

HOPEWELL VALLEY REGIONAL BOARD OF EDUCATION

Minutes

December 12, 2011

Pennington, N.J.

The Regular Meeting of the Hopewell Valley Regional Board of Education was held in the Board Meeting Room of the Administration Building, 425 South Main Street, Pennington, New Jersey, 08534 on Monday, December 12, 2011 at 7:30 p.m. The meeting was called to order by the President, Ms Lisa Wolff. The Secretary recorded the roll and announced that a quorum was present.

Members Present: Ms. Laura Desai
Mr. Roy G. Dollard
Mr. Stephen Keen – left at 11:17 p.m.
Mr. Gordon Lewis
Mr. Daniel O'Connor – arrived at 7:31 p.m.
Ms. Leigh Ann Peterson, Vice President
Mr. Adam J. Sawicki
Ms. Lisa Wolff, President
Mr. James J. Wulf

Members Absent: None

Others present: Dr. Thomas A. Smith, Superintendent
Mr. Robert Colavita, Board Secretary/Business Administrator
Mr. Richard Lang, Assistant Superintendent
Ms. Kelsey Dunne, Student Representative to the Board
And 20 members of the public

Ms. Wolff read the Open Public Meetings statement as follows:

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, the Hopewell Valley Regional Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof communicated to the *Hopewell Valley News*, *Pennington Post*, *The Times* and *Trentonian* on May 10, 2011 and October 7, 2011. This meeting notice was also sent to Comcast Cable and Verizon FiOs.

Ms. Wolff led the Board and the public in the flag salute.

The meeting was videotaped.

APPROVAL OF MINUTES

Motion by Ms. Desai, seconded by Mr. Keen, that the Board approve the following minutes:

A. Regular and Closed Meetings on November 14, 2011

The vote: Unanimously carried by voice vote. Mr. Keen abstained.

REPORT OF THE SUPERINTENDENT & BOARD PRESIDENT

Superintendent's Update

Dr. Smith reported to the Board on the following:

- He acknowledged the Luminaries placed around the semi-circle in front of the building in support of the work done by Womanspace against domestic violence.
- He reviewed his email message sent today to parents concerning school closing procedures in the event of inclement weather.
- He announced that the 2012-2013 budget development process will begin this evening with the first PowerPoint presentation and discussion on the budget.
- He stated that there would be a Board discussion on the Before and After School Care Services Request for Proposal.

2012-2013 Budget

Dr. Smith presented a Powerpoint on the 2012-2013 budget process.

Board President's Update

President Wolff reported to the Board on the following:

- The district joined other communities across Mercer County in support of Womanspace's campaign against domestic violence by assembling and lighting luminaries that were displayed in all three municipalities. She commented on the luminaries placed outside of the Administration Building and showed pictures of the luminaries placed outside of Hopewell Elementary School by the fifth graders there.
- Presently, there is a high Superintendent turnover rate in New Jersey. Ms. Wolff expressed her gratitude to Dr. Smith for his "vision" and "unyielding focus on academic excellence". She also acknowledged his hard work in accomplishing many much needed initiatives throughout the district. In addition, she recognized Bob Colavita, Business Administrator/Board Secretary, and Rich Lang, Assistant Superintendent, for their hard work with negotiations.
- The 2011 NAEP (National Assessment of Educational Progress) results show that New Jersey ranked 4th in the nation in 4th grade math and tied for 3rd place in 8th grade math

Report of the Student Representative to the Board

Ms. Kelsey Dunne, CHS Student Representative to the Board, reported on the following:

- The high school winter band/orchestra concert is scheduled for tonight at 7:00 p.m. The winter choral concert was held on Friday, December 3.
- The winter athletics kickoff dinner is scheduled for Wednesday, December 14.
- PSAT score night is scheduled for Thursday, December 15. Students will receive scores from the October tests and a presentation for parents and students on how to read the scores will be given.
- Friday, December 16 is the date for an ice hockey team fundraiser at Wildflowers Restaurant. If you have dinner there on Friday, you can request that fifteen percent of your restaurant bill be donated to the team.
- Casting for the high school musical, *Crazy for You*, was completed this past weekend.
- The Student Council will hold the Black and White Ball in the cafeteria on Saturday, December 18.

