

EAST WINDSOR REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION

MINUTES of the JANUARY 4, 2017 REGULAR/REORGANIZATION MEETING THE

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held its annual reorganization meeting on Wednesday, January 4, 2017. in the Hightstown High School Cafeteria located at 25 Leshin Lane, Hightstown, NJ.

Members Present: Pete Bussone, Paul Connolly, Bertrand Fougnes, Christine Harrington, Tracy Healy, Nicole LaRusso, Kennedy Paul, Ram Ramachandran, Alice Weisman

Member(s) Absent: none

Also Present: Dr. Richard Katz, Chief School Administrator
Paul M. Todd, SBA/Board Secretary
David Coates, Board Legal Counsel

1. WELCOME/SUNSHINE NOTICE:

Board President Alice Weisman 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 kept by the Board Secretary and are available to any member of the public requesting them at the Administration building, 25A Leshin Lane, Hightstown, NJ. Minutes will be provided at cost and in accordance with Board policy." Ms. Weisman. "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. SEATING OF ELECTED BOARD MEMBERS AND OATH OF OFFICE

On November 8, 2016, three individuals were elected to a 3 year term on the East Windsor Regional School Board of Education. All three represent the township of East Windsor. On November 16, 2016 the Mercer County Board of Elections declared the OFFICIAL CERTIFIED results of the November 8 election as follows:

- ✓ **Christine Harrington 4,264**
- ✓ **Ram K. Ramachandran 2,349**
- ✓ **Nicole LaRusso 2,235**
- Roger Power 2,229
- Erica DiRaimondo 2,046
- Robert P. Laverty 1,841

Mr. Todd, Board Secretary administered the Oath of Office to Ms. Harrington, Ms. LaRusso, and Mr. Ramachandran. The newly appointed board members took their seat at the dais.

4. NOMINATIONS FOR BOARD PRESIDENT

Mr. Todd opened the forum for nominations for Board President.

Mr. Connolly nominated Alice Weisman. There were no additional nominations.

5. VOTE: On a roll call poll of the Board with all members present voting yes, motion to approve Alice Weisman as Board President carried unanimously.

6. NOMINATIONS FOR BOARD VICE PRESIDENT

Mr. Paul nominated Paul Connolly for Board Vice President. There were no additional nominations.

7. VOTE: On a roll call poll of the Board with all members present voting yes, motion to approve Paul Connolly as Board Vice President carried unanimously.

8. ASSIGNMENT OF COMMITTEES

The individuals below will serve as listed on the following Committees:

Finance Committee

Admin. Liaison: Paul Todd

Members: B. Fougnes, Kennedy Paul, Paul Connolly

Negotiations-Supervisors

Admin. Liaison: Erin Servillo

Members: Pete Bussone, Christine Harrington

Negotiations-Management

Admin. Liaison: Erin Servillo

Members: Bertrand Fougnes, Pete Bussone

Policy

Admin. Liaison: Richard Katz

Members: Alice Weisman, Ram Ramachandran

Curriculum, Instruction, Assessment & Programs

Admin. Liaison: Mike Dzwonar

Members: Christine Harrington, Alice Weisman, Nicole LaRusso, Ramachandran

Ad Hoc Transportation

Admin. Liaison: Paul Todd

Members: Pete Bussone, Bertrand Fougnes, Kennedy Paul

9. FIRST OPPORTUNITY FOR BOARD MEMBERS' COMMENTS

Ms. Harrington thanked the voters of East Windsor, and spoke about forming a new Board member committee.

Mr. Fougnes thanked the Board for its support over recent loss of his sister.

The Board made note that meeting with the labor attorney for ethics training is scheduled for March 13, 2017.

10. FIRST OPPORTUNITY FOR PUBLIC COMMENT – there were none.

11. ORGANIZATION of the EWRSD BOARD OF EDUCATION

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 items listed below.

Mr. Connolly moved, seconded by Mr. Pau to approve the following items as part of the EWRSD Board of Education Reorganization.

