

**EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520****MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION**  
**DECEMBER 12, 2011**

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held a Regular meeting on **Monday, December 12, 2011** at 7:30 p.m. in the Hightstown High School Cafeteria located at 25 Leshin Lane, Hightstown, NJ.

Members Present: Lisa Abel, Suzann Fallon, Bonnie Fayer, Christine Harrington, Bob Laverty, Susan Lloyd, Kennedy Paul (arrived 7:50 pm), Bruce Ettman, (arrived 9:15 pm).  
 Members Absent: Paul Connolly  
 Also Present: Dr. Edward Forsthoffer, Chief School Administrator  
 Kurt Stumbaugh, SBA/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 at cost and 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 exits for this room, which are located.... "(Mr. Laverty pointed to the emergency exits.)

**ITEM 2. PLEDGE OF ALLEGIANCE****ITEM 3.A APPROVAL OF AGENDA**

Ms. Fayer moved seconded by Ms. Fallon to approve the agenda with the addition of an addendum to the staffing item, as submitted. On a roll call vote of the Board, motion to approve the agenda was carried unanimously.

**ITEM 3.B RESOLUTION FOR CLOSED SESSION**

Ms. Fayer moved, seconded by Ms. Lloyd 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 December 12, 2011. These closed sessions concern:

1. Litigation – L.S. vs. BOE
2. Student Matters-Bullying
3. Attorney/Client Privilege
4. Negotiations

Minutes of the closed session will be available in accordance with Board policy when the need for confidentiality no longer exists. On a roll call vote of the Board, motion to approve was carried unanimously.

#### **4. RECOGNITION: DONATIONS TO EAST WINDSOR REGIONAL SCHOOL DISTRICT**

The Board welcomes and greatly appreciates donations made to the District. Donations are typically listed as an exception item for Board approval at each meeting. Dr. Forsthoffer invited all donors, to the meeting to be recognized, and specifically noted the large group of vendors who made donations to the 9<sup>th</sup> grade orientation picnic held last August. This was a huge endeavor where many of our local vendors, community and staff members offered goods and services. Dr. Forsthoffer recognized Ms. Shelly Lightman of South Pacific flowers and Mr. Constantine Katsifis of Americana Diner who were present at the meeting, and read off the names of all the other vendors, individuals and organizations who made generous donations to the freshman orientation picnic.

#### **5. PRESENTATION OF 2010-2011 DISTRICT AUDIT**

New Jersey Statutes and sound financial management practices require that each NJ School District be audited by a qualified auditor and provide a comprehensive annual financial report provided by an independent third party. The audit was completed and an unqualified audit opinion was given. The 2011 audit results were presented and explained to the Board by Lauren Holman managing auditor of the firm Holman & Frenia.

Comments:

Mr. Stumbaugh thanked Ms. Holman for the audit presentation she provided the Board, and recognized Thaddeus Thompson, Assistant SBA, for doing an exceptional job in assisting the auditors in providing them with the information and documents needed.

Action: It is recommended that the Board approve the June 30, 2011 audit as presented by the District auditor.

Mr. Paul moved seconded by Ms. Lloyd to approve the 2011 audit as submitted. On a roll call vote of the Board, motion to approve was carried unanimously.

#### **6. APPROVAL OF CORRECTIVE ACTION PLAN FOR 2010-2011 AUDIT FINDINGS**

A component of the annual audit is the report on administrative findings and recommendations. The intent of this report is to focus attention on areas in the business office in need of improvement. The audit cited one area in need of corrective action involving the food service enterprise fund. Prior year's audit adjustments were not recorded in their entirety. It is recommended that the Board approve the corrective action plan as submitted for the June 30, 2011 audit findings. The audit and related corrective action plan are available for review in the District Business Office.

Action: Mr. Paul moved, seconded by Ms. Fayer to approve the 2011 audit corrective action plan. On a roll call vote of the Board, motion to approve was carried unanimously.

