

EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520

**MINUTES OF THE REGULAR/REORGANIZATION MEETING OF THE
BOARD OF EDUCATION JANUARY 7, 2013**

The Board of Education of the East Windsor Regional School District, Hightstown, NJ, held a regular reorganization meeting on Monday, **January 7, 2013** 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 Suzann Fallon, Bonnie Fayer,
Christine Harrington, Robert Laverty, Kennedy Paul, Alice Weisman
Members Absent: None
Also Present: Dr. Edward J. Forsthoffer, Chief School Administrator
Kurt Stumbaugh, SBA/Board Secretary
David Coates, Board Legal Counsel

1. WELCOME/SUNSHINE NOTICE

Board Secretary Kurt Stumbaugh 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. Stumbaugh 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. Stumbaugh 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. Stumbaugh pointed to the emergency exits.)

2. PLEDGE OF ALLEGIANCE

3. SEATING OF NEW BOARD MEMBERS WITH OATHS OF OFFICE

Mr. Stumbaugh presided over the oaths of office for the three re-elected Board members: Peter Bussone, Paul Connolly, and Kennedy Paul, and for the newly elected Board Member: Alice Weisman.

4. ELECTION OF BOARD PRESIDENT

Mr. Stumbaugh called for nominations for the office of Board President.

Mr. Paul nominated Robert Laverty for Board President. There were no other nominations.

VOTE:

On a roll call vote of the Board, Mr. Laverty was elected Board President unanimously with 9 "yes" votes.

Mr. Laverty then took his seat as President of the Board and proceeded with the rest of the meeting.

5. ELECTION OF BOARD VICE PRESIDENT

Mr. Lavery asked for nominations for Board Vice President.

Mr. Connolly nominated Kennedy Paul for Vice President. There were no other nominations.

VOTE:

On a roll call vote of the Board, Mr. Paul was elected as Board Vice President unanimously with 9 "yes" votes.

6. A APPROVAL OF AGENDA

Mr. Paul moved seconded by Ms. Fayer to approve the agenda with an addendum to staffing as submitted.

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

6.B RESOLUTION: EXECUTIVE SESSION

Mr. Paul moved, seconded by Ms. Fallon 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 January 7, 2013. These closed sessions concern:

1. Attorney/Client Privilege - Security
2. Student Matters - Bullying

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.

7. BOARD ORGANIZATION

A. BOARD POLICIES, BYLAWS, CURRICULUM COURSE ADOPTION

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

"That the EWRSD Board of Education will continue its existing policies and bylaws including the *by exception* agenda procedure; will continue the District's existing K-12 curriculum and course offerings for the 2012-13 school year in accordance with N.J.A.C. 6:8-3.5; and retain the adult high school program of studies and graduation requirements for 2012-13 school year."

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

B. DEPOSITORIES OF SCHOOL FUNDS

Mr. Paul moved, seconded by Ms. Fallon that the Board approve the depositories for school funds with duly certified signatures as listed.

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

Accounts @ TD Bank, N.A.

General Account
 Payroll Account
 Unemployment Trust Account
 Payroll Agency
 Capital Reserve Account
 Capital Projects Account
 Cafeteria Account
 Community Education Internal Account
 Awards Trust Account-Scholarships

Required Signatures

President, Board Secretary and Treasurer of School Monies
 Treasurer of School Monies
 President, Board Secretary and Treasurer of School Monies
 President, Board Secretary and Treasurer of School Monies
 President, Board Secretary and Treasurer of School Monies
 President, Board Secretary and Treasurer of School Monies
 President, Board Secretary and Treasurer of School Monies
 Director, Coordinator
 President, Board Secretary and Treasurer of School Monies

C. AWARDS & SCHOLARSHIPS

Mr. Paul moved, seconded by Ms. Fallon, that the Board approve the awards and scholarships as listed below.