PUBLIC COMMENT

7:55 p.m.

The following residents commented on the Request for Proposal recently distributed for a Before and After School Care Program:

Mrs. Christina Marko, Pennington Borough
Mr. Alex Reznik, Hopewell Township
Mr. Tony Lomma, Pennington Borough
Mrs. Leeann Thornton, Hopewell Borough
Ms. Laurie Kruse, Hopewell Township
Mr. Yujen Juan, Hopewell Township
Ms. Cecile Vidican, Pennington Borough
Ms. Lynn Powers, Hopewell Township
Mr. Peter Higgins, Hopewell Township
Ms. Amy Stroman, Hopewell Township

The public comment portion of the meeting ended at 8:23 p.m.

OLD BUSINESS

Before and After School Care Services Request for Proposal (RFP)

Dr. Smith provided some background information on the current arrangement for before and after school care services held in district schools and commented on the district's long standing concerns with this arrangement. He discussed the purpose of the RFP and the before and after school care program selection process.

The Board held a discussion on the Before and After School Care Services RFP. President Wolff presented a spreadsheet on the status of the number of programs currently running in Mercer County districts. After discussion, the Board agreed to move the second opportunity for public comment to this portion of the meeting.

PUBLIC COMMENT

9:13 p.m.

The following residents commented on the Board's discussion of the Before and After School Care Program Request for Proposal:

Ms. Amy Stroman, Hopewell Township
Ms. Kathy Scott, Director of the Hopewell Valley After School Program, Hopewell Township
Mr. Alex Reznik, Hopewell Township
Mr. Tony Lomma, Pennington Borough
Ms. Leeann Thornton, Hopewell Borough
Ms. Christina Marko, Hopewell Township
Mr. Pete Higgins, Hopewell Township
Ms. Laurie Kruse, Hopewell Township
Ms. Gayle Silver, Hopewell Township

The public comment portion of the meeting ended at 9:35 p.m.

DISCUSSION/ACTION ITEMS

CONSENT AGENDA

Motion by Mr. Wulf, seconded by Mr. Lewis, to approve the following Consent Agenda items:

FINANCE/FACILITIES

RESOLVED, that the Board approve the attached list of bills totaling \$1,935,240.80

RESOLVED, that the Financial Reports of the Board Secretary and the Treasurer of School Monies for October, 2011 be approved as presented. Pursuant to N.J.A.C. 6A:23-2.12 (c) 4, the Board of Education certifies that no major account or fund has been over-expended and that sufficient funds are available to meet the district’s financial obligations for the fiscal year.

RESOLVED, that the Board approve the attached 2011-2012 general fund budget transfers

RESOLVED, that the Board approve the attached 2011-2012 general fund budget adjustments

RESOLVED, that the Board adopt the following resolution authorizing withdrawal of \$367,661 from the capital reserve account:

WHEREAS, the district needs to do various facilities projects as listed below, and

WHEREAS, the Long Range Facility Plan (LRFP) has been amended to include these projects, and these projects were approved by the Department of Education, and

WHEREAS, the Hopewell Valley Regional Board of Education by resolution must approve the withdrawal of funds from capital reserve;

NOW, THEREFORE BE IT RESOLVED by the Hopewell Valley Regional Board of Education that \$367,661 be withdrawn from the capital reserve account and deposited into the following capital outlay accounts for the local share of the costs associated with the following facilities projects:

| Account Number | Project | DOE Approval | Amount |
|-----------------------|---|---------------------|---------------|
| 12-000-409-450-00-84 | Toll Gate Annex Building – Change of Use | 9/19/2011 | \$ 23,049 |
| 12-000-409-450-02-84 | Toll Gate HRU/AC – Primary Wing & Basement | 11/1/2011 | \$135,715 |
| 12-000-409-450-04-85 | Central High School – Upgrade Electric - 100 Hall | 8/8/2011 | \$ 74,719 |
| 12-000-409-450-05-85 | Central High School – Renovate Restrooms | 8/9/2011 | \$ 99,499 |
| 30-000-409-450-04-92 | Timberlane M.S. – Security Cameras | 6/17/2009 | \$ 22,810 |
| 30-000-409-450-03-91 | Hopewell Elem. – Accessible Lift | 8/23/2010 | \$ 11,869 |
| | TOTAL | | \$367,661 |