#### **7. RESOLUTION: SAFE ROUTES TO SCHOOLS GRANT APPLICATION**

**WHEREAS**, the New Jersey Department of Education is offering a grant through the New Jersey Safe Routes to Schools Program and,

**WHEREAS**, the East Windsor Regional School District and the Township of East Windsor and Borough of Hightstown, would like to apply for this grant which would enable these municipalities to install sidewalks on some of the streets where a need has been determined,

**THEREFORE, BE IT RESOLVED**, that the East Windsor Regional School District Board of Education endorses and supports the application for a grant offered by the New Jersey Safe Routes to Schools Program to enable the Township of East Windsor and Borough of Hightstown to install needed sidewalks. Board approval is recommended.

Action: Mr. Paul moved seconded by Ms. Fayer to approve the resolution. On a roll call vote of the Board, motion to approve was carried unanimously.

## 8. SECOND READING OF POLICY 5600 - PUPIL DISCIPLINE/CODE OF CONDUCT

The following policy is being submitted to the Board for second reading:

### 5600 – Pupil Discipline/Code of Conduct (Revised)

N.J.S.A. 18A:37-15.b. (4) and Section 4 of the April 11, 2011 Model Policy and Guidance concerns consequences for a pupil who commits an act of harassment, intimidation, or bullying. The Model Policy and Guidance includes a lengthy list of factors for determining consequences and remedial measures that have been included in Policy Guide 5512 – Harassment, Intimidation, and Bullying. The Model Policy and Guidance’s minimum model policy language states:

*The district Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of student conduct and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils’ histories of inappropriate behaviors, per the code of student conduct and N.J.A.C. 6A:16-7.*

The Model Policy and Guidance includes a lengthy list of examples of consequences and remedial measures that have been included in Policy Guide 5512 – Harassment, Intimidation, and Bullying.

The Model Policy and Guidance minimum policy language further states:

*Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of HIB may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board of Education’s approved code of student conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of HIB shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil’s history of problem behaviors and performance, and must be consistent with the district Board of Education’s approved code of student conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.*

In summary, the Model Policy and Guidance language indicates consequences and remedial measures in response to a confirmed act of harassment, intimidation, or bullying shall be varied and graded upon consideration of many factors as there is no “one size fits all” consequence or remedial measure in response to a confirmed act of harassment, intimidation, or bullying. The language above has been included in Policy Guide 5600. Policy Guide 5600 also references the lengthy list of factors for determining consequences and remedial measures and examples of consequences and remedial measures by reference to Policy Guide 5512 – Harassment, Intimidation, and Bullying. Policy Guide 5600 is **MANDATED** Regulation Guide 5600 is **MANDATED**

Mr. Paul moved, seconded by Ms. Fayer to approve Policy 5600-Pupil Discipline/Code of Conduct as submitted on second reading. On a roll call vote of the Board, motion to approve was carried unanimously.

#### **Discussion:**

Ms. Fayer noted an objection to mandated policies.

## 9. ANNOUNCEMENTS

Dr. Forsthoffer spoke on the following topics:

- QSAC Statement of Assurance – this is a new and streamlined version of the NJDOE monitoring instrument. Part of the streamlining process was removing some of the District Performance Review (DPR) indicators and replacing them with a *Statement of Assurance* which has specific indicators to be adhered to every year by each school district. Administrators and staff have worked to make sure the District is achieving all the indicators. One area the District came up short was regarding the student code of conduct. A policy for this was just approved this evening.
- East Windsor Township Planning Board/Enchantment Project Status - the good news is that the conversion to non-age restricted housing was not approved by the township planning board. Dr. Forsthoffer thanked Mr. Coates for his support and guidance with this matter.
- Mercer County Community College classes at HHS – officials at the Mercer County Community College requested use of the high school as a satellite campus for 3 or 4 classes. This would offer the availability of taking college courses at full tuition closer to home. This item is up for Board approval this evening.
- Moving School Elections to November - legislation is still pending on this, though moving forward. Will update Board as information becomes available.
- Holiday Concerts – these are currently occurring in the schools. Encourages all to attend these amazing events.
- HHS Red Cross Club party was a huge success.