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

Al Punk Memorial Award
 A. Danforth Cope Award
 Art Award
 Alvin J. Townsend Jr. Memorial Award
 Behar Surveying Assoc. Award
 Betty Septer Award
 Business Education Dept. Scholarship
 Cathy Gager Memorial Award
 Craig Goldhammer Award
 Champs Incentive Award
 D. Dixon Scholarship
 East Windsor Management Assoc. Award
 Elise Ann Triano Memorial Award
 Elizabeth "Betty" Reeves Klank Award
 Emily Silverstein Scholarship
 Enos E. Parsell Memorial Award
 Eric Whitney Memorial Scholarship
 EW PBA 191 Award
 Edward J. Forsthoffer III Scholarship
 Feinstein Foundation
 Field Hockey Award
 Friday Club of Hightstown
 Glen Howard Sturman Memorial Award
 HHS Music Donation
 Hightstown Elks 1955 Art Award
 Hightstown Woman's Club
 Isabelle Lusby Award
 James Patrick White Memorial Award
 Jason Segarra Memorial Award
 Joan Catelli & Jeff Catelli Memorial Award
 Joel Fischer Memorial Award
 John I. Nelson Memorial Award
 Joshua Harr Shane Scholarship
 Phylis Carol Katzke Award
 Pop Warner Cheer

Pop Warner Football
 Senator Linda Greenstein Scholarship
 Virginia M. Damutz Award
 Nadelman-Karp Annual Basketball
 Joseph Kluxen Memorial Scholarship
 Katherine Kreps Scholarship Biological Study
 Award
 Leonard J. Millner Award
 Marc Seiden Memorial Scholarship
 Marie Parker Black Scholarship
 Martin F. Charney Award
 Mehjabin Saifi Memorial Science Award
 Methodist Madness Basketball Award
 Nathan Bard Award
 Nat'l Citizenship Education Award-VFW
 Nirupam Anand Award
 Philip Barlow Award
 Positive Impact Award
 Prize Awards
 Ray Willbergh Memorial Award
 Robbie Miller Memorial Scholarship
 Robert Abrams Service Award
 Robert L. Flammer Award
 Robert Parada Memorial Award
 Rocky Brook Garden Club Award
 Roger G. Cook Engineering Award
 Sally Cangelosi Memorial Award
 Stacy M. Cutler Memorial Award
 Stephanie Dara Berman Award
 Steven Silverman Memorial Math Award
 Thomas Carroll Memorial Award
 Tina Petri Memorial Award
 Vincent Palmer Award
 William Roesch Memorial Award

D. STUDENT ACTIVITIES ACCOUNTS

Mr. Paul moved, seconded by Ms. Fallon, that the Board Approve the Student Activities Accounts as listed.

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

Grace N Rogers School Student Activity Account	Principal, Secretary, Clerk
Walter C Black School Student Activity Account	Principal, Secretary, Clerk
Ethel McKnight School Student Activity Account	Principal, Vice Principal, Secretary, Clerk
Perry L Drew School Student Activity Account	Principal, Vice Principal, Secretary, Clerk
Melvin H Kreps School Student Activity Account	Principal, Vice Principal, Clerk
Hightstown High School Student Activity Account	Principal, Vice Principal, Clerk
Hightstown High School Officials Account	Principal, Administrator, Clerk

E. PETTY CASH FUNDS & APPROVED SIGNATORIES

Mr. Paul moved, seconded by Ms. Fallon, that the Board Approve the Petty Cash funds and the signatories listed below for said funds with the maximum individual purchase of \$50.00

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

Business Office: School Business Administrator/Board Secretary, Assistant SBA
 Hightstown HS: Principal, Vice Principal, Clerk
 Melvin H. Kreps: Principal, Vice Principal, Clerk
 Walter C. Black: Principal, Secretary, Clerk
 Grace N. Rogers: Principal, Secretary, Clerk
 Ethel McKnight: Principal, Vice Principal, Secretary, Clerk
 Perry L. Drew: Principal, Vice Principal, Secretary, Clerk

