

EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION

June 6, 2011 7:30 p.m.

The Board of Education of the East Windsor Regional School District held a Regular meeting on Monday, June 6, 2011 at 7:30 p.m. in the Hightstown High School Cafeteria, 25 Leshin Lane, Hightstown, NJ.

Members Present: Lisa Abel, Paul Connolly, Bruce Ettman (arrived 8:20 pm), Suzann Fallon, Bonnie Fayer, Christine Harrington (arrived 8:15 pm), Bob Laverty, Susan Lloyd, and Kennedy Paul

Members Absent: none

Also Present: Dr. Edward Forsthoffer, Chief School Administrator
Kurt Stumbaugh, School Business Administrator/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 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 exit for this room, which is located....."

(Mr. Laverty pointed to the emergency exit.)

ITEM 2. PLEDGE OF ALLEGIANCE

ITEM 3.A APPROVAL OF AGENDA for JUNE 6, 2011

Mr. Paul moved, seconded by Ms. Fayer, to approve the agenda with the addition of an addendum to staffing, as submitted. 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. Fayer, 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 6, 2011.

These closed sessions concern:

1. Personnel Matters: Appointment of Director of Transportation
2. Litigation: Softball lawsuit
3. Contract Negotiations: non-affiliated contracts
4. Attorney/Client Privilege

Minutes of these closed sessions may be made available to the public when the need for confidentiality no longer exists. On a roll call vote of the Board, Motion to approve was carried unanimously.

4. RECOGNITION OF WCB STUDENT - CLAIRE ERNST

The Board recognized 5th grade student, Claire Ernst, who won first place in the recent Franklin Mason Press guest author contest. Claire's short story has been published in the guest author section of the latest book in the Nicky Fifth at the Jersey Shore series by author Lisa Funari-Willever.

5. RECOGNITION OF STUDENTS AND ADVISOR: FUTURE BUSINESS LEADERS OF AMERICA CLUB Advisor: David Teleposky

Students Recognized: Megan Krishnamurthy, Kavya Nagalla, Monali Patel, Fiona Lee, Priyanka Jain, Aditya Dalal

6. RECOGNITION OF STUDENTS AND ADVISOR: FAMILY, CAREER AND CONSUMER LEADERS OF AMERICA CLUB LEADERSHIP CONFERENCE Advisor: Denise Stoby

Students Recognized: Marisa Leon-Cruz, Samantha Santos, Aakanksha Malesha, Alex Jarama, Brian D'Souza, Jack Smith

7. RECOGNITION AWARDS: EWRSD EMPLOYEES WHO ARE RETIRING

The following retirees were honored for their dedicated service and contributions to the District:

Nancy Jill Archibald	Gail Lord	Frances Reiss
Debra Bryant	Marie MacFarland	Grace Schuster
Patricia Bye	Loretta Marsh	Karen Shedlock
Marjorie Csatari	William Matlack	William Sweeney
Patricia Eadie	Donna Ohle	Lois Ann Thunhorst
Susan Edenzon	Rita Olsen	Ruth Ward
Theresa Greco	Dennis Phillips	Helene Wierzbowski
Jacqueline Grover	Bernice Randolph	Gail Zorowitz

8. PRESENTATION: HHS SCHEDULE

Michael Dzwonar, Assistant Superintendent for Curriculum and Instruction, gave a detailed presentation on the new class schedule initiated this year at the high school. This was a massive restructuring of the schedule that took many years of planning. Very pleased to say it is running extremely well and teachers and students have adapted in a very positive manner and have been very responsive to it. The new scheduling model has proven to be a vast improvement over the former one.

Discussion:

Ms. Fallon asked about the goal of common planning time and scheduling of staff meetings.

Mr. Dzonar responded we are aware that the teachers want more time to plan together. As of now staff meetings are held on a monthly basis by department.

Ms. Harrington commented on the flexibility of the career clusters, if a student wanted to shift gears from one career interest to another how does that work.

Mr. Dzwonar said there is flexibility and the pattern right now is that there is a high interest in business and graphic arts electives. Students are free to go with any elective they choose. Students can prioritize their electives ahead of time.

Ms. Fayer inquired about counseling for students regarding career clusters. How do we best get this information out there to students. Are there assemblies or does guidance handle this.

Ms. Cotignola, Guidance Supervisor, responded that this year we had a kick off assembly that explained the process and provided information, with follow up with small groups including the student parents.

Ms. Fallon commented that we may need additional faculty to cover electives.

Mr. Dzwonar and Ms. Cotignola collectively responded that we have added some new teachers to the highest in demand electives in business, graphic arts, and music, and we are closely monitoring the situation as more students are requesting electives in lieu of a study hall.

Mr. Stumbaugh, Business Administrator/Board Secretary, recognized and commended Mr. Paul Hewins, District Director of Building and Grounds and his staff for the excellent job in doing their part in making this new schedule happen. They did an excellent job with the construction involved in building the new auxiliary cafeteria in a very limited timeframe. In addition, he commended the ongoing excellent management by Chartwells, the District food service provider, and their cooperation in running this new cafeteria with two serving periods vs. previous 4.