RESOLVED, that the Board approve submission of the attached New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance for 2011-12 to the New Jersey Department of Education

RESOLVED, that the Board approve the attached resolution for participation in the NJ Sustainable Schools Project

RESOLVED, that the Board approve the attached resolution adopting a form required to be used for the filing of Notices of Tort Claim against the Hopewell Valley Regional Board of Education in accordance with the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:86

RESOLVED that the Board accept the following Quoted Special Education transportation route for 2011-2012:

Quoted Route MS01 with First Student Inc. to transport five Hopewell Township students to/from the Mercer County Regional Day School and Mercer Elementary School located in Trenton, N.J. per our Pupil Services Department. This run is effective December 9, 2011 at a per diem cost of \$253.50. Quoted contracts over the bid threshold shall be issued for a period not to exceed 90 calendar days.

RESOLVED, that the Board approve the attached 2012-2013 Budget Calendar

EDUCATIONAL PROGRAM

RESOLVED, that the Board approve the following student placements:

| Placement | Tuition Amount |
|----------------------------|------------------------------|
| Marie H. Katzenbach School | 2 students - \$68,476.00 ea. |
| Marie H. Katzenbach School | 2 students - \$45,651.00 ea. |
| Hunterdon Learning Center | 1 student - \$30,186.00 |
| Lifeworks | 1 student - \$41,940.00 |

RESOLVED that the Board approve the following professional service:

| Name | Service Provided | Cost |
|-----------------------------|-----------------------------|--------------|
| Lindsay Hilson, M.Ed., BCBA | Behavioral Analyst Services | \$95.00/hour |

RESOLVED, that the Board approve the attached 2011-2012 Princeton Symphony Orchestra BRAVO! Participation Agreements for Bear Tavern Elementary, Hopewell Elementary, Stony Brook Elementary and Toll Gate Grammar.

RESOLVED, that the Board approve the attached list of field trips

RESOLVED, that the Board approve the attached travel and related expenses

ROUTINE INFORMATION ITEMS

RESOLVED, that the Board approve the following routine information items for November, 2011:

Fire Drills:

| | | |
|-------------------------------|---|-------------------|
| Bear Tavern Elementary School | - | November 15, 2011 |
| Hopewell Elementary School | - | November 7, 2011 |
| Stony Brook Elementary School | - | November 14, 2011 |
| Toll Gate Grammar School | - | November 3, 2011 |
| Timberlane Middle School | - | November 28, 2011 |
| Central High School | - | November 30, 2011 |

School Security Drills:

| | | |
|-------------------------------|---|-------------------|
| Bear Tavern Elementary School | - | November 28, 2011 |
| Hopewell Elementary School | - | November 28, 2011 |
| Stony Brook Elementary School | - | November 28, 2011 |
| Toll Gate Grammar School | - | November 28, 2011 |
| Timberlane Middle School | - | November 30, 2011 |
| Central High School | - | November 7, 2011 |

Taxes Requisitioned and Received (attached)

Enrollment Report (attached)

Report on School Suspensions (attached)

Acceptance of Harassment, Intimidation, and Bullying (HIB) Report:

| | |
|--|-----|
| 10/14/11-11/9/11: Total Number of Investigations | - 4 |
| Number of Incidents Determined to be HIB | - 1 |
| Number of Incidents Determined not to be HIB | - 3 |

School Bus Evacuations:

| | | |
|------------------|---|--|
| October 25, 2011 | - | Toll Gate Grammar School |
| October 26, 2011 | - | Timberlane Middle School, Bear Tavern Elementary School, Stony Brook Elementary School |
| October 28, 2011 | - | Central High School, Hopewell Elementary School |

The vote: Unanimously carried by voice vote.

