

*EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520*

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION  
OCTOBER 8, 2012**

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held a Regular meeting on **Monday, October 8, 2012** at 7:30 p.m. in the Hightstown High School Cafeteria located at 25 Leshin Lane, Hightstown, NJ.

Members Present: Lisa Abel, Pete Bussone, Paul Connolly, Bruce Ettman, Suzanne Fallon, Bonnie Fayer, Christine Harrington, Robert Laverty, Kennedy Paul  
Members Absent: No one  
Also Present: Dr. Edward J. Forsthoffer, Chief School Administrator  
Kurt Stumbaugh, SBA/Board Secretary  
David Coates, Board Legal Counsel

**AGENDA ITEMS**

**1. WELCOME/SUNSHINE NOTICE**

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.)

**2. PLEDGE OF ALLEGIANCE**

**3.A APPROVAL OF AGENDA**

Mr. Paul moved seconded by Ms. Fallon, to approve the agenda with an addendum to staffing, and a revised emergent hiring item as submitted. On a roll call vote of the Board, motion to approve was carried unanimously.

**3.B RESOLUTION FOR CLOSED SESSION**

Mr. Paul moved, seconded by Ms. Fayer, to approve the following resolution:

**BE IT RESOLVED**, that the Board of Education of the East Windsor Regional School District will hold two closed sessions during its regular meeting on October 8, 2012. These closed sessions concern:

1. Personnel Matters – Sabbatical Request
2. Litigation - EWRSD v. D.S.
3. Student Matters – Bullying (for BOE only)
4. Attorney/Client Privilege

Minutes of these closed sessions 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. PRESENTATION: NJASK - Spring 2012 State Assessment Results

Michael Dzwonar, Assistant Superintendent for Curriculum gave a detailed and informative presentation on the New Jersey Assessment of Skills and Knowledge (NJASK) Spring 2012 results for grades 3-8. He noted that these are preliminary assessments and later on we will receive from the State its evaluation of these numbers in totality. The goals of the test are to measure and promote student achievement of State curriculum standards in Language Arts, Math and Science and to provide accurate and meaningful information about student performance.

#### 5. 9-12 CURRICULUM REVISIONS - ON SHAREPOINT

Approval is requested for revisions to the High School Related Arts course curricula to align with the 2009 New Jersey Core Curriculum Content Standards and the 2010 Common Core Standards for LAL:

Accounting I– Full Year Course-Grade 10-12 Business Dept.

Marketing – Full Year Course-Grade 10-12 Business Dept.

Webpage Design – Semester Course-Grade 10-12 Business Dept.

Fashion Studies – Semester Course-Grade 9-12 Family & Consumer Science Dept.

Mr. Dzwonar provided details on the revisions made to the Curriculum. He noted that these are not major revisions to content but more to the process as to what we expect the students to do to demonstrate their mastery of the subject matter.

**Action:** Mr. Paul moved, seconded by Ms. Fallon that the Board approve the adaptation of the revised High School Related Arts course curricula to align with the 2009 New Jersey Core Curriculum Content Standards and the 2010 Common Core Standards for LAL.

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

#### 6. FIRST READING OF BOARD POLICY:

##### A. Policy 5561 – Use of Physical Restraint (New/Suggested)

Several districts have requested policy guidance regarding the use of physical restraint. N.J.S.A. 18A:6-1 permits the use of reasonable force to control a pupil for certain emergency situations outlined in N.J.S.A. 18A:6-1. The use of physical restraint in schools is the subject of much debate. Although New Jersey law expressly permits the use of reasonable force to control a pupil in an emergency situation, there is no statute or code to provide specific guidance on the use of physical restraint. Policy and Regulation Guides 5561 were developed upon reviewing the current research and other State laws regarding the use of physical restraints. These Guides provide a very conservative approach to the use of physical restraint by school staff members in an emergency situation. These Guides should be reviewed by district staff members and may be revised to meet a district's individual needs. The district may want to review this issue with the Board Attorney and insurance specialist in making a decision if adoption of these Guides may be beneficial in the school district.