Mr. Lavety asked about the expansion of the science curriculum electives at the high school.

Ms. Cotignolo responded by giving examples of the different levels and tiers within each subject that can be expanded upon and how it depends on student demand for such electives.

Ms. Fallon asked about the possibility of developing relationships with different businesses in the community where students can interact as a practical part of the career cluster cooperative education.

Ms. Cotignolo responded that this year we are bringing back the cooperative education program to the high school. A student will spend part of the school day in the actual workplace. The cooperative teacher will help them find a job they are interested in within the community. The cooperative employer will provide feedback into their grade. We have also started to pursue online partnerships. This past spring through working with Mercer County Community College we had 13 students take a psychology course online. We had 100% success rate; they all passed. Next year we hope to expand to other subjects including required english and math classes.

Ms. Harrington commented that those success rates are phenomenal. As an instructor teaching online courses, that's not the case for college level students so it is pretty commendable. A 100% success rate is difficult to achieve. It is a very different way of learning.

Ms. Fallon asked about tracking student's progress and the mobility of student moving forward in subject levels.

Ms. Cotignola responded that if we must not assume that if you start high school in a standard english class you will end high school in a standard level. That is not the case. The District has implemented increased teacher intervention and monitoring of students via standardized tests, in class discussions, department meetings, benchmark assessments etc. The goal is to move students per their ability within each subject area.

9. SECOND READING OF BOARD POLICIES

1140 – Affirmative Action Program (New)

1523 – Comprehensive Equity Plan (Revised)

1530 – Equal Employment Opportunities (Revised)

1550 – Affirmative Action Program for Employment and Contract Practices (Revised)

2260 – Affirmative Action Program for School and Classroom Practices (Revised)

2415.01 – Academic Standards, Academic Assessments and Accountability (Revised)

2415.04 – Title 1 – District-Wide Paternal Involvement (Revised)

2423 – Bilingual and ESL Education (Revised)

6360 – Political Contributions (Revised)

6362 – Contributions to Board Members and Contract Awards (Revised)

8420 – Emergency and Crisis Situations (Revised)

8740 – Bonding (Revised)

1140 Affirmative Action Program (New)

A new Policy Guide has been developed regarding a school district's general affirmative action responsibilities to include the required annual appointment of an Affirmative Action Officer and the school district's responsibilities for professional development as outlined in N.J.A.C. 6A:7-1.4, 6A:7-1.5 and 6A:7-1.6. This Policy Guide is mandated as many of its provisions are required either in the New Jersey Administrative Code or the required Comprehensive Equity Plan Needs Assessment Checklist.

Policy Guide 1140 is **MANDATED**

1523 Comprehensive Equity Plan (Revised)

Policy Guide 1523 has been revised to align with the provisions of N.J.A.C. 6A:7-1.9. This new Policy Guide should replace the district's existing Policy Guide 1523 as the new Guide is better aligned with the referenced administrative code section. Policy Guide 1523 is **MANDATED**

1530 Equal Employment Opportunities (Revised)

Policy Guide 1530 has been updated to incorporate an additional provision outlined in N.J.A.C. 6A:7-1.8(c). In addition, several minor revisions were made to be consistent with Section VI – Employment/Contract Practices of the Comprehensive Equity Plan Needs Assessment Checklist. Policy Guide 1530 is **MANDATED**

1550 Affirmative Action Program for Employment and Contract Practices (Revised)

Policy Guide 1550 has been revised to align with the provisions of N.J.A.C. 6A:7-1.8. This new Policy Guide should replace the district's existing Policy Guide 1550 as many of the provisions in the current Policy Guide 1550 have been relocated to the new Policy Guide 1140 – Affirmative Action Program. Policy Guide 1550 is **MANDATED**

2260 Affirmative Action Program for School and Classroom Practices (Revised)

Policy Guide 2260 has been revised to align with the provisions of N.J.A.C. 6A:7-1.7. This new Policy Guide should replace the district's existing Policy Guide 2260 as many of the provisions in the current Policy Guide 2260 have been relocated to the new Policy Guide 1140 – Affirmative Action Program. Policy Guide 2260 is **MANDATED**

2415.01 Academic Standards, Academic Assessments, and Accountability (Revised)

Strauss Esmay's current Policy Guide 2415.01 – Academic Standards, Academic Assessments, and Accountability – developed in December 2003 meets the requirements as outlined in the NCLB law. However, the New Jersey Department of Education recently published a Title I School Improvement Information Sheet 2010-2011 and information in this document and other recently published NCLB documents require an update to Policy Guide 2415.01. This Policy Guide should replace the district's existing Policy 2415.01. Policy Guide 2415.01 is **MANDATED**