FINANCE/FACILITIES

Motion by Mr. Dollard, seconded by Ms. Desai, RESOLVED, that the Board approve the attached resolution to amend NJSBAIG Bylaws

The vote: Unanimously carried by voice vote.

PERSONNEL

Motion by Mr. Wulf, seconded by Ms. Desai:

B.1 RESOLVED, that per the Superintendent's recommendation, the following actions be approved:

APPOINTMENTS AND RESIGNATIONS

Appointment of **Alissa O'Shaughnessy** as an elementary school teacher at Toll Gate Grammar School for the 2011-2012 school year, at the salary of \$10,894 (FTE .22/BA/Step 1), effective December 13, 2011 – may be subject to change pending ratification of the HVEA CBA.

Appointment of **Mary Louise Sked** as a paraprofessional at Hopewell Elementary School for the 2011-2012 school year, at the salary of \$12,032 (3.5 hours per day/includes \$523, 5% student hygiene and \$1,046, 10% IEP stipends), effective November 28, 2011 – may be subject to change pending ratification of the HVESPA (HVSSA) CBA.

Appointment of **Patricia Coats** as interim Director of Curriculum and Instruction for the 2011-2012 school year, at the per-diem rate of \$450, effective January 3, 2012.

Appointment of **Thalia Kuentzel** as a long-term substitute teacher at Central High School for the 2011-2012 school year, at 1/200 of the base teachers' salary (BA/Step), effective December 8, 2011 – may be subject to change pending ratification of the HVEA CBA.

Adjustment to boiler stipend of **Roberto Diaz**, general maintenance worker for the 2011-2012 school year, from \$1,500 to \$1,000 for a total salary of \$43,737, effective November 28, 2011 – may be subject to change pending ratification of the HVESPA (HVCA) CBA.

Adjustment to the 2011-2012 salary of **Michele Newman**, speech/language specialist at Bear Tavern Elementary School, to reflect an increase in assignment: \$67,521 (MA+20/Step 9), effective January 3, 2011 – may be subject to change pending ratification of the HVEA CBA.

Adjustment to the 2011-2012 salary of **Lori Bauer**, paraprofessional at Bear Tavern Elementary School, to include stipend: \$22,928 (7.0 hours per day/includes \$1,092 5% student hygiene stipend), effective October 24, 2011 – may be subject to change pending ratification of the HVESPA (HVSSA) CBA.

Adjustment to the 2011-2012 salary of **Corrine Sisler**, paraprofessional at Stony Brook Elementary School, to reflect an increase in hours \$22,362 (7.0 hours per day), effective September 1, 2011 – may be subject to change pending ratification of the HVESPA (HVSSA) CBA.

Adjustment to the 2011-2012 salary of **Muhammad Siddiqu**, paraprofessional at Central High School to: \$29,488 (7.0 hours per day/includes \$1,282 5% student hygiene and \$2,564 10% IEP stipends), effective September 1, 2011 – may be subject to change pending ratification of the HVESPA (HVSSA) CBA.

Granting of a family medical leave of absence to **Stephanie De Luise**, itinerant Behavioral Specialist, for the 2011-2012 school year, effective November 11, 2011.

Granting of a family medical leave of absence to **Holly Sinclair**, bus driver, for the 2011-2012 school year, effective November 6, 2011.

Approval of the following substitute teacher(s) for the 2011-2012 school year:

| | | |
|-----------------|------------------|-----------------|
| Michael Brennan | Joanne Guellnitz | Stephanie Haas |
| Shula Melker | John Tredrea | Carolyn Vickers |
| Janet Woods | | |

Approval of the following homebound instructor(s) for the 2011-2012 school year:

Janet Woods

Approval of the following substitute paraprofessional(s) for the 2011-2012 school year:

| | |
|----------------|--------------|
| Stephanie Haas | John Tredrea |
|----------------|--------------|

Approval of the following substitute campus safety officer(s) for the 2011-2012 school year:

John Tredrea

Approval of the following substitute custodian(s) for the 2011-2012 school year:

Courtney Morrison

Approval of the following K-5 learning support specialist(s) for the 2011-2012 school year, at \$25 per hour:

| <u>Name</u> | <u>Location</u> |
|--------------------|-------------------------------|
| Elizabeth Finnegan | Bear Tavern Elementary School |
| Ethel Hopkins | Central High School |
| Lou Dziewa | Central High School |

Approval of the following student worker(s)/life guard(s) for the 2011-2012 school year:

Scott Brown
Matthew Polomski

Approval of the following student worker(s)/junior technology interns/TV production for the 2011-2012 school year:

Elizabeth Hansen

Approval of the following Mercer County Community College student to complete two four-hour observations at Hopewell Elementary School and Timberlane Middle School, for the 2011-2012 school year:

John Paterson

Approval of the following The College of New Jersey student to complete an administrator internship at Toll Gate Grammar School, for the 2011-2012 school year:

Peter J. D'Alonzo

Approval of the following Rider University student to complete a field placement experience in social work at Bear Tavern Elementary School, for the 2011-2012 school year:

Allison Kilbride

Approval of the following The College of New Jersey students to complete their junior practicum experience, for the 2011-2012 spring semester, at Hopewell Elementary School:

| | | |
|------------------|-------------------|-------------------|
| Melissa Andrade | Rebecca Banuelos | Jessica Belko |
| Lauren Burke | Kayla Chanavati | Courtney Graziano |
| Katherine Hannen | Kimberly Hartzell | Andrea Huber |
| Sara Moore | Ann Murphy | Rebecca Salinardi |
| Tamar Samuelian | Kristie Scrofani | Naomi Stanway |
| Courtney Ziegler | | |

EXTRACURRICULAR APPOINTMENTS

Approval of the following extracurricular appointments and summer curriculum projects for the 2011-2012 school year:

| <u>Name</u> | <u>Loc</u> | <u>Appointment</u> | <u>Stipend*</u> | <u>Level</u> |
|------------------------|------------|--------------------------------------|-----------------|--------------|
| Sarah Lindbloom | SB | K-5 Lunch Duty (5 days/wk/MPs 2,3,4) | \$3,108 | XIII |
| Eric Guise | CHS | Assist Wrestling | \$4,270** | I/Step 6 |
| Kathy Neggia | TMS | TMS After-School Enrich (18 sess) | \$774 | VIII |
| Jennifer Martin-Kochis | TMS | TMS After-School Enrich (21 sess) | \$903 | VIII |
| Joanne Cermele | TMS | TMS After-School Enrich (18 sess) | \$774 | VIII |
| Grace Rarich | TMS | TMS After-School Enrich (10 sess) | \$430 | VIII |
| Kathy Perroni | TMS | TMS After-School Enrich (8 sess) | \$344 | VIII |

| | | | | |
|------------------|-----|-----------------------------------|---------|------|
| Jessica Muro | TMS | TMS After-School Enrich (8 sess) | \$344 | VIII |
| Candice Osmond | TMS | TMS After-School Enrich (8 sess) | \$344 | VIII |
| Barbara McCarty | TMS | TMS After-School Enrich (11 sess) | \$473 | VIII |
| Patricia Pinelli | TMS | TMS After-School Enrich (11 sess) | \$473 | VIII |
| Melissa Gurick | TMS | TMS After-School Enrich (32 sess) | \$1,376 | VIII |
| Nancy Greener | TMS | TMS After-School Enrich (32 sess) | \$1,376 | VIII |
| Martin Knott | TMS | TMS After-School Enrich (32 sess) | \$1,376 | VIII |
| Dona Mitschele | TMS | TMS After-School Enrich (32 sess) | \$1,376 | VIII |
| Coby Sikorski | TMS | TMS After-School Enrich (16 sess) | \$688 | VIII |
| Matthew Serfass | TMS | TMS After-School Enrich (11 sess) | \$473 | VIII |
| Jessica Muro | TMS | TMS After-School Enrich (19 sess) | \$817 | VIII |

*May be subject to change pending ratification of the HVEA CBA.