**Policy Guide 5561 is SUGGESTED Regulation Guide 5561 is SUGGESTED**

**Action:** Mr. Paul moved, seconded by Ms. Fayer to approve Policy 5561 on FIRST Reading.

##### **Discussion:**

Ms. Fayer asked which staff would be getting trained to deal with such situations of physical restraint.

Dr. Forsthoffer responded that it would be building administrators and teachers and added that this is a suggested policy and we can opt to initiate such training on an as needed basis.

Ms. Fayer wondered what the legal issues were in the action of restraining a student.

Dr. Forsthoffer responded that this would be a last resort effort. Instances can happen spontaneously whether a teacher has to act to protect herself and/or other students.

Mr. Coates added that this policy encapsulates what needs to be responded to immediately and sometimes there is no advance notice.

Mr. Ettman commented on what the definition of an emergency situation is. Language is too vague. What is imminent and serious to one person may not be to another.

Mr. Coates commented that it comes down to one's judgment whether an emergency exists. There is no clear definition.

A lengthy discussion of this policy ensued. The definition of the term "emergency" and what constitutes such a situation, and the use of different terms to describe such incidents was discussed. The general consensus was that this policy will be edited prior to going up for approval on second reading.

**Vote:** On a roll call vote, motion to approve policy 5561 on First Reading was carried unanimously.

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

### **A. Policy 5600 – Pupil Discipline/Code of Conduct (Revised/Mandated)**

Policy Alert 195 included new Dating Violence at School Policy and Regulation Guides - 5519 mandated by recent legislation. Strauss Esmay provided these Guides as soon as possible as the law's effective date was the beginning of the 2011-2012 school year. Similar to the Anti-Bullying Bill of Rights Act, the new dating violence at school law requires consequences and remedial/intervention measures for acts or incidents of dating violence at school. A listing of consequences and remedial/intervention measures are included in the new Dating Violence at School Policy and Regulation Guides. However, it is recommended these listings also be included in the school district's Pupil Discipline/Code of Conduct. Therefore, Policy and Regulation Guides 5600 have also been revised to include consequences and remedial/intervention measures for acts or incidents of dating violence at school. School district responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of an act or incident of dating violence at school which is explained in the new section F. in Regulation Guide 5600. **Policy and Regulation Guide 5600 is MANDATED**

**Action:** Mr. Paul moved, seconded by Ms. Fayer to approve Policy 5600 on second reading.

#### **Discussion:**

Ms. Fayer commented that she took part in the committee meeting on this policy. The topic of dating violence and other types of violence was discussed. It was noted that dating violence is also addressed under a separate policy (5519) on its own. No changes were made to this policy as a result of this meeting.

**Vote:** On a roll call vote of the Board, motion to approve policy 5600 was carried unanimously with 8 yes votes. (Mr. Bussone had left the meeting briefly, and was not present for this vote.)

### **B. Policy 9270 – Home Schooling and Equivalent Education Outside the Schools (Revised/Mandated)**

(\*Tabled at last meeting.)

Policy and Regulation Guides 9270 require revision as a result of New Jersey State Interscholastic Athletic Association's (NJSIAA) recent policy permitting home schooled children to participate in a school district's interscholastic athletic program. Policy Guide 2431 – Athletic Competition has been revised (provided in this Policy Alert) to provide the district the option to permit a home schooled child to participate in a school district's interscholastic athletic program provided NJSIAA recently published guidelines are met. Rather than restate this option in Policy and Regulation Guides 9270, these Guides have been revised to indicate any participation by a home schooled child in the regular school program, in an extra-curricular program, or sports activities will be in accordance with Board Policy or if required by federal law, or state statute or administrative code. This policy language limits the Board's position on this issue to one policy - Policy 2431.

