art Award	Hightstown Woman's Club
Alvin J. Townsend Jr. Memorial Award	Isabelle Lusby Award
Behar Surveying Assoc. Award (Boys Cross Country)	James Patrick White Memorial Award
Business Education Dept. Scholarship	Jason Segarra Memorial Award
Cathy Gager Memorial Award	Joan Catelli & Jeff Catelli Memorial Award
Craig Goldhammer Award	Joel Fischer Memorial Award (Wrestling)
Champs Incentive Award	John I. Nelson Memorial Award
D. Dixon Scholarship (Girls Cross Country)	Joshua Harr Shane Scholarship
Elise Ann Triano Memorial Award	Phylis Carol Katzke Award
Elizabeth "Betty" Reeves Klank Award	Pop Warner Cheerleader Award
Emily Silverstein Scholarship	Pop Warner Football Award
Enos E. Parsell Memorial Award	George Warshany Award (Wrestling)
Eric Whitney Memorial Scholarship	Herbert "POPS" Olsen (Girls Swimming)
EW PBA 191 Award	John Alexandersen – PAL Soccer
Feinstein Foundation	Rose Fiore PAL Softball Award
Friday Club of Hightstown	Joshua Medina Wrestling Award
Glen Howard Sturman Memorial Award	Virginia M. Damutz Award (Swimming)
	Nadelman-Karp Annual Baseball Award

Joseph Kluxen Memorial Scholarship
 Katherine Kreps Scholarship – Biology
 Leonard J. Millner Award
 Marc Seiden Memorial Scholarship
 Marie Parker Black Scholarship
 Martin F. Charney Award
 Mehjabin Saifi Memorial Science Award
 Methodist Madness Basketball Award
 Nathan Bard Award
 Nat'l Citizenship Education Award-VFW
 Nirupam Anand Award
 Philip Barlow Award
 Positive Impact Award (Hockey)
 Prize Awards
 Ray Willbergh Memorial Award
 HHS Football Parents Scholarship
 Christopher Goodspeed Wrestling Award

Robert Abrams Service Award
 Robert L. Flammer Award
 Rocky Brook Garden Club Award
 Roger G. Cook Engineering Award
 Sally Cangelosi Memorial Award
 Stacy M. Cutler Memorial Award
 Stephanie Dara Berman Award (Field Hockey)
 Steven Silverman Memorial Math Award
 Thomas Carroll Memorial Award
 Tina Petri Memorial Award
 Vincent Palmer Award
 William Roesch Memorial Award
 Senator Linda Greenstein Scholarship
 Donald Murphy PAL Baseball Award
 Hall of Fame Scholarships
 EWPAL Lacrosse Scholarships

F. PETTY CASH FUNDS & REQUIRED SIGNATURES

Move to approve the petty cash fund accounts and monetary amounts (effective July 1, 2016), at 1st Constitution Bank, and TD Bank, and signatories as applicable in accordance with Board Policy.

	<u>\$Amounts</u>
Business Office: Business Administrator/Board Secretary, Assistant SBA	300.00
Transportation: Director and Assistant Director	300.00
Building & Grounds: Director and Custodial Supervisor	100.00
Kidcare/Turning Point Programs	300.00
Technology Department	300.00
Personnel Department	200.00
Hightstown HS: Principal, Vice Principal, Secretary, Clerk	500.00
Melvin H. Kreps: Principal, Vice Principal, Secretary, Clerk	500.00
Walter C. Black: Principal, Vice Principal, Secretary, Clerk	300.00
Grace N. Rogers: Principal, Vice Principal, Secretary, Clerk	300.00
Ethel McKnight: Principal, Vice Principal, Secretary, Clerk	300.00
Perry L. Drew: Principal, Vice Principal, Secretary, Clerk	300.00

G. INVESTMENTS

Move that the Business Administrator/Board Secretary or Assistant Business Administrator be authorized to invest idle funds in investments as permitted by NJDOE Statutes and Regulations via wire transfer in any State bank eligible to act as a depository, certified by the Commissioner of Banking; provided he/she reports such investments to the Board at the next scheduled meeting.

H. AUTHORIZATION TO SIGN CHECKS

Move the Board Authorize the continued practice of using the facsimile signatures of the Board President, and Treasurer of School Monies on District checks.

I. PAYMENT OF CERTAIN BILLS PRIOR TO BOARD APPROVAL

BE IT RESOLVED: The Business Administrator/Board Secretary and Chief School Administrator be designated to authorize the approval of certain bills/accounts to be paid prior to their presentation to the Board.

J. BUDGET IMPLEMENTATION

Move the Chief School Administrator and Business Administrator be empowered to implement the budget pursuant to local and state policies.

K. DESIGNATION OF OFFICIAL NEWS MEDIA

Move to designate the *Windsor Hights Herald* and *Times of Trenton* as the Board’s Official Newspapers for Legal Advertisements to meet the requirements of the Open Public Meeting Act, and satisfy the NJ Statutes and Administrative Code.

L. BOARD OF EDUCATION SCHEDULE OF REGULAR MEETINGS

In Accordance with the Board Bylaws, the official location and time for the Board of Education regular meetings be at the Hightstown High School Cafeteria, 25 Leshin Lane, Hightstown, NJ on Monday evenings at 7:30 P.M. per schedule below.

January	11	2016	June	20	2016
February	08	2016	July	18	2016
February	22	2016	August	15	2016
March	07	2016	September	12	2016
March	21	2016	September	26	2016
April	11	2016	October	10	2016
April	25	2016	October	24	2016
May	09	2016	November	14	2016
May	23	2016	December	12	2016
June	06	2016			

M. BOARD of EDUCATION DELEGATE/LEGISLATIVE LIAISON

Move the Board approve *Robert Laverty* to represent the Board as NJSBA delegate and legislative liaison.