2415.04 Title I - District-Wide Parental Involvement (Revised)

Strauss Esmay's current Policy Guide 2415.04 – Title I – Parent Involvement developed in December 2003 meets the parent involvement policy requirements as outlined in the NCLB law. However, subsequent to December 2003, the United States Department of Education (USDE) published a District-Wide Parental Involvement Policy – Sample Template. In light of this Policy Guidance from USDE, Policy Guide 2415.04 has been updated to be consistent with the USDE policy guidance. This new Policy Guide requires a school district to fill in school district actions and activities within the Policy. This new Policy Guide should replace the district's existing Policy 2415.04. Policy Guide 2415.04 is **MANDATED**

2423 Bilingual and ESL Education (Revised)

The New Jersey Department of Education recently provided an August 9, 2010 Memorandum to all school districts regarding Title I, Part A Parent Involvement Policies. The Memorandum indicates districts are required to complete the Required Parent Notification and Documentation table in an Electronic Web-Enabled Grant System (EWEG) with either the dates the Board adopted parent involvement policies and/or the dates of distribution of required documentation. Policy Guide 2423 is **MANDATED**

6360 Political Contributions (Revised)

The adoption of accountability regulations in December 2009, N.J.A.C. 6A:23A-6.3, and January 15, 2010 Local Finance Notice (LFN) – Section H, published by the New Jersey Department of Community Affairs (NJDCA), significantly changes the Political Contribution Disclosure (PCD) requirements for school districts. Prior to the adoption of N.J.A.C. 6A:23A-6.3, a PCD form was not required to be submitted by a business entity if the contract was awarded under a “fair and open” process. N.J.A.C. 6A:23A-6.3 requires PCD forms to be filed for all contracts with an anticipated value in excess of \$17,500, *regardless of the basis upon which the contract was awarded*. Therefore, there is no longer different PCD filing requirements when the Board awards a contract using a “non-fair and open” process or a “fair and open” process. Policy Guide 6360 has been revised removing the “fair and open” exception to a business entity filing a PCD form.

Policy Guide 6360 is **MANDATED**

6362 Contributions to Board Members and Contract Awards (Revised)

The adoption of accountability regulations in December 2009, N.J.A.C. 6A:23A-6.3(a)1, and January 15, 2010 Local Finance Notice (LFN) – Section H, published by the New Jersey Department of Community Affairs (NJDCA), prohibits the award of *all contracts* of \$17,500 or greater to any vendor that contributed more than the reportable amount (currently \$300) to a Board member during the previous year, and bars vendors from making contributions of more than the reportable amount (currently \$300) to individual Board members during the life of the contract. The practical application of this administrative code provision, as confirmed by the NJDCA, requires a Board of Education to disqualify a bidder who would otherwise be determined to be the lowest responsible bidder if the “business entity,” as defined in N.J.S.A. 19:44A-20.7, made a contribution reportable ... to a member of the district Board of Education during the preceding one-year period. It is recommended this issue be reviewed by the Board Attorney before a Board disqualifies an apparent low bid under these circumstances. The January 15, 2010 LFN suggests Boards of Education include the Business Entity Disclosure Certification (BED-C) to facilitate disclosure contributions to Board members by vendors for use in the district’s bid specifications, requests for quotations and proposals. Policy Guide 6362 has been updated to require a completed BED-C for *all* contracts in the amount of \$17,500 or greater.

Policy Guide 6362 is **MANDATED**

Policy Guide 8420 Emergency and Crisis Situations (Revised)

The New Jersey Department of Education and the New Jersey Office of Homeland Security and Preparedness recently published their School Security Drill Guide providing guidance on school security drills. Schools are required to conduct one fire drill and one school security drill each month. In addition, schools must hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills during the school year. Policy Guide 8420 has been revised. Policy Guide 8420 is **MANDATED**

8740 Bonding (Revised)

Administrative code sections in N.J.A.C. 6A:23A – Fiscal Accountability, Efficiency, and Budgeting Procedures, adopted in final form in December 2009, replaced many of the administrative code sections of N.J.A.C. 6A:23 – Finance and Business Services. Many of the new N.J.A.C. 6A:23A administrative code sections were just relocated from N.J.A.C. 6A:23. N.J.A.C. 6A:23-2.5 – Minimum Bond Requirements for Treasurer of School Moneys was relocated to N.J.A.C. 6A:23A-16.4. Policy Guide 8740 has been revised to incorporate this change. In addition, P.L. 2010 Chapter 39 approved July 2, 2010, which provides an *option* for a district to employ a Treasurer of School Moneys, requires a new sentence regarding surety bonds for a district that elects not to have a Treasurer of School Moneys. Policy Guide 8740 is **RECOMMENDED**

Discussion:

Mr. Ettman noted for the record his objection to mandated policies.

Mr. Paul moved, seconded by Ms. Fayer to approve the policies on second reading as submitted.