Additional revisions incorporated into these Guides were based on information provided in the New Jersey Department of Education – Frequently Asked Questions: Homeschooling that is published on the NJDOE website. There is limited legislation on home schooling; the NJDOE FAQ provides a good overview of the requirements, which we have provided in this Policy Alert. **Policy and Regulation Guide 9270 is MANDATED**

**Action:** Mr. Paul moved, seconded by Ms. Fallon to approve policy 9270 as submitted on SECOND reading.

#### **Discussion:**

Ms. Fallon asked if this policy was changed or revised.

Dr. Forsthoffer responded yes, and shared the results of his discussions with Strauss Esmay and his research into the language used in the policy. He noted the modifications/revisions that were made per the Board's recommendations and reviewed and explained them.

**Vote:** On a roll call vote of the Board, Motion to approve policy 9270 on second reading was carried unanimously.

## **8. SECOND READING OF REGULATION 5600**

### **A. Regulation 5600 - Pupil Discipline/Code of Conduct - Revised/Mandated (on Sharepoint)**

**Action:** Mr. Paul moved, seconded by Ms. Fayer to approve Regulation 5600 on Second reading as submitted.

**Discussion:**

Ms. Fayer noted that one of the reasons she was part of the committee to examine this policy is to see if there are disciplinary measures other than Out of School Suspension (OSS) available. OSS should only be used after all other means of discipline have been exhausted. Her opinion is that staying home is not much of a punishment.

Ms. Harrington agreed with Ms. Fayer's comments. The data out there indicates that zero tolerance is not effective. Case by case consideration should be given to each infraction and should not be arbitrary. This needs to be closer looked at and we need to develop more creative strategies.

Mr. Ettman asked why dating violence is singled out. Why include dating violence if there is a designated policy already in place for it.

Ms. Harrington recommended that we organize the wording within this policy for better clarification, to not be so repetitive in regard to the consequences. In addition if they were listed alphabetically, that would be helpful.

A lengthy discussion ensued on the disciplinary measures and consequences thereof and the inconsistencies in the disciplinary actions as indicated in this regulation.

Dr. Forsthoffer noted that typically Boards of Education do not approve regulations. But in this case our code of discipline is based on the regulation. He reviewed and noted the modifications suggested by the Board and Board attorney, Mr. Coates. These revisions will be on the agenda for second reading at an upcoming meeting. The general consensus was to table action on second reading of regulation 5600 per the specifications outlined and discussed by the Board.

**Mr. Paul modified his original action as follows:**

Mr. Paul moved seconded by Ms. Harrington to table the regulation for policy 5600 on second reading.

**Vote:** Mr. Laverty asked: All in favor? The Board responded with "ayes" . Voting no: no one. Motion to approve was carried unanimously.

## **9. ANNOUNCEMENTS**

Dr. Forsthoffer spoke on the following topics:

- Thanked Mr. Dzwonar and his staff for the curriculum presentation
- All the open houses are completed. We have received very positive feedback from parents.
- Visited the McKnight PTA meeting and plans to attend the high school meeting in December.
- Ms. Feaster is busy working on the final teacher evaluation instrument.
- We will be looking at the principal and administrator evaluations in the near future.
- The Athletic Hall of Fame reception will take place on Oct. 19.
- October 27th is "Community Awareness Day" at Kreps.
- We are halfway through the first making period. Progress Reports go out this week.
- The annual public report on violence and vandalism (VVR) which used to be mandated, is now recommended. Dr. Forsthoffer indicated he plans to have a brief presentation on VVR at least once a year.

## **10. FIRST OPPORTUNITY FOR PUBLIC COMMENT**

No one spoke.

## 11. FIRST OPPORTUNITY FOR BOARD MEMBERS COMMENTS

Ms. Fallon gave an update on the Hightstown/East Windsor League of Women Voters candidate forum. She noted that it is on October 24th starting at 7:00 pm, to take place in the Hightstown high school media classroom.

Ms. Harrington thanked Mr. Dzwonar and his department for the very informative presentation. She is impressed with the wealth of information on our teacher's web sites and suggests looking for more interactive technology tools available to our students.

Mr. Connolly commented on the Kreps open house and that it is apparent there is a lot of teaching is going on. He asked about the artificial turf at the high school, and the status of refurbishing the GNR lockers.