F. BANK ACCOUNTS @ CITIGROUP FUND SERVICES

Mr. Paul moved, seconded by Ms. Fallon, that the Board Approve the list of Bank Accounts @ Citigroup Fund Services as follows:

1. The NJ Cash Management Fund - General Account;
2. Capital Reserve Account and
3. Unemployment Account.

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

G. INVESTMENTS

Mr. Paul moved, seconded by Ms. Fallon, that the School Business Administrator/Board Secretary or Acting Board Secretary be authorized to invest idle funds in investments permitted to New Jersey municipalities as specified in N.J.S.A. 40A:5-15.1, 40A:5-14 and 17:12B-241 via wire transfer in any bank in the State which is eligible to act as a depository for public funds as certified by the Commissioner of Banking; provided that he/she will report monthly, such investments to the Board of Education at the next regularly scheduled meeting.

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

H. DESIGNATED FINANCIAL DEPOSITORIES

Mr. Paul moved, seconded by Ms. Fallon, that TD BANK, N.A., WELLS FARGO BANK, THE BANK OF PRINCETON & CITI GROUP FUND SERVICES be the designated financial depositories for the District.

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

I. AUTHORIZATION TO SIGN CHECKS

Mr. Paul moved, seconded by Ms. Fallon, that the Board authorize the continued practice of using the signatures of the Board President, School Business Administrator/Board Secretary and Treasurer of School Monies on District checks

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

J. PAYMENT OF CERTAIN BILLS PRIOR TO BOARD APPROVAL

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

BE IT RESOLVED: that the School Business Administrator/Board Secretary and Chief School Administrator be designated as persons authorized to approve accounts to be paid prior to their presentation to the Board.

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

K. BUDGET IMPLEMENTATION

Mr. Paul moved, seconded by Ms. Fallon that the Chief School Administrator and the School Business Administrator/Board Secretary be empowered to implement the budget pursuant to policies and regulations of the State Board and the local Board.

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

L. DESIGNATION OF OFFICIAL NEWS MEDIA

Mr. Paul moved, seconded by Ms. Fallon, that the Board designate the *Windsor-Hights Herald* and *The Times of Trenton*, as the Board's official newspapers to meet the requirement of the Open Public Meetings Act and that all legal advertisements satisfy the NJ Statutes and Administrative Code.

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

M. BOARD OF EDUCATION REGULAR MEETING CALENDAR

In accordance with Board Bylaws, Mr. Paul moved, seconded by Ms. Fallon, that the official location and time for Board of Education regular meetings to be at the Hightstown High School Cafeteria at 7:30 p.m. on Monday evenings (*unless noted otherwise*) per the schedule listed below.

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

January 28, 2013	June 24, 2013
February 11, 2013	July 15, 2013
March 4, 2013	August 19, 2013
March 21, 2013 (*Thursday)	September 16, 2013
April 15, 2013	September 30, 2013
April 29, 2013	October 14, 2013
May 6, 2013	October 28, 2013
May 20, 2013	November 18, 2013
June 10, 2013	December 9, 2013
	January 6, 2014 (Reorganization)

N. BOARD RESPONSIBILITIES

Mr. Paul moved, seconded by Ms. Fallon that the Board approve the list of responsibilities requested of the Board of Education as listed below

- 1) Negotiations Committee
- 2) Appoint Legislative Liaison
- 3) Appoint NJSBA Delegate
- 4) Staff Development Council Members
- 5) MC Vocational Coordinating Council Representative
- 6) Equity Council
- 7) Teacher of the Year Award
- 8) Governor's / EWRSD Teacher Award

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

O. DISTRICT 403B PLAN VENDORS

Mr. Paul moved, seconded by Ms. Fayer, that the Board Approve the 403B Plan Vendors for the District as listed.