## 10. FIRST OPPORTUNITY FOR PUBLIC COMMENT

No one spoke.

## 11. FIRST OPPORTUNITY FOR BOARD MEMBERS' COMMENTS

Ms. Lloyd commented that she supports the concept of a policy limiting or controlling the amount of homework given to students.

Mr. Paul commented on whether homework should be a Board of Education policy or considered part of teacher's professional development. He would like to see some research on this topic.

Dr. Forsthoffer commented that there would be problems with enforcing a homework policy, and there may be grade level issues and individual student academic issues. The District should research this further and find out how much time students spend on homework on each grade level.

Mr. Laverty added that research should commence to explain the disparity of homework amounts given. Parents have complained that there are different homework loads in same teams and grade levels. In addition, questioned about should homework count toward a student's grade, and what impact does it has on providing a teacher feedback on how well a student is learning.

Ms. Harrington commented that we need to adequately prepare students for college, and homework at the high school level should be substantial enough to start building on higher level scholarly tasks.

Ms. Fallon congratulated the District for having a Mercer County Community College satellite campus at the high school. Asked if open to the public, and if regular tuition rates would apply.

Dr. Forsthoffer responded that yes the rates would be the same, but the District is trying to negotiate other ways of benefitting our students with the presence of the college at the high school.

Ms. Harrington commented that at Middlesex College where she teaches, high school students attend some classes. Feels this is a wonderful program that enables the high school student to physically be at the college to take a class.

Dr. Forshoffer added that he would definitely endorse having our students graduate with college credits.

Mr. Laverty reported on the meeting of the Delegate Assembly on November 19 he attended. One notable item of business was a resolution suggesting that school boards advocate a change in regulations for criminal background check of Board members. There should be an option to appeal the findings of the background check. This resolution was overwhelming approved by the Delegates at the meeting.

**12. EXECUTIVE SESSION – OPTIONAL**

Not needed.

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

The following items are recommended for Board approval:

- A. Staffing
- B. Emergent Hiring
- C. Statement of Assurance
- D. Out of District Placement
- E. Donations:
  - 1. HHS Red Cross Club from Shiseido Corp.
  - 2. HHS and MHK Music Departments
  - 3. Exxon/Mobil Educational Alliance Grant to HHS
  - 4. HHS 9th Grade Orientation/Picnic
- F. Field Trips
- G. Overnight Field Trip – HHS Cheerleading Competition in Orlando, Florida
- H. Volunteers
- I. Bullying Report from November 14, 2011
- J. Facility Lease Agreement with Mercer County Community College
- K. Approval of Minutes: November 14, 2011 Meeting
- L. Recycle Proposal for Surplus Technology Equipment
- M. Approval of Proposed Amendments to NJ School Boards Association Ins. Group Bylaws
- N. Amend Designated Signatory for Scholarship Account at Wells Fargo Bank
- O. Joint Transportation Agreement with Robbinsville School District
- P. Appointment of Broker of Record
- Q. Board Secretary’s Report for October, 2011
- R. Treasurer’s Report for October, 2011
- S. Transfer Report for October, 2011
- T. Bill & Claims Report (District) December 12, 2011
- U. Bill & Claims Report (Board members) December 12, 2011

**A. STAFFING**

As submitted.

**B. AUTHORIZATION FOR EMERGENT HIRING PENDING COMPLETION OF CRIMINAL HISTORY BACKGROUND CHECK**

It is recommended that the Board approves the submission of applications for emergent hiring pending completion of the criminal history background check to the County Superintendent for the following individuals:

- Amy Bleacher           Teacher
- Stephanie Meola       Teacher
- Jennifer Nelson       Teacher

**C. STATEMENT OF ASSURANCE**

As a component of the mandated QSAC monitoring process, each district is required to complete, certify and submit to the State a comprehensive Statement of Assurance that addresses various operational areas of the District. It is recommended that the Board approve the Statement of Assurance and approve the submission of the worksheets and report to the NJDOE as submitted.