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

10. SECOND READING OF MANDATED REGULATIONS

1530 - Equal Employment Opportunities (Revised)

1550 - Affirmative Action Program for Employment and Contract Practices (Revised)

2423 - Bilingual and ESL Education (Revised)

8420 - Emergency and Non Fire Evacuation Plan (Revised)

8420.2 - Bomb Threat (Revised)

8420.7 - Lockdown Procedures (Revised)

8420.10 - Active Shooter (New)

1530 Equal Employment Opportunities (Revised)

The Regulation Guide 1530 has been revised with several minor changes to include an update to the telephone number and address of the New Jersey Department of Education and the New Jersey Division on Civil Rights in the State's Attorney General's Office. The Regulation Guide is a complaint procedure and may be revised by a district to accommodate local preferences. Regulation Guide 1530 is **MANDATED**

1550 Affirmative Action Program for Employment and Contract Practices (Revised)

The Regulation Guide 1550 has been revised with a few minor changes to include an update to the telephone number and address of the New Jersey Department of Education and the New Jersey Division on Civil Rights in the State's Attorney General's Office. The Regulation Guide is a complaint procedure and may be revised by a district to accommodate local preferences. Regulation Guide 1550 is **MANDATED**

2423 Bilingual and ESL Education (Revised)

The New Jersey Department of Education recently provided an August 9, 2010 Memorandum to all school districts regarding Title I, Part A Parent Involvement Policies. The Memorandum indicates districts are required to complete the Required Parent Notification and Documentation table in an Electronic Web-Enabled Grant System (EWEG) with either the dates the Board adopted parent involvement policies and/or the dates of distribution of required documentation.

The New Jersey Department of Education noted NCLB's requirement that parents of LEP children placed in a language instruction educational program be notified of the placement no later than thirty days after the start of the school year. In order to ensure compliance with this requirement and several other NCLB parental notification requirements pertaining to LEP pupils, Regulation Guide 2423 – Bilingual and ESL Education has been revised. In addition, the August 9, 2010 Memorandum reminds school districts that NCLB parent documents are no longer uploaded into the EWEG application, but the documents must be posted on the school district's website. Regulation Guide 2423 is **MANDATED**

Regulation Guide 8420 Emergency and Non-Fire Evacuation Plan (Revised)

Regulation Guide 8420.2 Bomb Threat (Revised)

Regulation Guide 8420.7 Lockdown Procedures (Revised)

Regulation Guide 8420.10 Active Shooter (New)

The New Jersey Department of Education and the New Jersey Office of Homeland Security and Preparedness recently published their School Security Drill Guide providing guidance on school security drills. Schools are required to conduct one fire drill and one school security drill each month. In addition, schools must hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills during the school year. Regulation Guides for Bomb Threats (8420.2) and Lockdown Procedures (8420.7) have been revised. Regulation Guide 8420 – Emergency and Non-Fire Evacuation Plan has been updated and should replace the district's existing Regulation Guide 8420. A new Regulation Guide 8420.10 – Active Shooter has been developed. These Regulation Guides were updated using information and practices recommended in the training CD, *Critical Incident Response: Procedures for School Administrators, Faculty, and Staff*, developed by the New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education.

These agencies have indicated this CD fulfills the training requirements of N.J.S.A. 18A:41-1. In light of school security concerns in today's times, the district may want to review this Policy Guide and related Regulation to meet individual local district concerns.

These four Regulation Guides have been revised and provided to school districts as they pertain to the security drills schools must conduct beginning November 2010. Strauss Esmay's other emergency and crisis situation Regulation Guides 8420.3 – Natural Disasters and Man-Made Catastrophes, 8420.4 – Kidnapping, 8420.5 – Asbestos Release, and 8420.6 – Accidents To and From School will be reviewed for consistency with the training CD, *Critical Incident Response: Procedures for School Administrators, Faculty, and Staff* in the next several months.

Regulation Guide 8420 is **MANDATED**

Regulation Guide 8420.2 is **MANDATED**

Regulation Guide 8420.7 is **MANDATED**

Regulation Guide 8420.10 is **MANDATED**

Mr. Paul moved, seconded by Ms. Fayer to approve the regulations on second reading as submitted. On a roll call vote of the Board, motion to approve was carried unanimously.

11. ANNOUNCEMENTS

Dr. Forsthoffer made the following announcements, and spoke on the following topics:

- Attended the HHS band concert, and the 6th grade concert at Kreps. Commended both for a quality production.
- Promotion activities and Graduations are coming up. Announced dates and times.
- High School final exams begin this Wednesday.
- Attended the ETS Governors' Teacher awards recognition.
- Spoke about the research he conducted on the DARE (Drug Abuse Resistance Education) program and shared his findings with the Board. The program teaches good decision making skills to avoid high risk behaviors, and helps to build positive relations between police and students. The police and District principals will work together to make sure the scheduling of the program does not interfere with the student academics. A lengthy discussion ensued on this topic.

Discussion:

Ms. Lloyd asked if the final DARE ceremony would take place during the day, as opposed to evening.

Dr. Forsthoffer responded that it is possible and will be considered.

Mr. Lavery noted that Robbinsville 5th grade just had their DARE graduation a couple of weeks ago and this indicates it can take place at end of school year vs. December. End of school year would be a more convenient time.