- *On a roll call vote of the Board, motion to approve was carried unanimously.*
 - ING DIRECT
 - AMERICAN CENTURY SERVICES
 - AMERIPRISE FINANCIAL SERVICES
 - AXA EQUITABLE
 - LINCOLN INVESTING PLANNING
 - SECURITY BENEFIT LIFE
 - OPPENHEIMER FUNDS
 - PRUDENTIAL FINANCIAL
 - USAA LIFE
 - VANGUARD
 - VALIC/AIG RETIREMENT
 - METLIFE
 - FIDELITY INVESTMENTS
 - GREAT AMERICAN D/B/A/GALIC
 - LINCOLNFINANCIALGROUP

P. SCHEDULE OF TUITION RATES for 2012-13 School Year

Mr. Paul moved, seconded by Ms. Fayer that the Board approve tuition payments as submitted below for the 2012-13 school year, as computed by a formula provided by the Department of Education.

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

○ Pre School/Kindergarten (1/2 day)	\$10,247
○ Elementary – Grades 1-5	13,000
○ Middle School – Grades 6-8 (except Roosevelt)	12,975
○ High School – Grades 9–12 (except Roosevelt)	14,055
○ Learning and or Language Disabilities	22,597
○ Autism	21,018

Q. USE OF STATE CONTRACTED VENDORS

Mr. Paul moved, seconded by Ms. Fallon, that the Board authorize the exclusive use of State Contracted Vendors for its purchases per the Directive of the State Treasury Department.

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

R. RESOLUTION TO APPOINT DISTRICT PURCHASING AGENT

Mr. Paul moved, seconded by Ms. Fayer, that the Board Approve the RESOLUTION for the appointment of Mr. Kurt Stumbaugh School Business Administrator/Board Secretary, as the District Purchasing Agent for the 2012-13 school year as submitted.

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

WHEREAS, 18:18A-2 provides that the Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$36,000), may be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution, and

WHEREAS, 18a:18a-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$5,400) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution, and

WHEREAS, Kurt Stumbaugh currently possesses the qualified purchasing Agent license;

NOW THEREFORE BE IT RESOLVED, that the East Windsor Regional Board of Education pursuant to the statutes cited above hereby appoints Kurt Stumbaugh as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the East Windsor Regional Board of Education, and

BE IT FURTHER RESOLVED, that Kurt Stumbaugh is hereby authorized to award contracts on behalf of the East Windsor Regional Board of Education that are in the aggregate less than 15% of the bid threshold (currently \$5,400) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED, that Kurt Stumbaugh is hereby authorized to seek competitive quotations when applicable and practicable and to award contracts when contracts in the aggregate exceed 15% of the bid threshold (currently \$5,400) but less than the bid threshold (currently \$36,000).

S. RESOLUTION TO APPOINT THE SCHOOL DISTRICT’S CUSTODIANS OF GOVERNMENT RECORDS

Mr. Paul moved, seconded by Ms. Fayer, that the Board approve the appointments and RESOLUTION thereof for District Custodians of Government Records for the 2012-13 school year as submitted below.

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

WHEREAS, The Open Public Records Act expands the public’s right of access to government records, and, **WHEREAS**, the East Windsor Regional Board of Education must appoint custodians of government records to comply with the law,

NOW THEREFORE BE IT RESOLVED, that the East Windsor Regional Board of Education appoints the following as its custodians of government records:

The Board Secretary, (or in his absence the Acting Board Secretary) for all records other than records concerning students or district employees,

The Assistant Superintendent for Elementary Programs and Personnel (or in her absence Personnel Manager) for records concerning district employees,

The Assistant Superintendent of Curriculum & Instruction for curriculum records and student records for other than special education students

The Director of Student Services for curriculum and student records of special education students.

During the absence or inability to act or during a vacancy in any of these positions the Superintendent shall be the acting custodian of government records for such positions.

T. FEES FOR EXTENDED DAY PROGRAM AND EXTENDED KINDERGARTEN PROGRAM

Mr. Paul moved, seconded by Ms. Fayer, that the Board approve the fees for the District Kidcare and Turning Point Extended Day Programs as listed in the schedule below. These fees have remained the same for the 2012-13 school year.