**D. OUT OF DISTRICT PLACEMENT IN PUBLIC & PRIVATE SCHOOLS****Maria H. Katzenbach School for the Deaf**Tuition September 7, 2011 through June 13, 2011

|             |         |      |              |
|-------------|---------|------|--------------|
| 1. Student: | #101469 | REG. | \$ 45,651.00 |
|-------------|---------|------|--------------|

**KidsPeace**Tuition October 12, 2011 through June 30, 2012

|             |         |      |             |
|-------------|---------|------|-------------|
| 1. Student: | #501406 | REG. | \$44,134.20 |
|-------------|---------|------|-------------|

**New Hope Academy**Tuition December 1, 2011 through June 30, 2012

|             |         |      |              |
|-------------|---------|------|--------------|
| 1. Student: | #600231 | REG. | \$ 26,602.10 |
|-------------|---------|------|--------------|

**The Rugby School at Woodfield**Tuition September 7, 2011 through June 15, 2012

|             |         |      |              |
|-------------|---------|------|--------------|
| 1. Student: | #400008 | REG. | \$ 59,976.51 |
|-------------|---------|------|--------------|

**E. DONATIONS****1. HHS Red Cross Club from SHISEIDO Corporation**

Shiseido America, Inc., Ms. Kathy Petti, Human Resources, 366 Princeton-Hightstown Road, East Windsor, NJ 08520 would like to donate \$250.00 to the Red Cross Club of Hightstown High School. The club will use the donation to purchase children's gifts and door prizes at their annual holiday party.

**2. HHS and MHK Music Departments**

Ms. Maricela Janitz, 92 Bennington Dr., East Windsor, NJ 08520 would like to donate a standing marimba which will be used by the Music Departments of both Hightstown High School and the Melvin H. Kreps School and auxiliary percussion items which will be used by the Music Department of Hightstown High School.

**3. EXXON/MOBIL Educational Alliance Grant to HHS**

Exxon/Mobil Corporation, in conjunction with its 2011 Educational Alliance Program, 3225 Gallows Road, Room 7D0405, Fairfax, VA 22047 has donated \$500 to the Math and Science Departments of Hightstown High School. Mr. Joseph A. Hooven, 1473 Lambertson Road, Trenton, NJ 08611 is the local Exxon/Mobil distributor.

Mr. Sukwinder Sarao, owner/operator of the Exxon/Mobil Station located at 522 Rt. 130 South, East Windsor, NJ 08520, was the individual that nominated and presented Hightstown High School with the check.

**4. HHS 9<sup>th</sup> Grade Orientation/Picnic**

Many local businesses made generous donations to the 9th Grade Orientation picnic. The Board has been provided with a detailed list of the items and donors. Copy is on file in Superintendent and Board Secretary's office.

**F. FIELD TRIPS**

Field Trip planned for the Melvin H. Kreps School:

5/23/11 7<sup>th</sup> grade band and chorus to B. B. Kings Blues Club and Grill for lunch 237 West 42<sup>nd</sup> Street, NYC, NY

Field Trip planned for Kidcare:

2/14/12 Multiplex Cinemas at Town Center Plaza, 319 Rte 130 North, East Windsor, NJ

**G. OVERNIGHT FIELD TRIPS – HHS Cheerleading Competition in Orlando, Florida**

The HHS Varsity Cheerleading Squad has qualified for the UCA National Competition for Cheerleading which is being in Orlando, Florida from February 10-14, 2012. It is recommended that the Board approve the overnight field trip as submitted.

## H. VOLUNTEERS

The Board of Education approves all volunteers/chaperones who serve in the East Windsor Regional School District. The list of volunteers presented to the Board for approval at its meeting on December 12, 2011 is on file in the respective school office and with the Superintendent and Board Secretary.