Ms. Harrington thanked Dr. Forsthoffer for providing a very comprehensive and informative presentation to us on the DARE program and for doing all the research. She is very supportive of the DARE program.

Mr. Lavery commented that since the DARE program supplants the drug resistance education in fifth grade year, we should ensure that the tenets of the program are integrated into the curriculum prior to and after the fifth grade and make teachers aware of what is being taught.

12. FIRST OPPORTUNITY FOR PUBLIC COMMENT

No one spoke.

13. FIRST OPPORTUNITY FOR BOARD MEMBERS' COMMENTS

Ms. Abel commented that the middle school athletic awards ceremony was excellent and she enjoyed the event. Ms. Fallon represented the Board at the high school sports award ceremony and it was a very nice evening. Most every student who was recognized attended. It was a pleasure to see them all. Athletic Director, Mr. Bushelli and his secretary Ms. Olsen did an excellent job in organizing the event. Ms. Fallon also commented on the speech given by Princeton University president, Shirley Silverman at Princeton's graduation ceremony. Ms. Silverman implored graduates to support the public education system in this country. She charged them all to go out and demand high achievement in public education. Ms. Fayer commented that she attended the band and choral concerts and that she is very impressed with the performances. We have amazing musicians in this district. She also attended the after prom party and everyone had a wonderful time.

14. EXECUTIVE SESSION – OPTIONAL

Board went into closed session.

15. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION

Mr. Paul moved, seconded by Ms. Fayer to approve the routine agenda items listed below, as submitted.

A. Staffing

B. Out of District Placements in Private & Public Schools

Family Guidance Center/Children’s Day School - Tuition July 1, 2011 through June 30, 2012

Student: #402503 REG. \$ 38,980.20

C. Travel and Related Expenses

D. Feaster	Personnel	June 7,2011	Registration to Attend Spring School Law Forum 2011, Monroe Township, NJ	150.00	150.00
J. Myers	EMK	June 29, 30, 2011	Registration for NJCIE's 9th Annual Summer Inclusion Conference, Georgian Court University, Lakewood, NJ	225.00	225.00
J. Carroll	EMK	June 29, 30, 2011	Registration for NJCIE's 9th Annual Summer Inclusion Conference, Georgian Court University, Lakewood, NJ	225.00	225.00
T. Earl	EMK	June 29, 30, 2011	Registration for NJCIE's 9th Annual Summer Inclusion Conference, Georgian Court University, Lakewood, NJ	225.00	225.00
R. Lee	EMK	June 29, 30, 2011	Registration for NJCIE's 9th Annual Summer Inclusion Conference, Georgian Court University, Lakewood, NJ	225.00	225.00
L. Pohl	PLD	June 29, 30, 2011	Registration for NJCIE's 9th Annual Summer Inclusion Conference, Georgian Court University, Lakewood, NJ	225.00	225.00
C. McCabe	PLD	June 29, 30, 2011	Registration for NJCIE's 9th Annual Summer Inclusion Conference, Georgian Court University, Lakewood, NJ	225.00	225.00
K. Nitti	PLD	June 29, 30, 2011	Registration for NJCIE's 9th Annual Summer Inclusion Conference, Georgian Court University, Lakewood, NJ	225.00	225.00

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C. Phillips	PLD	June 29, 30, 2011	Registration for NJCIE's 9th Annual Summer Inclusion Conference, Georgian Court University, Lakewood, NJ	225.00	225.00
A. Horne	PLD	June 30, 2011	Registration for NJCIE's 9th Annual Summer Inclusion Conference, Georgian Court University, Lakewood, NJ	135.00	135.00
D. Graham	PLD	June 30, 2011	Registration for NJCIE's 9th Annual Summer Inclusion Conference, Georgian Court University, Lakewood, NJ	135.00	135.00
M. Beckman	Student Services	June 26-29, 2011	Registration for 10 People to Attend ISTE 2011 to Be Held at Philadelphia Convention Center @ \$400 Per Person	4,000.00	4,000.00
M. Dzwonar	Admin				
K. Akey	Admin				
A. Tedeschi	Tech				
S. Small	Admin				
M. Svoboda	Tech				
M. Griffin	Admin				
A. Velez	MHK				
K. Natalizio	Admin				
P. Phillips	Admin				
J. Elorza	Student Services	June 27-28, 2011	Registration to Attend 2-Day Business Writing Skills Workshop, Staybridge Suites, Princeton, NJ	270.90	270.90
Total for Month					6,490.90
YTD Total					27,254.59

D. Summer Remedial School at MHK

Application to operate a remedial-program summer school was filed with the Mercer County Office of Education. The summer school would be housed at the Melvin H. Kreps Middle School and will run from Tuesday, July 5, to Thursday, July 28, 2011 (Monday-Thursday: 15 days) from 9 a.m. to 11:15 a.m. As the program is funded via NCLB, eligible students will be academically at-risk 6th graders through exiting 8th graders. Certified teachers will provide academic support in mathematics and/or language arts literacy.