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

- **KIDCARE Extended Day Program**

<u>Days(monthly):</u>	<u>AM/PM</u>	<u>AM</u>	<u>PM</u>
5	\$280.	\$195.	\$165.
4	\$240.	\$140.	\$160.
3	\$210.	\$120.	\$140.
<u>Daily fee:</u>	\$ 33.	\$ 15.	\$ 20.

- **TURNING POINT Kindergarten Extended Day Program**

Monthly Fee: \$380.

U. DISTRICT STAFF APPOINTMENTS for FISCAL YEAR 2013

Having read the list of appointments for the 2012-13 school year as submitted, Mr. Paul moved, seconded by Ms. Fayer that the Board of Education approve the staff appointments listed below.

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

Board Secretary: *Mr. Kurt Stumbaugh, District School Business Administrator*

Assistant Board Secretary: *Mr. Thaddeus Thompson, Assistant School Business Administrator*

Acting Board Secretary to serve in Board Secretary's absence with no pay: *Mr. Thaddeus Thompson, Ass't. SBA, and Mr. David Coates, Esq.)*

Chemical Hygiene Officer: *Mr. Kurt Stumbaugh, SBA*

Public Agency Compliance Officer: *Mr. Kurt Stumbaugh, SBA*

District Police Liaison: *Dr. Edward Forsthoffer, District Superintendent*

Homeless Liason: *Dr. Tekelah Sherrod, Director of Student Services*

District 504 Officer: *Dr. Tekelah Sherrod, Director of Student Services*

Affirmative Action Officer: *Ms. Deborah Feaster Assistant Superintendent (Dr. Edward Forsthoffer to serve as her alternate).*

ADA Coordinator: *Dr. Tekelah Sherrod as District Coordinator for the American's with Disabilities Act.*

TITLE IX Coordinator: *Mr. Gary Bushelli, Athletic Director*

Facility Compliance: *Mr. Paul Hewins, Director of Building and Grounds as coordinator for the Indoor Air Quality, "Right to Know" program, and Asbestos/AHERA compliance for the District.*

Substance Awareness Coordinators: *Ms. Sharon Menchaca at HHS, and Mr. Rozwell Perez, at MHK.*

Truant Officer: *Ms. Linda Scheman, of Central Registration.*

Treasurer of School Monies: *Mr. John Calavano (to be paid \$5,200 annual fee).*

V. DISTRICT SERVICE PROVIDER APPOINTMENTS for FISCAL YEAR 2013

Having read the list of District Service Provider appointments for the 2012-13 school year, Mr. Paul moved, seconded by Ms. Fayer, that the Board of Education approve the list of service provider appointments as submitted

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

1. Insurance Broker/Risk Management Consultant - *G.R.Murray, Inc.*
2. Architectural Firm- *Garrison Architects*
3. Auditor/Auditing Services - *Holman & Frenia, P.C.*
4. Health Benefits Broker - *Integrity Consulting Group*
5. Sports Physician - *Dr. Adam Redlich* of A+ Athlete Sports Medicine
6. Data Consultant / Analyst- *Velez Educational Services, LLC*
7. Health Services/ School Physician - *Dr. Howard Cohen* of East Windsor Family Group
8. Board Legal Counsel- *Mr. David Coates, Esq.* of the firm Turp, Coates, Essl & Driggers,P.C.,
and that the officers of the Board be empowered to sign, on Board's behalf, the Agreement for Legal Services.
9. Attorneys -
 - a. *Mr. David B. Rubin, Esq.* as the Board Labor Attorney.
 - b. *Mr. Mark Blunda, Esq.* of Appruzzese, McDermott, Mastro and Murphy law firm as District Negotiations Attorney

W. ADOPTION OF CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

The State of NJ DOE requires that each year Boards of Education publicly acknowledge receipt of and compliance with the “Code of Ethics for School Board Members”, (18A:12-24.1).