## I. BULLYING REPORT FROM NOVEMBER 14, 2011

The Bullying Report was discussed during executive session at the November 14, 2011 Board of Education meeting. Board approval is recommended.

## J. FACILITY LEASE AGREEMENT WITH MERCER COUNTY COMMUNITY COLLEGE

Mercer County Community College is seeking a partnership with the District to enable residents and students to take college level courses on the campus of Hightstown High School. The attached contract outlines the terms and provisions of the agreement. The College and District will create a mutually agreeable reimbursement amount and payment schedule upon the commencement of each semester. Board approval is recommended for the Lease agreement between Mercer County Community College and the East Windsor Regional School District for the usage of classroom space at Hightstown High School as submitted.

### **School Facility Lease Agreement between Mercer County Community College & the East Windsor Regional School District.**

This Lease is entered into this \_\_\_ day of \_\_, 2011 by and between Mercer County Community college (MCCC), With a principal place of business at 1200 Old Trenton Road, West Windsor, NJ and East Windsor Regional School District (District), with administrative offices located at 25A Leshin Lane, Hightstown, NJ.

**WHEREAS**, MCCC seeks to establish a partnership that enables residents and students to take college level courses on the Hightstown High School campus;

1. **Terms** - The effective date of this contract is between January 1, 2012 and June 30, 2014.
2. **Termination** - Both MCCC and the District may terminate this agreement by providing written notice one hundred eighty (180) days.
3. **Facilities** - The District agrees to provide classroom space and other services necessary for the effective functioning of the classes offered by Mercer County Community College.
  - a. Students must comply with all policies, procedures, rules and regulations established by MCCC and the District.
4. **Facilities Use and Liability**
  - a. MCCC agrees to adhere to all policies and procedures regarding facilities use at Hightstown high School and the District. School Board Policy 7510, as amended, regarding the use of school facilities shall be incorporated by reference into this Lease, and MCCC and District agree to be bound by the terms and conditions found therein.
  - b. It is understood that faculty and employees, while performing services under this program at Hightstown High School, remain employees of MCCC. Accordingly, MCCC shall maintain the Workmen's Compensation Insurance on said employees.
  - c. The District will provide technology support during MCCC class hours.
  - d. The District will provide general supplies (copy paper, copier use, etc).
  - e. The District and MCCC will agree on the classroom and lab consumables and reimbursement for same.
  - f. The District will provide storage space for classroom consumable and teaching supplies provided by MCCC.
5. **Payment** - MCCC payment policies and procedures will followed in reimbursing the District for expenses incurred. A monthly invoice outlining the expenses listed below for reimbursement will be sent to Mercer County Community College- Accounting Department, PO Box B, Trenton, NJ 08690:
  - a. Hours provided for technology support for classrooms and labs;
  - b. Classroom consumables such as chalk and paper used;
  - c. Copier paper and use

The College and the District will create a mutually agreeable reimbursement amount and schedule upon commencement of each semester.

## 6. General Provisions

- a. Neither Party shall have the right to assign this agreement without the prior written consent of the other Party.
- b. This agreement constitutes the entire agreement of the Parties with respect to the subject to matter hereof. No modification hereof shall be binding upon any of the Parties hereto unless made in writing and signed by the Parties.
- c. Each Party represents to the other that the person(s) signing this agreement has the full authority to do so.

**7. Notices**

- a. Whenever written notice is required or permitted to be given by one Party to the other, it shall be deemed to be sufficiently given when deposited in the United States mail with the proper postage affixed by certified mail, return receipt requested.