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 2016-17 school year in accordance with N.J.A.C. 6:8-3.5;*
- *The High School program of studies and graduation requirements for the 2016-17 school year.*

B. DISTRICT FINANCIAL DEPOSITORIES FOR SCHOOL FUNDS & REQUIRED SIGNATURES

TD BANK, N.A., WELLS FARGO BANK, 1ST CONSTITUTION BANK, PROVIDENT BANK and STATE STREET BANK be designated as financial depositories for the District; and that the following be approved as designated check signers for accounts listed below.”

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

C. STUDENT ACTIVITY ACCOUNTS & REQUIRED SIGNATURES

Accounts at 1st Constitution Bank, Provident Bank, TD Bank N.A. 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
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

D. AWARDS & SCHOLARSHIPS at HHS and MHK as listed below:

Al Punk Memorial Award	Jason Segarra Memorial Award
A. Danforth Cope Award	Joel Fischer Memorial Award (Wrestling)
Art Award	Joshua Harr Shane Scholarship
Alvin J. Townsend Jr. Memorial Award	Pop Warner Cheerleader Award
Behar Surveying Assoc. Award (Boys Cross Country)	Pop Warner Football Award
Business Education Dept. Scholarship	George Warshany Award (Wrestling)
Cathy Gager Memorial Award	Herbert “POPS” Olsen (Girls Swimming)
Craig Goldhammer Award	John Alexandersen – PAL Soccer
Champs Incentive Award	Rose Fiore PAL Softball Award
D. Dixon Scholarship (Girls Cross Country)	Joshua Medina Wrestling Award
Elise Ann Triano Memorial Award	Virginia M. Damutz Award (Swimming)
Elizabeth "Betty" Reeves Klank Award	Nadelman-Karp Annual Baseball Award
Emily Silverstein Scholarship	Joseph Kluxen Memorial Scholarship
Enos E. Parsell Memorial Award	Katherine Kreps Scholarship – Biology
Eric Whitney Memorial Scholarship	Leonard J. Millner Award
EW PBA 191 Award	Marc Seiden Memorial Scholarship
Feinstein Foundation	Marie Parker Black Scholarship
Friday Club of Hightstown	Mehjabin Saifi Memorial Science Award
Glen Howard Sturman Memorial Award	Methodist Madness Basketball Award
HHS Music Donation	Nathan Bard Award
Hightstown Elks 1955 Art Award	Nat'l Citizenship Education Award-VFW
Hightstown Woman's Club	Philip Barlow Award
Isabelle Lusby Award	Positive Impact Award (Hockey)
James Patrick White Memorial Award	Prize Awards
	Ray Willbergh Memorial Award

Robert Abrams Service Award
 Robert L. Flammer 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
 HHS Football Parents Scholarship
 Hall of Fame Scholarships

Thomas Carroll Memorial Award
 Tina Petri Memorial Award
 Vincent Palmer Award
 Senator Linda Greenstein Scholarship
 Donald Murphy PAL Baseball Award
 EWPAL Lacrosse Scholarships
 Christopher Goodspeed Wrestling Award

E. PETTY CASH FUNDS & REQUIRED SIGNATURES

Approve the petty cash fund accounts and monetary amounts (effective July 1, 2017), at 1st Constitution Bank, TD Bank N.A., Provident Bank; and signatories (as applicable) in accordance with Board Policy.

Business Office		300.00
Transportation		300.00
Building & Grounds		100.00
Kidcare		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

F. INVESTMENTS

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.

G. AUTHORIZATION TO SIGN CHECKS

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

H. PAYMENT OF CERTAIN BILLS PRIOR TO BOARD APPROVAL

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

I. BUDGET IMPLEMENTATION

The Chief School Administrator and Business Administrator be empowered to implement the budget pursuant to local and State policies.

J. DESIGNATION OF OFFICIAL NEWS MEDIA

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.

K. 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. on:

(Tues.)	January	17	2017	(Wed.)	June	21	2017
	February	13	2017		July	17	2017
	February	27	2017		August	14	2017
	March	13	2017		September	11	2017
	March	27	2017		September	25	2017
	April	24	2017		October	16	2017
	May	08	2017		October	30	2017
	May	22	2017		November	20	2017
	June	05	2017		December	11,	2017

L. APPOINTMENT OF NJSBA DELEGATE/LEGISLATIVE LIAISON

Mr. Connolly nominated Ram Ramachandran to represent the Board as NJSBA delegate and legislative liaison. On a roll call vote of the Board, the nomination was approved.

