

## **EAST WINDSOR REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION**

### **MINUTES of the REGULAR MEETING on OCTOBER 24, 2016**

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held a regular meeting on Monday, OCTOBER 24, 2016 at 7:30 p.m. in the Hightstown High School Cafeteria located at 25 Leshin Lane, Hightstown, NJ.

**Members Present:** Pete Bussone, Paul Connolly, Erica DiRaimondo, Bertrand Fougnyes, Christine Harrington, Tracy Healy, Robert Laverty, Kennedy Paul, 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 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 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 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. A. MOTION TO APPROVE AGENDA**

**Action:** Mr. Paul moved seconded by Mr. Fougnyes to approve the agenda as submitted.

**Vote:** By a roll call poll of the Board, with all Board members present voting yes, Motion to approve carried unanimously.

#### **3. B RESOLUTION FOR EXECUTIVE SESSION**

**Action:** Mr. Paul moved, seconded by Mr. Fougnyes to approve the following resolution:

**"BE IT RESOLVED,** that the Board of Education of the East Windsor Regional School District will hold an executive session during its Meeting on Monday, October 24, 2016. This closed session concerns:

- Personnel
- Student Matters - Bullying

Minutes of these closed sessions will be available in accordance with board policy when the need for confidentiality no longer exists."

**Vote:** By a roll call poll of the Board, with all Board members present voting yes, Motion to approve carried unanimously.

#### **4. FIRST OPPORTUNITY FOR BOARD MEMBERS' COMMENTS**

The Board shared comments on the success of the marching band this season and the District character education program.

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

Helene Weintraub, a representative from EWEA, spoke to endorse Erica DiRaimondo, Christine Harrington, and Bob Laverty for the upcoming Board elections

Andrea Cohen of East Windsor had questions on the current class sizes.

Dr. Katz responded; he noted we have added elementary and middle school teachers

## **6. SECOND READING OF BOARD POLICIES**

**Mr. Connolly moved, seconded by Mr. Paul to approve the following policies on SECOND READING:**

**P 2422 Health Education (M) - Revised**

**P 2431 Athletic Competitions (M) - Revised**

**P 8454 Management of Pediculosis - Recommended – New**

### **2422 – Health and Physical Education (Revised) 2425 – Physical Education (Abolished)**

Policy Guides 2422 and 2425 have been updated and merged into one new Policy Guide 2422 – Health and Physical Education. Strauss Esmay’s Policy Guides typically incorporate the requirements of the Core Curriculum Content Standards (CCCS) by reference. However, the CCCS for Comprehensive Health and Physical Education have many statutory requirements for school districts and have been included in the new Policy Guide 2422 – Health and Physical Education. The updated Policy Guide 2422 does not include all the details in the previous Policy Guides 2422 and 2425 as many of these details are included in the CCCS and incorporating these details by referencing the CCCS prevents revising the Policy every time a detail in the CCCS is revised by the New Jersey Department of Education. It is recommended the Board abolish Policy Guide 2425 – Physical Education and adopt the new Policy Guide 2422 – Health and Physical Education to replace the existing 2422 – Health Education. Adoption of a Policy listing the specific requirements of the CCCS is not required and this Policy Guide is recommended.

**Policy Guide 2422 is RECOMMENDED Policy Guide 2425 is ABOLISHED**

### **2431 – Athletic Competition (M) (Revised)**

The “Scholastic Student-Athlete Safety Act” revised sections of N.J.S.A. 18A and was approved June 27, 2013. The new law included a new student-athlete cardiac screening requirement, a professional development training module for physicians who complete these screenings, the development and distribution of a sudden cardiac arrest pamphlet, and the development of a Preparticipation Physical Evaluation (PPE) Form to include history and physical examination requirements. On April 29, 2014 all school districts received a New Jersey Department of Education (NJDOE) Memorandum with the Scholastic Student-Athlete Safety Act material that included guidance and direction of the PPE Form that included a Preparticipation Physical Evaluation History Form, an Athlete with Special Needs Supplemental History Form, a Physical Evaluation Form, and a Clearance Form. The April 29, 2014 Memorandum indicated the Administrative Code would need to be revised to include the N.J.S.A. 18A revisions made by the Scholastic Student-Athlete Safety Act. Administrative code N.J.A.C. 6A:16 was recently revised to incorporate these revisions required by the Act. Policy Guide 2431 and Regulation Guide 2431.2 have been revised to incorporate these revisions. Policy Guide 2431 has been revised to remove many of the details of the required sports physicals and indicates the requirements for these physicals shall be in accordance with the Preparticipation Physical Evaluation (PPE) Form as required by the NJDOE. **Policy 2431 is MANDATED**

**P 8454 Management of Pediculosis - Recommended - New**

The Board of Education recognizes the need to maintain a healthy learning environment for all children in the school district. One way to maintain this environment is to manage pediculosis, a condition of a person having head lice. Head lice do not spread any diseases and is not prevented by personal or household cleanliness, use of shampoos or length of hair. All social economic groups can be affected by head lice. Because it is very difficult to totally prevent these infestations in schools where children come into close head to head contact with each other frequently, the Board of Education authorizes appropriate steps to manage pediculosis by retaining a policy for its prevention and management. P 8454 is RECOMMENDED.