Dr. Forsthoffer responded that painting the first floor lockers is planned during winter break. He is still researching the use of artificial turf on our fields.

## 12. EXECUTIVE SESSION

The Board went into closed session.

## 13. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION

**Mr. Paul moved, seconded by Ms. Fallon, to approve the following items as submitted:**

- A. Staffing & Emergent Hiring (with addendum)
- B. Approval of Employee Sabbatical Request
- C. Approval of MOA Sidebar with Management
- D. Out of District Placement
- E. Professional Services for Students
- F. Approval of School Nursing Plan 2012-2013
- G. Travel and Related Expenses
- H. Winter Sports Schedules – Hightstown High School – On SharePoint
- I. Winter Sports Schedules – Melvin H. Kreps School – On SharePoint
- J. Donations to:
  - 1) MHK from Crate and Barrel
  - 2) GNR from Wal-Mart
- K. Approval of Minutes for September 10, 2012 meeting
- L. Non-Public Aid: Textbooks, Technology, and Nursing Services
- M. Declaration and Disposal of Surplus Property-HHS Textbooks
- N. Renewal of Contract with Parker McCay, P.A., as Special Counsel for Student Services  
Legal Matters
- O. Approve Per Diem Rate for Mr. Anthony Radano Former Employee to Assist in Legal Matter
- P. Appointment of District Site Engineer: Edwards Engineering Group, Inc.
- Q. Staff Eligible for Mileage Reimbursement
- R. Board Secretary's Report for August, 2012
- S. Treasurer's Report for August, 2012
- T. Transfer Report for August, 2012
- U. Bill and Claims Report – Oct. 8, 2012
- V. Application to Join "CJ Pride"- Minority Recruitment Consortium

### A. Staffing and Emergent Hiring

Board Approval is recommended for the submission of applications for emergent hiring pending completion of criminal history background check to the County Superintendent for the following individuals(s):

Allison Hoefener	Teacher-English	Hightstown High School
Megan McGivney	Teacher-LOA	Rogers Elementary School
Jillian Rickett	Basic Skills	McKnight Elementary School
Maria Y. Sanchez	Crisis Counselor	Hightstown High School

**B. Approval of Employee Sabbatical Request**

According to Article XII Leaves of Absence, I. Sabbatical Leave, the Chief School Administrator shall review applications for sabbatical leave. If approved, the application is then submitted to the Board of Ed. for its review and approval. It is recommended that the Board approve the Sabbatical Leave for teacher Stuart Wexler.

**C. Approval of MOA Sidebar with Management**

The Superintendent recommends amendments to Article XII-Insurance Protection (B) Health Insurance in the agreement between the Board of Education and Management Association dated July 1, 2011 through June 30, 2014. Board approval is requested.