N. USE OF STATE CONTRACTED VENDORS

Move the Board authorize the use of State contracted vendors for purchases, per the directive of the State Treasury Department

O. DISTRICT 403B PLAN VENDORS

Move to approve the 403B plan vendors for the District listed below.

ING Direct	Security Benefit Life
American Century Services	Oppenheimer Funds
Ameriprise Financial Services	Prudential Financial
AXA Equitable	USAA Life
Lincoln Investment Planning	Vanguard
Lincoln Financial Group	Valic/AIG Retirement
Metlife	Fidelity Investments
Great American D/B/A/GALIC	

P. RESOLUTION TO APPOINT TEMPORARY PURCHASING AGENT & INCREASE OF BID THRESHOLD

WHEREAS, Paul M. Todd, School Business Administrator/Board Secretary, at present does not possess a qualified purchasing agent (QPA) certificate; and

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1,2015 has increased the bid threshold for school districts with purchasing agents who possess qualified purchasing agent certificates from \$36,000 to \$40,000;

WHEREAS, the East Windsor Regional Board of Education would like to take advantage of the maximum bid threshold of \$40,000;

NOW, THEREFORE BE IT RESOLVED that the East Windsor Regional School District hereby appoints pursuant to N.J.A.C. 5:34-5.5, Paul M. Todd as temporary purchasing agent of the Board of Education, and as such, establishes and sets the bid threshold amount of \$40,000 and the quote threshold amount at \$6,000, and that the Board authorizes Paul M. Todd to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate the newly established bid threshold amount.

Q. RESOLUTION to APPOINT the DISTRICT CUSTODIAN of GOVERNMENT RECORDS

WHEREAS, the Open Public Records Act expands the public’s right of access to government records, **BE IT RESOLVED**, that the East Windsor Regional Board of Education appoints Mr. Paul M. Todd as District custodian of government records effective January 19, 2016.

(In his absence, the Superintendent shall act as custodian of government records).

R. FEES FOR DISTRICT EXTENDED DAY PROGRAMS *(These fees have remained the same as last year.)

KIDCARE Extended Day Program

Monthly Program Fees	AM - Monthly Fee	PM - Monthly Fee	Combined Monthly Fee
Five days a week	\$165	\$195	\$280
Four days a week	\$140	\$160	\$240
Three days a week	\$120	\$140	\$210
Daily Fee (Drop In)	\$15	\$20	\$33
Half Days (PM Session)	n/a	n/a	\$35
Full Day/Holiday Fee (Nov. NJEA Convention Days Only)	n/a	n/a	\$65

TURNING POINT Kindergarten Extended Day Program: Monthly Program Fee (AM or PM Session): \$380.

S. DISTRICT STAFF APPOINTMENTS for FISCAL YEAR 2016

- **Board Secretary:** Mr. Paul M. Todd, District Business Administrator (effective Jan. 19, 2016).
- **Acting Board Secretary:** (to serve in the Board Secretary's absence with no pay) Mr. David Coates, Esq.
- **Assistant to Board Secretary:** Ms. Carolina Jablonski, Business Office Confidential Secretary
- **Chemical Hygiene Officer:** Mr. Paul M. Todd, SBA
- **Public Agency Compliance Officer:** Mr. Paul M. Todd, SBA
- **Police Liaison:** Dr. Richard S. Katz, District Superintendent
- **Homeless Liaison:** Mr. David Roe, Director of Student Services
- **District 504 Officer:** Mr. David Roe, Director of Student Services
- **Affirmative Action Officer:** Ms. Deborah Feaster Assistant Superintendent (Dr. Katz to serve as her alternate).
- **ADA Coordinator:** Mr. David Roe, as District Coordinator for the American’s with Disabilities Act
- **Title IX Coordinator:** Mr. James Peto, 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.
- **Substance Awareness Coordinators (SAC):** Sharon Menchaca (HHS), Roswell Perez, (MHK).
- **Truant Officer:** Ms. Linda Scheman, of Central Registration.
- **Treasurer of School Monies:** Mr. John Calavano (to be paid \$5,426. annual fee).

T. DISTRICT SERVICE PROVIDER APPOINTMENTS for FISCAL YEAR 2016

- Insurance Broker/Risk Management Consultant:- Arthur J. Gallagher Risk Management Services Inc.
- Health Benefits Broker: - Integrity Consulting Group
- HS Sports Physician: - Dr. Adam Redlich of A+ Athlete Sports Medicine
- Health Services Physician: – Dr. Howard Cohen, of Colts Neck, NJ
- Board Legal Counsel: - 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.
- Board Labor Attorney: - Mr. David B. Rubin, Esq.
- IMO JMS, LLC: - Consultant to Transportation Department (attachment A - BOE only)
- Phoenix Advisors, LLC: - as District Continuing Disclosure Agent (attachment B- BOE only)

U. ADOPTION of CODE of ETHICS for SCHOOL BOARD MEMBERS (per 18A:12-24.1).

ACTION: Mr. Connolly moved, seconded by Mr. Paul that the EWRSD Board of Education agrees to abide by the following NJSBA Code of Ethics for School Board Members. *(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 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." (.2001, c.178, s.5.)*

VOTE: ***On a roll call poll of the Board, Motion to Approve the Code of Ethics was carried unanimously with 7 'yes' votes.***

10. FIRST OPPORTUNITY FOR PUBLIC COMMENT- no one spoke.

11. FIRST OPPORTUNITY FOR BOARD MEMBERS' COMMENTS- there were none.

12. ADJOURN

Respectfully submitted by Nicholas Puleio, Interim BA/Board Secretary