**Correction to stipend.

The vote:

| | | | |
|--------------|-----|--------------|-----|
| Ms. Desai | Yes | Ms. Peterson | Yes |
| Mr. Dollard | Yes | Mr. Sawicki | Yes |
| Mr. Keen | Yes | Mr. Wulf | Yes |
| Mr. Lewis | Yes | Ms. Wolff | Yes |
| Mr. O'Connor | Yes | | |

Motion carried.

EDUCATIONAL PROGRAM

Mr. O'Connor, Committee chair, reported on the committee meeting held early in the day. He stated that the main topic of discussion was the detailed analysis of the results of the recent Achievement Report performed by Committee member, Adam Sawicki. He stated that two members of the community were also involved in the discussion.

COMMUNICATIONS

Ms. Desai, Committee chair, reported on the following topics discussed at a meeting held earlier in the evening:

- Before and After School Care Services RFP
- Community survey on before and after school care services is still open. Results and feedback so far have been very helpful.
- The Homework Committee is still meeting. A new committee to develop a homework policy and how to implement it will be formed with teachers, students, and parents involved in the process.
- Random drug testing is still under discussion. Community involvement in the discussion will be sought.
- The 2012-2013 budget rollout has started this evening with the first presentation of the PowerPoint by Dr. Smith on the budget process.

POLICY/GOVERNANCE

- E.1 Motion by Ms. Desai, seconded by Mr. Sawicki, **RESOLVED**, that the Board approve the following attached Board policies/regulations for second reading:
- a. **Revised** Board Policy No. 5350, ***Pupil Suicide Prevention***

The vote:

| | | | |
|--------------|-----|--------------|-----|
| Ms. Desai | Yes | Ms. Peterson | Yes |
| Mr. Dollard | Yes | Mr. Sawicki | Yes |
| Mr. Keen | Yes | Mr. Wulf | Yes |
| Mr. Lewis | Yes | Ms. Wolff | Yes |
| Mr. O'Connor | Yes | | |

Motion carried.

- E.2 Motion by Mr. Wulf, seconded by Ms. Desai, RESOLVED, that the Board approve the following attached Board policy for first reading:
- Revised** Board Policy No. 1230, **Superintendent's Duties**
 - Revised** Board Policy No. 5600, **Pupil Discipline/Code of Conduct**
 - New** Board Resolution No. 5600, **Pupil Discipline/Code of Conduct**

The vote: Unanimously carried by voice vote.

CALENDAR

Motion by Ms. Peterson, seconded by Ms. Desai, that the Board approve the December 2011 and January 2012 calendars with the following changes

January 9, 2012 **8:00 a.m.** Educational Program Committee Meeting
(changed from 5:30 p.m.)
7:30 p.m. — ~~Agenda Meeting (canceled)~~
6:00 p.m. Special Meeting – Board Retreat

The vote: Unanimously carried by voice vote

CLOSED SESSION

10:55 p.m.

Motion by Mr. O'Connor, seconded by Ms. Desai, to enter into closed session.

CLOSED SESSION RESOLUTION

Hopewell Valley Regional Board of Education
Mercer County, New Jersey

BE IT RESOLVED by the Hopewell Valley Regional Board of Education that this body will hold a meeting on December 12, 2011 at approximately 10:55 p.m. that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to Section 7b of the Open Public Meeting Act.

The general nature of the subject or subjects to be discussed at said meeting is as follows:

Review of Harassment, Intimidation and Bullying Matters
Potential Litigation Matter
Personnel Matter
Student Discipline Matter

**Residency Matter
Negotiations Update**

Stated as precisely as presently possible, the following are the times when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public:
as soon thereafter as it is deemed in the
public interest to do so.

The public is excluded from said meeting, and further notice is dispensed with, all in accordance with Section 8 and 4a of the Open Public Meetings Act.

The meeting was reconvened at 11:22 p.m.

Motion by Mrs. Peterson, seconded by Mr. Sawicki, that the meeting be adjourned.

The vote: Unanimously carried by voice vote.

Time: 11:23 p.m.

Robert Colavita
Board Secretary