**Vote:** On a roll call poll of the Board, with all members present voting yes, Motion to approve the above policies on SECOND Reading carried unanimously

**7. SUPERINTENDENT'S REPORT/UPDATE**

Dr. Katz reported to the Board on the latest events and provided District updates. He also spoke to the Board on his 2016-17 merit goals.

**8. EXECUTIVE SESSION – the Board went into closed session at 7:56 p.m.**

- Return to Open Session

**9. SECOND OPPORTUNITY FOR BOARD MEMBERS' COMMENTS**

The Board shared comments on the following topics:

- Character Education
- Redistricting
- Paperless board meetings
- District foreign language offerings to students

**10. SECOND OPPORTUNITY FOR PUBLIC COMMENTS – there were none.**

**11. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION**

**Mr. Connolly moved, Seconded by Mr. Paul as follows: *“having read and reviewed the materials received, I move that the Board approve the following routine agenda items as submitted:***

***A. Staffing***

***B. Bullying Report – October 10, 2016***

***C. Organizational Chart for 2016-17***

***D. 2017-2018 School Calendar***

***E. Annual Statement of Assurance for QSAC***

***F. Out of District Placement in Public and Private Schools***

***G. Professional Services***

***H. Travel and Related Expenses***

***I. Uncompensated Club at MHK: Diversity Club***

***J. Carryover Amendment FY 2016-17 Title 1A, 3, and 3 Immigrant***

***K. Approve and Accept Art Grant Award for GNR from “Young Audiences NJ and Eastern PA”***

**L. Field Trip Locations**

**M. Overnight Field Trip**

**N. Comprehensive Maintenance Plan – Form M-1**

**O. School Breakfast Improvement Plan**

**P. Proposals for Civil/Site Engineering Services from Edwards Engineering Group**

**1. Master Plan Study for HHS Sports Field Rehabilitation**

**2. Phase II of MHK Athletic Field Rehabilitation**

**Q. Bill List – October 24, 2016”**

**Vote:** On a roll call poll of the Board, with all members present voting yes, motion to approve carried unanimously

**Exception Item Details:**

- **Staffing:** as submitted; posted on Google Drive
- **Bulling Report** – as discussed at October 10, 2016 executive session.
- **Organizational Chart for 2016-17** – as submitted to Board; on file in Business Office.
- **2017-18 School Calendar** – as submitted to the Board. Once approved will be posted on District website.
- **Annual Statement of Assurance for QSAC**

The Quality Single Accountability Continuum (QSAC) is the Department of Education’s monitoring and evaluation system for public school districts. All districts must complete the Statement of Assurance (SOA) annually to the New Jersey Department of Education. There are five scores – one each for Instruction and Program, Fiscal Management, Governance, Personnel, and Operations. The scores will be expressed as a percentage, based upon the total number of points the district receives for the SOA items. The chief school administrator and the board of education must determine whether all items of the Statement of Assurance (SOA) have been completed. The district board of education is responsible for attesting to the accuracy of the SOA responses.

- The District Chief School Administrator needs to present the completed SOA at a Board of Ed. meeting.
- The Board needs to prepare a resolution attesting to the accuracy of the SOA responses.
- Both the CSA and Board of Ed. President must sign the SOA Declaration Page.

• **Out of District Placement in Public and Private Schools**

Bancroft

Tuition July 7, 2016 through June 16, 2017

Student: #720262	PO 17-01867	ESY	10,189.12
		RSY	57,313.80
	Extraordinary Svs.		37,312.00

• **Professional Services**

The Special Education Department requires services of consultants to provide children with disabilities a free appropriate public education as defined by the Individuals with Disabilities Education Act (IDEA).

1. Professional Education Services Inc. Bedside Instruction \$45.00 per hr. (not to exceed \$30,000.)
2. Silvergate Preparatory School LLC Bedside Instruction \$55.000 per hr. (not to exceed \$15,000.)

• **Travel and Related Expenses**

D. Chung	HHS	November 15, 2016	Registration to attend NJSIAA Coaching Fundamentals, Plainsboro, NJ	75.00	75.00
L. Townley	MHK	November 18-20, 2016	Registration (paid by teacher) and anticipated expenses to attend ACTFL Annual Convention and World Language Expo, Boston, MA	632.56	632.56
D. Vinson	HHS	November 4-6, 2016	Anticipated expenses to attend 2016 ASCD Conference on Educational Leadership, National Harbor, MD	1,600.00	1,600.00
L. Emmerson	MHK	November 4-6, 2016	Registration (paid by principal) and anticipated expenses to attend Mindful Leader Conference, Arlington, VA	1,485.52	1,485.52
R. Katz	Admin.	January 26-27, 2017	Anticipated hotel expenses at Harrah's Resort to attend TECHSPO '17, Atlantic City, NJ	117.86	117.86
J. Drake	HHS	November 1, 2016	Registration to attend NJSIAA Golf Coaches Clinic, Kenilworth, NJ	80.00	80.00
J. Drake	HHS	November 1, 2016	Anticipated expenses to attend NJSIAA Golf Coaches Clinic, Kenilworth, NJ	23.62	23.62
M. Tozzi J. Basmagy	WCB	November 4, 2016	Two registrations to attend Section 504 Explained, Monroe, NJ	75.00	150.00
P. Hewins M. Nikola	Bldgs & Grounds	November 1, 2016	Two registrations to attend Annual VAT Refresher Course, Ocean, NJ	70.00	140.00
K. Colon	GNR	November 17-18, 2016	Registration to attend Annual ASHA Convention, Philadelphia, PA	445.00	445.00
K. Colon	GNR	November 17-18, 2016	Anticipated expenses to attend Annual ASHA Convention, Philadelphia, PA	58.90	58.90