In the Language Arts program: Students in small groups will receive explicit instructional remediation on decoding, fluency, vocabulary and text interaction skills based on their assessed needs. Specialized training on teaching decoding including advanced explicit phonics skills as well as fluency will be provided to instructors.

In Mathematics: Students will utilize a research-based online math program that aligns with NJ State Mathematics Standards. Bus transportation will be provided. All Funding is provided through the NCLB Title IA federal grant.

E. Submission of 2011 NCLB Amendment

Amendment was required to reallocate the excess SES funds of \$50,000 for the purchase of hardware, software and furniture for a computer lab at Melvin H. Kreps Middle School. By law, the lab will be restricted in use to Title One Students (Students who do not meet minimum criteria for literacy or numeracy). The lab will be equipped with specialized software to provide assessments and precise digital remedial instruction to students based on individualized needs. Software will also provide additional granular data to teachers in order to prioritize instruction.

F. Feinstein Foundation Award to HHS

The Feinstein Foundation, Mr. Alan Shawn Feinstein, CEO, 37 Alhambra Circle, Cranston, RI, 02905 has awarded \$1,000.00 to Hightstown High School. A letter was written to the Foundation by Principal Alix Arvizu highlighting the many “good deeds” done by members of the Red Cross Club and the Philosophy Club to meet the needs of local and international families. Based on the letter, the school was approved for the award.

G. Feinstein Foundation Scholarship for HHS

Hightstown High School was awarded \$1,000 by Mr. Alan Shawn Feinstein, CEO of The Feinstein Foundation which was based on community service and charitable works. Hightstown High School would like to use the award as a scholarship for a graduating senior that was a significant participant in community service.

H. HHS Music Department to Boston Mass.

The Music Department of Hightstown High School would like to have an overnight trip to Boston, Massachusetts from April 26 to April 29, 2012. Attached is information on the field trip.

I. HHS French Exchange Overnight Trip

The World Language Program of Hightstown High School would like to have a French Exchange trip to Paris, France from April 5 to April 14, 2012. Attached is information on the field trip.

J. Field Trips

Field Trip planned for Hightstown High School:

6/2/11 Red Cross Clun – EW Senior Citizen Center 40 Lanning Blvd., East Windsor, NJ

Field Trip planned for Walter C. Black School:

6/7/11 Kindergarten – Lee’s Turkey Farm Hickory Corner Road, East Windsor, NJ

Field Trip planned for Melvin H. Kreps Middle School:

6/8/11 7th Grade – “African Cats” AMC Hamilton Movie Theatre 325 Sloan Ave., Hamilton, NJ

Field Trip planned for Ethel McKnight School:

6/13/11 Grade 3 – Pennsbury Manor 400 Pennsbury Memorial Road, Morrisville, PA

Field Trip planned for Turning Point:

6/7/11 WCB Turning Point Hightstown Post Office Mercer St., Hightstown, NJ

K. Volunteers/Chaperones

The Board of Education approves all volunteers who serve in the East Windsor Regional School District.

The following have offered to volunteer/chaperone at Walter C. Black School:

Annie Badillo	Lorena Guaman	Ed McGinley
Greg Charache	Will Hogan	Dan Oberg
Anna Fox	Cathy Holton	Pamela Pagan
Kathleen Fox	Darlene Keller	Ritu Sharma
Kathy Fuller	Saravano Kumar	Linda Wegryn
Alon Goon	Lynn Manangan	Jason Juvelier
Divya Bala	Rebecca Edgerly	Arlene Manning
Kevin Casciano	Gregory Heilbronn	Michael Mrvica
Richa Chadha	Anthony Johnson	Wendy Reiss
Greg Dailey	Pamela Lewis	Sudharani Yerravelli
Linda Dougherty	Anjana Malesha	Norma Zambrano

The following have offered to volunteer/chaperone at the Walter C. Black School Turning Point:

Shari Yeager

Greg Dreyer

L. Renew Membership with NJSIAA

Pursuant to the provisions of Chapter 172 of the Laws of 1979 approved by the Governor of the State of New Jersey August 26, 1979, it is necessary for member schools to adopt by resolution membership in the NJSIAA. Board approval is recommended to adopt the following Membership Resolution in the New Jersey State Interscholastic Athletic Association for Hightstown High School:

Resolved, the Board of Education of School District No. 1245, County of Mercer, State of New Jersey, as provided for in Chapter 172 Laws 1979 (N.J.S.A. 18A:11-3, et seq.) herewith enrolls Hightstown High School as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA.

M. Addendum to Food Service Contract

The District retains the services of a Food Service Management company to operate the food service programs for the District. We have had a successful relationship with Chartwells for many years. The pricing has remained low and the District has consistently met their guaranteed operating profits milestones. The relationship is governed by a contract that can be extended year to year. Chartwells is requesting a modest increase to the administrative and management fee of 2.5% which is permissible under the terms of the contract.