M. USE OF STATE CONTRACTED VENDORS – for purchases, per the directive of the State Treasury Dept.

N. DISTRICT VENDORS FOR 403B PLANS; DISABILITY/LIFE INSURANCE & OTHER

AMERICAN CENTURY	TAX SHELTER 403B
AMERIPRISE	TAX SHELTER 403B
AXA EQUITABLE	TAX SHELTER 403B/457/ROTH
FIDELITY 403B/ROTH	TAX SHELTER 403B/ROTH
LINCOLN FINANCIAL	TAX SHELTER 403B
LINCOLN INVESTMENT	TAX SHELTER 403B
SECURITY BENEFIT	TAX SHELTER 403B
OPPENHEIMER FUNDS	TAX SHELTER 403B
PRUDENTIAL FINANCIAL	TAX SHELTER 403B
VANGUARD	TAX SHELTER 403B
VALIC/AIG	TAX SHELTER 403B
METLIFE	TAX SHELTER 403B
VOYA	TAX SHELTER 403B
PRUDENTIAL DISABILITY	DISABILITY/LIFE INSURANCE
AFLAC	DISABILITY/LIFE INSURANCE
USAA Life	TAX SHELTER 403B
GREAT AMERICAN D/B/A/ GALIC	TAX SHELTER 403B
CALIFORNIA CASUALTY	NJEA SPONSORED CAR & HOME OWNERS INSURANCE

O. RESOLUTION TO APPOINT 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 Board of Education appoints Mr. Paul M. Todd as District custodian of government records. *(In his absence, the CSA will act in his place.)*

KIDCARE FEES FOR 2017-18			
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

P. FEES FOR KIDCARE EXTENDED DAY PROGRAM (AS LISTED ABOVE)

Q. DISTRICT STAFF APPOINTMENTS FOR FISCAL YEAR 2017

- Board Secretary: Mr. Paul M. Todd, District Business Administrator
- Acting Board Secretary: (to serve in the Board Secretary's absence with no pay) Mr. David Coates, Esq.
- Chemical Hygiene Officer: Mr. Paul Hewins, Director of Building & Grounds
- 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. Erin Servillo, 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 the Indoor Air Quality, "Right to Know" program, and Asbestos/AHERA compliance for the District.
- Substance Awareness Coordinators (SAC): Ms. Sharon Menchaca (HHS), Mr. Roswell Perez, (MHK).
- Attendance Officer: Ms. Linda Scheman, of Central Registration.
- Treasurer of School Monies: Mr. John Calavano

R. DISTRICT SERVICE PROVIDER APPOINTMENTS for FISCAL YEAR 2017

- 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, Driggers, & White, 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.
- Phoenix Advisors, LLC: - as District Continuing Disclosure Agent
- SSP Architectural Group - as Architect of Record

S. ADOPTION of NJ SCHOOL BOARDS ASSOCIATION CODE of ETHICS for SCHOOL BOARD MEMBERS
(per 18A:12-24.1). *(Each Board member will 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 to approve reorganization items:**

On a roll call poll of the Board, with all members present voting yes, motion to approve the East Windsor Regional School District Board of Education reorganization carried unanimously.

12. MOTION TO APPROVE ROUTINE ITEM(S)

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

A. Travel & Related Expenses

David Seidorf C&A Jan. 10, 17,23, 2017 Req.to attend Stronge Training: TEPES & LEPES, \$465.00
Piscataway, NJ

Vote: On a roll call poll of the Board with all members present voting yes, motion to approve travel and related expenses item carried unanimously.

13. SECOND OPPORTUNITY FOR BOARD MEMBER'S COMMENTS

Ms. Harrington commented on providing more career exploration for students.

14. SECOND OPPORTUNITY FOR PUBLIC COMMENT

Mr. Laverty of East Windsor and former Board member, congratulated the newly sworn in members and Board officers

15. ADJOURN – 8:02 P.M.

Respectfully submitted by Paul M. Todd, BA/Board Secretary