October 24 Total	4,808.46
Sub Total	38,339.11
Adjustments	-335.00
YTD Total	38,004.11
Maximum expenditure for 2016-17	\$109,965.00

• **Uncompensated Club at MHK: Diversity Club**

The Melvin H. Kreps Middle School would like to start a club entitled “Diversity Club” which would fall under the category of an uncompensated club. Jennifer DaSilva, MHK teacher, has agreed to be the advisor. The club commits to developing awareness and acceptance of different cultures, beliefs and preferences. The club application form is attached for Board review.

- **Carryover Amendment FY 2016-2017 Title 1A, 3 and 3 Immigrant**

Authorize the submission of the NCLB amendment for Fiscal Year 2015-16, and accept the grant carryover \$100,112 Title 1 Funds, \$15,705 Title 3 Funds, \$14,849 Title 3 Funds Immigrant from the previous FY 2016 NCLB. The NCLB allocations for Fiscal Year 2016-2016 totals \$852,970 distributed as follows (allocations are attached):

TITLE/DESCRIPTION	FUNDING	FUNDING WITH CARRYOVER
TITLE IA	\$505,673	\$605,785
TITLE IIA	\$75,143	
TITLE III	\$129,826	\$140,210
TITLE III Immigrant	\$16,983	\$31,832

- **Approve the Acceptance of a Young Audiences NJ and Eastern PA (YA) Grant and Grant Requirements for the Grace N. Rogers School**

This is a grant award of \$10,000 from “Young Audiences New Jersey and Eastern Pennsylvania” (YA) awarded to the Grace N. Rogers School. Through the grant, the school will work with Young Audiences to deliver an art education program for the 2<sup>nd</sup> grade and special education students of the Grace N. Rogers School to inspire and expand children’s learning.

- **Field Trip Locations**

Date: November 8, 2016

Course: HHS Presidential Election Course – William Kamps

Mr. Kamps has arranged for his students to work at Mercer County polling locations on November 8, (early dismissal day for students). This will involve only students from the Presidential Election Course (grades 11 and 12) and will give them an opportunity to have hands on experience with the voting process.

- **Overnight Field Trip**

The World Language Exchange Program of HHS would like to take a trip to Hannover, Germany from March 31 to April 14, 2017. Attached is information on the trip.

- **Comprehensive Maintenance Plan – Form M-1**

Each year the school district must approve form M-1 and comprehensive maintenance plan. The purpose is to assure a minimum level of financial expenditures to maintain school facilities. These targets are listed in form M-1 column F. The school district's budget as shown in column G should exceed the target for each school. The comprehensive maintenance plan report details the different types of maintenance performed at each school and the amount spent and budgeted. (On file in SBA office)

- **School Breakfast Improvement Plan**

The district is required to have a 50% participation in the School Breakfast Program due to the fact that the overall enrollment for free and reduced lunches exceeds 20%. As the district is below the 50% participation rate we must submit an improvement plan by November 1<sup>st</sup>. The recommendation is to continue to serve breakfasts in the cafeteria. Further, Chartwells believes that we may improve the participation rate by eliminating the .30 cent reduced breakfast charge. There will still be a per unit profit for each breakfast sold.

- **Proposals for Civil Site Engineering Services from Edwards Engineering Group**

1. Master Plan Study for HHS Sports Field Rehabilitation

Proposal from Edwards Engineering Group Inc. for Professional Services for Sports Field Rehabilitation at Hightstown High School Edwards Engineering Group of Somerville, NJ has submitted a professional services proposal for a master plan study of the Hightstown High School sports fields. The study will evaluate the existing natural grass sports fields and recreational areas, for the purpose of developing a program for the rehabilitation of these facilities. Attached is the full proposal as submitted to the Business Administrator.

2. Phase II of MHK Athletic Field Rehabilitation - Professional Services Proposal from Edwards Engineering Group Inc.

Edwards Engineering Group of Somerville, NJ has submitted a professional services proposal for Phase II of the MHK Sports Field Rehabilitation project. Phase II will consist of the open play fields located to the left and right sides of the school campus. Attached is the full proposal as submitted to Business Administrator.

- **Bill List October 24, 2016 in the amount of: \$2,346,941.04**
- **Adjourn 8: 12 p.m.**

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