Mr. Paul moved, seconded by Ms. Fallon, that the East Windsor Regional School District Board of Education agrees to abide by the *Code of Ethics for School Board Members*.

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

The Board members then each took turns reading aloud the code of ethics as follows:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and seek to develop and maintain public schools that meet the individual needs of all children regardless of ability, race, creed, sex or social standing.
- c. I will confine my board action to policy making, planning, and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.

h. I will vote to appoint the best qualified personnel available after consideration of recommendation of the chief administrative officer.

i. I will support and protect school personnel in proper performance of their duties.

j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution. (L.2001, c.178, s.5.)

Note: The Board members discussed moving the "First Opportunity for Public Comment" and "First Opportunity for Board Members Comments" to take place prior to Item 8.

Action and Vote:

Mr. Paul moved seconded by Ms. Fallon to approve this action.

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

- **FIRST OPPORTUNITY FOR PUBLIC COMMENT** (Item 11 on agenda).

There was none.

- **FIRST OPPORTUNITY FOR BOARD MEMBERS COMMENTS** (Item 12 on agenda).

Ms. Fallon thanked administration and specifically Diana Bonilla, Irene Murt, Pat Novak and Carol Jablonski for their hard work in completing and processing the retro checks so staff can have them prior to the holiday break.

Ms. Fayer welcomed all the newly sworn in Board members

Mr. Laverty thanked the Board for his re-election as Board president. He spoke about the tasks and matters ahead. He commented that the Board will do long term planning and work on its goals so as to maximize student achievement.

8. RESOLUTION FOR LEASE PURCHASE FINANCING OF HHS ATHLETIC STADIUM UPGRADES

RESOLUTION OF THE BOARD OF EDUCATION OF THE EAST WINDSOR REGIONAL SCHOOL DISTRICT IN THE COUNTY OF MERCER, NEW JERSEY DETERMINING TO ACQUIRE, TO INSTALL AND TO FINANCE EQUIPMENT BY MEANS OF A LEASE PURCHASE FINANCING IN AN AMOUNT NOT EXCEEDING \$2,232,000, AUTHORIZING THE ADVERTISEMENT FOR BIDS TO FINANCE THE EQUIPMENT, DELEGATING THE AWARD OF THE BID, AUTHORIZING THE EXECUTION OF THE LEASE AND RELATED DOCUMENTS AND AUTHORIZING OTHER ACTIONS NECESSARY TO COMPLETE THE TRANSACTION

WHEREAS, The Board of Education of the East Windsor Regional School District in the County of Mercer, New Jersey (the "Board") is created and is charged by law with the responsibility of providing a system of public education within the school district over which it has jurisdiction and to acquire capital equipment therefor; and **WHEREAS**, the Board has determined to fund the acquisition and installation of an artificial turf field, site work and any ancillary improvements at the Hightstown High School, including financing and all incidental or related costs (the "Equipment") by means of a lease purchase financing for a term that does not exceed five (5) years pursuant to the provisions of *N.J.S.A. 18A:20-4.2(f)*, *N.J.S.A. 18A:20-4.2(h)* and *N.J.S.A. 18A:18A-1 et. seq.*; and

WHEREAS, the Board has selected the Phoenix Advisors, as financial advisor (the "Financial Advisor") and McManimon, Scotland & Baumann, LLC, as special counsel (the "Special Counsel") for the purpose of advising and assisting with the proposed lease purchase financing of the Equipment; and

WHEREAS, in accordance with the procedures set forth in N.J.S.A 18A:18A-1 *et. seq.* ("Public School Contract Law") and the regulations promulgated thereunder, a notice of the bid will be published and bids are scheduled to be returned to the Business Administrator/Board Secretary, who, with the assistance of the Special Counsel and the Financial Advisor, will determine the lowest responsive and responsible bidder to purchase the lease from the Board (hereinafter referred to as the "Purchaser"); and

WHEREAS, the Board will enter into a lease purchase agreement (the "Lease") and other related documents with the Purchaser in an amount not to exceed \$2,232,000 to finance the Equipment; and