**D. Out of District Placement in Private & Public Schools**

- **Academy Learning Center** Tuition September 5, 2012 through June 21, 2013
  1. Student: #201947 RSY \$ 49,680.00  
Aide \$ 33,300.00  
Speech \$ 1,831.50
  2. Student: #202144 RSY \$ 40,320.00
  3. Student: #720223 RSY \$ 49,680.00  
RSY Aide \$ 33,300.00  
ESY Aide \$ 4,553.00  
Speech \$ 3,663.00
- **CPC High Point** Tuition September 5, 2012 through June 24, 2013
  1. Student: #7202255 RSY. \$61,200.00
- **Thomas J. Rubino Academy** Tuition September 4, 2012 through June 28, 2013
  1. Student: #6002278 REG. \$ 16,850.00
- **The Rugby School** Tuition September 6, 2012 through June 25, 2013
  1. Student: #101430 RSY. \$ 64,783.80
- **MCSSSD – Personal Assistant** Tuition September 6, 2012 through June 21, 2013
  1. Student: #9801234 RSY \$ 35,490.00
  2. Student: #720168 RSY \$ 35,490.00
  3. Student: #720263 RSY \$ 35,490.00
  4. Student: #720114 RSY \$ 35,490.00
- **MCSSSD Mercer High School** Tuition September 6, 2012 through June 21, 2013
  1. Student: #720107 RSY \$ 53,326.00
  2. Student: #720244 RSY \$ 53,326.00
  3. Student: #720116 RSY \$ 53,326.00
  4. Student: #2292214 RSY \$ 53,326.00
  5. Student: #101514 RSY \$ 41,860.00
  6. Student: #500595 RSY \$ 41,860.00
  7. Student: #500300 RSY \$ 41,860.00
  8. Student: #720039 RSY \$ 42,952.00
  9. Student: #501035 RSY \$ 42,952.00
  10. Student: #720168 RSY \$ 42,952.00
  11. Student: #832595 RSY \$ 42,952.00
  12. Student: #102380 RSY \$ 42,952.00
  13. Student: #720062 RSY \$ 42,952.00
  14. Student: #2271214 RSY \$ 42,952.0
  15. Student: #839505 RSY \$ 42,952.00
  16. Student: #720471 RSY \$ 42,952.00
  17. Student: #720198 RSY \$ 42,952.00
  18. Student: #729982 RSY \$ 42,952.00
  19. Student: #720110 RSY \$ 42,952.00
  20. Student: #720362 RSY \$ 42,952.00

21.	Student:	#720251	RSY	\$ 42,952.00
22.	Student:	#720660	RSY	\$ 42,952.00
23.	Student:	#799595	RSY	\$ 42,952.00

• **MCSSSD - Regional Day School** Tuition September 6, 2012 through June 21, 2013

1.	Student:	#200300	RSY	\$ 40,222.00
2.	Student:	#602934	RSY	\$ 40,222.00
3.	Student:	#202054	RSY	\$ 40,222.00

• **MCSSSD - Mercer Elementary** Tuition September 6, 2012 through June 21, 2013

1.	Student:	#720440	RSY	\$ 53,326.00
2.	Student:	#720532	RSY	\$ 53,326.00
3.	Student:	#701656	RSY	\$ 53,326.00
4.	Student:	#720500	RSY	\$ 53,326.00
5.	Student:	#720456	RSY	\$ 53,326.00
6.	Student:	#720526	RSY	\$ 53,326.00
7.	Student:	#402912	RSY	\$ 53,326.00
8.	Student:	#720114	RSY	\$ 48,776.00
9.	Student:	#720296	RSY	\$ 42,952.00
10.	Student:	#720481	RSY	\$ 42,952.00
11.	Student:	#720263	RSY	\$ 42,952.00
12.	Student:	#720323	RSY	\$ 42,952.00
13.	Student:	#8102241	RSY	\$ 42,952.00
14.	Student:	#720473	RSY	\$ 42,952.00
15.	Student:	#720263	RSY	\$ 42,952.00
16.	Student:	#720535	RSY	\$ 42,952.00
17.	Student:	#720404	RSY	\$ 42,952.00
18.	Student:	#402501	RSY	\$ 42,952.00
19.	Student:	#402126	RSY	\$ 42,952.00

• **MCSSSD - Joseph F. Cappello School** Tuition September 6, 2012 through June 21, 2013

1.	Student:	#701676	RSY	\$ 53,326.00
2.	Student:	#101167	RSY	\$ 48,776.00
3.	Student:	#101731	RSY	\$ 48,776.00
4.	Student:	#102363	RSY	\$ 48,776.00
5.	Student:	#9801234	RSY	\$ 48,776.00
6.	Student:	#720686	RSY	\$ 53,326.00
7.	Student:	#202165	RSY	\$ 53,326.00
8.	Student:	#9800379	RSY	\$ 53,326.00
9.	Student:	#101163	RSY	\$ 48,776.00
10.	Student:	#101155	RSY	\$ 48,776.00
11.	Student:	#720685	RSY	\$ 42,952.00
12.	Student:	#9801141	RSY	\$ 48,776.00
13.	Student:	#101515	RSY	\$ 48,776.00
14.	Student:	#101162	RSY	\$ 48,776.00
15.	Student:	#720558	RSY	\$ 42,952.00
16.	Student:	#101144	RSY	\$ 48,776.00
17.	Student:	#101460	RSY	\$ 48,776.00
18.	Student:	#720668	RSY	\$ 53,326.00
19.	Student:	#720675	RSY	\$ 53,326.00
20.	Student:	#101805	RSY	\$ 48,776.00
21.	Student:	#201999	RSY	\$ 42,952.00