It is recommended that the Board authorize the re-appointment of Chartwells for the 2011-12 year as the District Food Service Management Company in accordance with the terms of the addendum to the contract as submitted.

N. 2011-12 Meal Prices for Food Service Program

Board approval of meal prices is necessary as soon as possible, since this information is included in the application for Free and Reduced Price Meals and various other district documents.

It is recommended that meal prices increase by 5¢ for the Middle School and the Elementary Schools.

The recommended prices are well below the state maximum which is listed below along with the range of prices that will be charged in Mercer County for the upcoming 2011-12 year (we are at low end of range).

	2011-12 Range*	Our Current Prices	Recommended Prices	State Maximum
Elementary Lunch	\$2.25-\$2.75	\$2.20	\$2.25	\$3.50
Middle School Lunch	\$2.40-\$3.75	\$2.35	\$2.40	\$3.75
High School Lunch	\$2.60-\$3.95	\$2.60	\$2.60	\$4.00

Survey Results 2011-12 Lunch Prices:

District	Elementary Lunch	Middle School Lunch	HS Lunch
West Windsor	2.25	2.45	2.60
Ewing	2.45	2.65	2.75
Hopewell	2.25	2.75	2.75
Princeton	2.75	3.75	3.95
Hamilton	2.25	2.50	2.65
Lawrence	2.50	2.75	2.85
EWRSD	2.25	2.40	2.60

It is recommended that the Board establish prices for the 2011-12 year as: Elementary Lunch \$2.25, Middle School Lunch \$2.40, High School Lunch \$2.60 along and the a la cart prices per schedule submitted to the Board.

O. Cash Management Service Agreement with TD Bank

TD BANK provides the District with various cash management functions and operations. Service agreements between the bank and its customers routinely need to be updated to keep up with the changing banking regulatory environment and to accurately adhere to the current policies and procedures that are mandated by current regulations. Board approval is recommended for the updated TD Bank Service Agreement as submitted.

P. Award of Bid: Three 54 Passenger School Buses

The District conducted formal bidding for three model year 2013 54 passenger school buses on May 25, 2011. Bids were received, opened, and read aloud by Mr. Kurt Stumbaugh, Business Administrator and the results are:

	Price for 3 Buses	3 Camera Systems	Optional Extended Warranty
Wolffington Body Co. Inc:	\$257,700	\$7,485	\$1,650
Truck King International:	\$260,676	\$7,425	\$1,490
*American Bus & Coach	no bid	no bid	no bid

*unable to meet technical specifications

After careful review of the bid results by Mr. John Hargrove Acting District Transportation Director, and Kurt Stumbaugh, School Business Administrator, it has been decided that Wolffington Body Co., Inc. provides the District with the lowest responsible bid for the purchase of three 54 passenger school buses 2013 model year with optional video camera system. It is recommended that the Board of Education approve the award of this bid to: Wolffington Body, Co. of Mount Holly, NJ.

Q. Closeout Referendum: Construction Projects

Closeout the following Referendum Construction Projects, cancel State Aid Receivables, and transfer remaining funds into the Capital Reserve Account.

<u>Referendum Project</u>	<u>Date</u>	<u>Total Expenses</u>	<u>Cancelled Expenses</u>	<u>Cancelled State Aid Receivable</u>
Highstown High School	2002	\$13,651,802	\$ 8,813	\$ 3,717.62
Kreps Middle School	2002	\$19,149,376	\$121,320	\$51,176.80
McKnight Elementary	2002	\$14,619,352	\$205,674	\$86,760.12
Rogers Elementary	2002	\$ 7,847,330	\$ 5,530	\$ 2,332.74
Drew Elementary	2002	\$ 9,201,165	\$ 46,515	\$19,621.57
High School HVAC	2003	\$ 250,639	\$ 0	\$ 0
Drew School Lockers Conv.	2004	\$ 85,362	\$ 1,738	\$ 733.15
 Total		 \$64,805,026 =====	 \$389,590 =====	 \$164,342.00 =====

It is recommended that the Board of Education approve:

Closing the above Referendum Construction Projects with the listed total expenses and cancelled expenses

Cancelling the above State Aid Receivables associated with these projects

Transferring \$225,247.79 of unused referendum funds from the Capital Project Fund (Fund 30) back to the Capital Reserve Account

R. Closeout: Roof Construction Projects

Closeout the following Roof Construction Projects, cancel State Aid Receivables, and transfer remaining funds into the Capital Reserve Account.

<u>Referendum Project</u>	<u>Date</u>	<u>Total Expenses</u>	<u>Cancelled Expenses</u>	<u>Cancelled State Aid Receivable</u>
Hightstown High School	2009	\$3,648,629	\$ 0	\$ 0
Kreps Middle School	2009	\$ 646,254	\$ 509,526	\$210,057.31
Rogers Elementary	2009	\$ 76,769	\$ 0	\$ 0
Drew Elementary	2009	\$1,964,844	\$ 889,925	\$366,880.69
Black Elementary	2009	\$ 316,292	\$ 0	\$ 0
Total		\$6,652,788	\$1,399,451	\$576,938.00
		=====	=====	=====

It is recommended that the Board approve the following:

Closing the above Roof Construction Projects with the listed total expenses and cancelled expenses; Cancel the above State Aid Receivables associated with these projects; Transfer \$822,513.50 of unused roof funds from the Capital Project Fund (Fund 30) back to the Capital Reserve Account.