**8. Proof of Liability Insurance**

- a. MCCC must assume all liability, provide proof of liability insurance, and hold the District and the District Board of Education harmless for any and all damages or injuries that result from the use of the Hightstown High School. Proof of insurance must be provided prior to use of the Hightstown High School by MCCC. The District and the District Board of Education must be named as an additional insured on MCCC's General Liability Ins. Policy.
- b. MCCC shall indemnify and hold the District and the District Board of Education harmless from and against any and all liability and costs arising from injury to persons and property occasioned wholly or in part by any act or omission of MCCC, its employees, members, invitees, and all other persons whom MCCC permits in, on, or about the Hightstown High School. MCCC shall defend any and all claims, actions, suits, or legal proceedings which may be brought against the District or the District Board of Education, or in which the District or District Board of Education may be impleaded or joined with others as a result of MCCC's use of the Hightstown High School, and shall satisfy and discharge and judgments, orders, and decrees that may be recovered against the District or the District Board of Education in any such action or proceedings.

We, the undersigned, have read and do agree with and accept the terms and conditions enumerated above and agreed upon addendums.

\_\_\_\_\_  
President, MCCC

\_\_\_\_\_  
Superintendent, EWRSD

**K. APPROVAL OF MINUTES: November 14, 2011 regular meeting**

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

**L. RECYCLE PROPOSAL FOR SURPLUS TECHNOLOGY EQUIPMENT**

The Technology Center is in possession of computer processing units that are no longer of useful service to the District. The recycling company, **IT Asset Management Group**, in Plainview, New York, has offered to buy this equipment (56 CPUs, 3 laptops, 1 printer, 26 monitors, 13 SmartBoards, 1 server, 7 power supplies, 2 network sensor appliances, 100 wireless network cards, 7 Wireless G adapter, 257 Dell speaker bars, 2 switches, 126 card readers, 527 Ncomputing X300 Access Terminals) from the District for \$2,250.00 which includes labor and freight charges.

**M. APPROVAL OF PROPOSED AMENDMENTS TO NJ SCHOOL BOARDS ASSOCIATION INSURANCE GROUP BYLAWS**

In an effort to redefine its role and operations, the Trustees of the New Jersey School Boards Association Insurance Group proposed amendments to its bylaws at its meeting on October 19, 2011. These changes involve a name change and some governance processes. According to the NJSBAIG bylaws, seventy-five percent of the member school districts must approve proposed amendments within 180 days of the amendment hearing.

As a member district, the EWRSD Board of Education is asked to review and approve the attached resolution for this purpose. It is recommended that the Board approve the Resolution to approve the proposed amendments to the NJSBAIG bylaws as submitted.

**RESOLUTION TO AMEND NJSBAIG BYLAWS**

**Whereas**, the NJSBAIG Board of Trustees approved proposed amendment to its Bylaws at a public meeting on October 19, 2011 in accordance with Article IX C of the current bylaws and

**Whereas**, the current NJSBAIG Bylaws require for the proposed amendments to be approved by member school districts; and

**Whereas**, seventy five percent of the member school districts must approve the proposed amendments within 180 days of the hearing on the amendments;

**Now Therefore Be It Resolved** that at the regular meeting of the East Windsor Board of Education held on the 12<sup>th</sup> day of December, 2011 the Board does hereby approve the proposed amendments to the NJSBAIG Bylaws. It is recommended that the Board approve the Resolution to approve the proposed amendments to the NJSBAIG bylaws as submitted.

**N. AMEND DESIGNATED SIGNATORY FOR SCHOLARSHIP ACCOUNT AT WELLS FARGO BANK.**

The District maintains its scholarship accounts in Board approved financial facilities. The Hightstown High School Joseph Kluxen Memorial Scholarship fund at Wells Fargo Bank is to be amended to authorize the current District Business Administrator as the designated signatory for this account. As Board approval is required for this action, it is recommended that the Board approve the attached resolution provided by Wells Fargo Bank to authorize Kurt Stumbaugh, Board Secretary/Business Administrator as the official signatory for the above mentioned scholarship account.