• **Y.A.L.E. School, Inc. – Cheery Hill** Tuition September 10, 2012 through June 28, 2013

1.	Student:	#201704	RSY	\$ 44,850.60
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**E. Professional Services for Students**

The Office of Student Services requires services of consultants to provide students with disabilities and staff assigned to these students, services under the Individuals with Disabilities Act (IDEA).

Name	Type of Service	Rate
Bayada Home Health Care Inc.	Nursing Services	Per fee schedule
Catapult Learning, LLC	Non-Public Services Under I.D.E.A. (Part B)	Basic & Preschool Funds
Eden Autism Services Outreach	Evaluations & Consultation Services	Per fee schedule
Kean University	Bilingual Assessments for Speech	\$250.00 per hour

**F. Approval of School Nursing Plan 2012-13**

Annually each school district must develop a school nursing plan. The attached plan has been developed by the East Windsor Regional School District nursing staff and reviewed by administration. It is recommended that the Board approve the school nursing plan for the school year 2011-12.

**G. Travel and Related Expenses**

T. Sherrod	Student Services	April 23 & May 3, 2013	Registration to Attend NJASA Prof. Dev. One-Day Seminar Series, Crowne Plaza, Monroe, NJ	240.00	240.00
S. Stevenson B. Wiley L. Tsujino A. Sandhir J. Corrigan	Student Services	Oct. 23, 2012	Transition Planning Overview Workshop, Learning Resource Center - Central, Trenton, NJ	0.00	0.00
D. Coates	Board Attorney	Oct. 25, 2012	Registration fee to Attend 42nd Annual School Law Forum at Atlantic City, NJ Convention Center	75.00	75
Total for Month				315.00	315.00
<b>YTD Total</b>				<b>11,454.97</b>	<b>11,454.97</b>

**H. Winter Sports Schedules- Hightstown High School - On SharePoint and District Website**

**I. Winter Sports Schedules- Melvin H. Kreps Middle School - On SharePoint and District Website.**

**J. Donations**

1. From Wal-Mart: Ms. Kathy Coleman, Personnel Manager, 839 Route 130, East Windsor, NJ 08520 would like to donate gift cards of \$50.00 each to twenty teachers at the Grace N. Rogers School. These gift cards will be used to purchase classroom supplies.

2. From Ms. Susan Kanopka: Crate & Barrel, 315 Half Acre Road, Cranbury, NJ 08512 would like to donate three boxes of school supplies to the Walter C. Black School. The supplies include backpacks, pens, pencils, markers, crayons, folders, and notebooks,

**K. Approval of Minutes for the September 10, 2012 Meeting.** As submitted. Posted on District website.

**L. Non-Public Aid: Textbooks, Technology, and Nursing Services**

- Better Beginnings Child Development Center, Hightstown, NJ
- The Learning Experience, East Windsor, NJ
- Peddie School, Hightstown, NJ
- Scicore Academy, Hightstown, NJ



The New Jersey Non-Public School Initiative Program requires each Local Education Agency to verify its participation in this program each year. The District will assist as per this program to facilitate the acquisition of textbooks, technology, and nursing services as indicated to below to the following schools:

	<u># Pupils</u>	<u>Total State Aid</u>
<b><u>TECHNOLOGY AID:</u></b>		
• Better Beginnings Day Care	38	741.00
• The Learning Experience	10	195.00
• Peddie School	373	7,274.00
• Scicore Academy	93	1,814.00

<b><u>TEXTBOOK AID:</u></b>		
• Better Beginnings Day Care	38	2,008.00
• The Learning Experience	10	528.00

<b><u>NURSING SERVICES:</u></b>		
• Better Beginnings	38	2,787.00
• The Learning Experience	10	733.00

**M. Declaration and Disposal of Surplus Property - HHS Textbooks**

The High School Business Department has weeded through its collection of technology textbooks and has compiled a list of books that are outdated and are no longer of useful service.