S. Unemployment Insurance Trust Deposit

It is prudent to establish an adequate reserve in the Unemployment Insurance Trust. Unlike corporate employers, we are on a cash basis and must pay 100% of the UI claim. The maximum claim benefit is approximately \$600 per week for up to 99 weeks per employee. This is more than \$59,000 per employee. During the 2010-2011 school year we estimate incurring expenses of approximately \$500,000 and it is prudent to restore the money to the Unemployment Insurance Trust. Any unspent money in the UI Trust remains available to the District. Board approval is recommended to authorize the transfer of \$500,000 to Unemployment Insurance Trust.

T. Submit Amended IDEA ARRA 2009-2011 Application

Submitting an amended IDEA ARRA 2009-2011 application will allow the district to expend unallocated supply and salary funds

Basic	Original	Amendment
100-100	\$30,000	\$6,937
100-500	\$250,000	\$464,792
100-600	\$180,607	\$138,057
200-100	\$168,000	\$114,974
200-200	\$35,895	\$9,327
200-300	\$97,151	\$70,126
400-700	\$483,000	\$440,440
Total	1,244,653	\$1,244,653

Pre-School	Original	Amendment
100-600	\$36,528	\$31,878
400-731	\$8,400	\$8,400
100-500	\$0	\$4,650
Total	\$44,928	\$44,928

It is recommended that the Board of Education approve the submission of the Amended IDEA ARRA 2009-2011 application to make adjustment for staffing and benefit issues, as well as supply and equipment pricing issues.

U. Capital Reserve Deposit

The district currently has an ongoing need for certain capital expenditures to fund replacement of facilities infrastructure including HVAC, electrical, plumbing and energy conservation (including solar) projects and associated lease purchase payments. So that the District's local share is available to fund these projects, the Board acts to reserve funds for these purposes.

Whereas, the EWRSB has projected unexpended appropriation amounts as a result of reduced requirements in the salary lines, special education department and facilities department and,

Whereas, the State Department of Education allows transfers of these unexpended appropriations into the capital reserve accounts, and

Whereas, there exists a need for additional financial resources to fund replacement of facilities infrastructure including HVAC, electrical, plumbing and energy conservation (including solar) projects and associated lease purchaser payments,

Now, Therefore, Be It Resolved, that the EWRSB administration is directed to transfer \$1,800,000 into the capital reserve account.

V. Maintenance Reserve Deposit

The District currently has an ongoing need for certain maintenance expenditures to fund replacement of facilities infrastructure including HVAC, electrical, and plumbing. So that the District's local share is available to fund these projects, the board acts to reserve funds for these purposes.

Whereas, the EWRSB has projected unexpended appropriation amounts as a result of reduced requirements in the salary lines, special education department and facilities department, and

Whereas, the State Department of Education allows transfers of these unexpended appropriations into the maintenance reserve accounts, and

Whereas, there exists a need for additional financial resources to fund replacement of facilities infrastructure including HVAC, electrical, and plumbing,

Now Therefore Be It Resolved that the EWRSB administration is directed to transfer \$855,921 into the maintenance reserve account. Board approval is recommended.

W. Minutes of May 2, 2011 meeting

As submitted. Posted on District website, and on file in Board Secretary's office.

X. Board Secretary's Report for April, 2011

Whereas, the Board of Education has received the report of the Board Secretary and Treasurer for the month of April, 2011 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.

Y. Treasurer's Report for April, 2011

The Report of the Treasurer of School Monies for the month of April, 2011 is submitted for approval.

The Treasurer's report is in agreement with the Board Secretary's report.

Z. Transfer Report for April, 2011

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 EWRSB 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.

AA. Bill List for June 6, 2011

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 \$970,049.30

Discussion:

Mr. Laverty thanked everyone who made donations to the District. The Board greatly appreciates their support.

Action: On a roll call vote of the Board motion to approve the Routine Agenda items as submitted was carried unanimously.

16. SECOND OPPORTUNITY FOR PUBLIC COMMENT

Ms. Ingrid Reitano, the newly hired District Transportation Director, thanked the Board of Education and looks forward to working with the Board.

17. SECOND OPPORTUNITY FOR BOARD MEMBERS' COMMENTS

Ms. Harrington asked about the online Board member training. Mr. Stumbaugh responded that there is information available on the NJSBA website, and he will inform the Board when online training comes available.

18. EXECUTIVE SESSION

The Board went into closed session.

19. OPEN SESSION

20. ADJOURN

Kurt Stumbaugh, Board Secretary