**O. JOINT TRANSPORTATION AGREEMENT: ROBBINSVILLE SCHOOL DISTRICT**  
**BE IT RESOLVED**, that the East Windsor Regional School District Board of Education approves the following joint transportation agreement for the 2011-12 school year with the Robbinsville School District (**Host District**) as indicated below:

**East Windsor will be the “Joiner District” for the following routes (destinations):**

| Route #          | # East Windsor Students | School        | Joiner District Annual Cost |
|------------------|-------------------------|---------------|-----------------------------|
| NDRE             | 23                      | Notre Dame HS | \$12,622.40.                |
| NGAT             | 2                       | New Grange    | \$16,885.20                 |
| Total Route Cost |                         |               | \$29,507.60                 |

**P. APPOINTMENT OF BROKER OF RECORD**

The District has identified a need for a change to our broker of record for the property and casualty, liability, and worker's compensation coverages. A Request for Proposal was issued on November 9 with responses received on November 29, 2011. The three respondents were:

- G.R. Murray
- Alamo Insurance Group, Inc.
- Brown and Brown Insurance.

All there were in compliance with the legal requirements of the RFQ. The Business Administrator carefully reviewed the submissions and considered the determining factors as disclosed in the RFQ including: size of firm, fees, relevant experience, claims administration, etc. It is the recommendation of the Administration that the firm of **G.R. Murray** be appointed as the broker of record for our insurance coverages other than medical benefits. Note: This action is in compliance with NJ purchasing requirements.

**Q. BOARD SECRETARY’S REPORT FOR OCTOBER, 2011**

**WHEREAS**, the Board of Education has received the report of the Board Secretary and Treasurer for the month of October, 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.

**R. TREASURER’S REPORT FOR OCTOBER, 2011**

The Report of the Treasurer of School Monies for the months of October, 2011 is submitted for approval. The Treasurer’s report is in agreement with the Board Secretary’s report.

**S. TRANSFER REPORT FOR OCTOBER, 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 EWRSD 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.

**T. BILL & CLAIMS REPORT FOR DECEMBER 12, 2011 (DISTRICT)**

The Bill and Claims Report s must be approved by the Board of Education before being submitted for payment. **RESOLVED**: that the Board of Education approves payment of bills and claims for the amount of \$8,820,321.90

Mr. Paul moved, seconded by Ms. Fayer to approve exception items A thru T as submitted. On roll call vote of the Board, motion to approve was carried unanimously.

**U. BILL & CLAIMS REPORT FOR DECEMBER 12, 2011 (BOARD MEMBERS)**

All Board members in NJ school districts are now mandated to undergo criminal history background checks. The District will reimburse the Board members for the fingerprinting fee, per Board resolution adopted and approved on October 10, 2011. As a Board member cannot vote to approve an action involving themselves, separate bill lists have been created for this purpose.

It is recommended that the Board approves the reimbursement of the Criminal History Background Check and fingerprinting fee of \$70.25 each to Bob Laverty and to Paul Connolly, and reimbursement to Susan Lloyd for \$70.25 and to Suzann Fallon for \$81.25, for a grand total reimbursement of \$292.00

Mr. Paul moved, seconded by Ms. Fayer to approve exception item U (Bill List-BOE) as submitted. On roll call vote of the Board, members voting yes: Ms. Abel, Ms. Fayer, Ms. Harrington, and Mr. Paul. Abstaining: Ms. Fallon, Mr. Laverty, and Ms. Lloyd. Voting no: none. Motion to approve was carried with 4 yes votes.

**14. SECOND OPPORTUNITY FOR PUBLIC COMMENT**

No one spoke.

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

Ms. Harrington commented she would like to hear more on Special Ed curriculum, such as interventions and what is /isn't working. Suggested a calendar or schedule of curriculum presentation topics in advance would be helpful.

Ms. Harrington also commented that the Board should revisit the topic of strategic planning.

Mr. Laverty commented that school boards can help to facilitate this.

Dr. Forsthoffer added he would look into what school boards can offer in this area.

Ms. Fallon commented on her concern about population growth in the district.

Dr. Forsthoffer responded that a demographer can do a study on district growth if need be.

**16. EXECUTIVE SESSION**

The Board went into closed session.

**17. OPEN SESSION****18. ADJOURN**


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**Kurt Stumbaugh, Board Secretary**