- |  |           |
|--|-----------|
| 1. Learning the Internet for Business 2nd Edition 1999     | 18 copies |
| 2. Preparing for MOUS Certification - Excel 2002           | 21 copies |
| 3. Microsoft Office Specialist Certification - Access 2002 | 24 copies |
| 4. Microsoft Office Specialist Certification - Word 2002   | 23 copies |
| 5. Learning Web Page Design with Adobe Dreamweaver, 2008   | 12 copies |
| 6. Learning Computer Applications, 1999                    | 45 copies |

It is recommended that the Board approves these items be declared as surplus property and be disposed of or recycled at the discretion of the department head.

**N. Renewal of Contract with Parker McCay, P.A. as Special Counsel for Students Services legal Matters**

It is prudent that the Board approve the renewal of the District's contract with the law firm, **Parker McCay**, of Mount Laurel, NJ to continue as designated counsel for Special Education matters. It is recommended that the Board approve the law firm **Parker McCay, P.A.** to represent the District in legal matters related to Special Education, for the 2012-13 school year per terms in the attached contract.

**O. Approve Per Diem Rate for Mr. Anthony Radano Former Employee to Assist in Legal Matter**

The District is currently involved in an employee legal matter. It is important to the proceedings to hire a former interim Principal, Mr. Anthony Radano, to provide / give testimony and to be compensated at the per diem rate of \$600. Board approval is recommended to appoint Mr. Radano at \$600. per diem rate for litigation support.

**P. Appointment of District Site Engineer: Edwards Engineering Group, Inc.**

The District is in need of a civil engineer to assist the architects in construction related activities and for compliance with building code requirements. The District advertised a Request for Qualifications (RFQ) for Site Engineering Services. Eight companies/vendors submitted an RFQ. All were opened on October 3, 2012. After careful review of the submittals by the Business Administrator and District Architect, it is in the best interest to appoint the firm of **Edwards Engineering Group, Inc.** as District Site Engineer. Board Approval is recommended.

**Q. Staff Eligible for Mileage Reimbursement - 2012-13 school year**

State travel regulations require the Board of Education to approve in advance payment for school related travel. It is recommended that the Board approve the following individual be added to the list of staff eligible for mileage reimbursement: **Sharon Kobal, Teacher - WCB/EMK**

**R. Board Secretary's Report for August, 2012 - as submitted**

**WHEREAS**, the Board of Education has received the report of the Board Secretary and Treasurer for the month of August, 2012 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.

**S. Treasurers Report for August, 2012 - as submitted**

The Treasurer's report for the month of August, 2012 is in agreement with the Board Secretary's report.

**T. Transfer Report for August, 2012**

The District submits to the County SBA an updated report of budget transfers and changes in revenue and appropriations on a monthly basis. The Board of Education certifies to the best of its knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11. **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.

**U. Bill and Claims Report - Oct. 8, 2012 - as submitted. Total for Board approval: \$933,468.86**

**V. Application to Join "CJ Pride" Minority Recruitment Consortium-Shared Services Agreement**

Participating Boards of Education recognize the need to recruit highly-qualified educators for the 21st century, particularly educators who can add diversity to their respective faculties. It is recommended that the Board join the "CJ Pride" Consortium. The total cost for the 2012-13 school year is \$300.00.

**14. SECOND OPPORTUNITY FOR PUBLIC COMMENT**

No one spoke.

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

No one spoke.

**16. EXECUTIVE SESSION**

The Board went into its second closed session.

**17. OPEN SESSION**

**18. ADJOURN**

Ms. Fayer moved to adjourn.

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**Kurt Stumbaugh, Board Secretary**