WHEREAS, the Board desires to authorize the delegation of the award of the bid to the Business Administrator/Board Secretary and further authorizes the Board President, Business Administrator/Board Secretary, Financial Advisor and Special Counsel to prepare and to execute the Lease and certain other documents and agreements necessary or incidental to the transactions contemplated thereby;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE EAST WINDSOR REGIONAL SCHOOL DISTRICT IN THE COUNTY OF MERCER, as follows:

Section 1. The Board hereby determines to finance the Equipment by means of a lease purchase financing in a principal amount not exceeding \$2,232,000 in accordance with the requirements of the Public School Contracts Law. The Business Administrator/Board Secretary, the Financial Advisor, the Special Counsel and other appropriate representatives of the Board (the "Professionals") are hereby authorized to prepare the necessary timetables and bid documents and other related documents as may be necessary and to take other steps necessary to prepare for and to implement the proposed financing.

Section 2. The Board hereby authorizes the publication of the request for bid in accordance with the requirements of the Public School Contracts Law in order to prepare for the proposed transaction.

Section 3. The Board President and/or the Business Administrator/Board Secretary are authorized to award the bid and the Lease to the lowest bidder in accordance with the bid proposals submitted to the Business Administrator/Board Secretary, which winning bid proposal will be retained on file in the Business Administrator/Board Secretary's office. The Purchaser's interest rate will be held fixed for a period of thirty (30) days from the date of the bid. If the closing does not occur within thirty (30) days for the date of the bid, the interest rate will be calculated in accordance with the index rate established by the Financial Advisor and set forth in the bid specifications.

Section 4. The Board President and/or the Business Administrator/Board Secretary are hereby authorized to negotiate, execute and deliver, subject to the review of Special Counsel, the Lease, an agent or an escrow agreement, an assignment agreement, if necessary, and such other documents as may be necessary to consummate the transaction. Specifically the Board authorizes the Board President or the Business Administrator/Board Secretary to establish an escrow account for the deposit of the lease proceeds and to direct the deposit and investment of the lease proceeds in the escrow for the term of the lease in accordance with the requirements of law. The Board hereby authorizes and directs the Board President or the Business Administrator/Board Secretary to approve any changes, additions, or deletions to the Lease or such other documents as may, in the judgment of Special Counsel, be necessary or advisable, such approval to be evidenced by the execution of the Lease or such other documents by the Board President or the Business Administrator/Board Secretary. The Business Administrator/Board Secretary is also authorized to pay any agreed upon fees of the escrow agent, if any. The Board President and/or Business Administrator/Board Secretary are also authorized and directed to take on behalf of the Board such other actions as shall be necessary and appropriate to accomplish the lease purchase financing for the Equipment in accordance with the terms of the lease and this resolution and pursuant to the terms of the agreements and instruments authorized to be prepared hereby and to accomplish the performance of the obligations of the Board in respect thereto.

Section 5. The payment of rent or other monies due under the Lease shall be made only from the General Fund of the Board. Neither the Board nor any agency, department or political subdivision thereof shall be obligated to pay any sum to the Purchaser under the Lease from any taxing source for the payment of any sums due under the Lease unless an appropriation is made in a duly approved budget of the Board. The obligations of the Board shall not constitute indebtedness of the Board or of the East Windsor Regional School District or of any department, agency or political subdivision thereof. The Lease shall set forth the term of the lease purchase agreement for the Equipment, the rental payments to be paid by the Board in respect thereof and the dates on which such rent shall be due and payable.

Section 6. The Board hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on the Lease, including the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Lease, if applicable.

Section 7. The Board authorizes the Business Administrator/Board Secretary to act and determine on behalf of the Board whether the Lease will be designated as "bank qualified" within the meaning of Section 265 of the Code. The Board hereby declares its intent to issue the lease in the expected maximum principal amount of the Lease set forth herein and to use the proceeds of the Lease to pay or reimburse expenditures for the costs of the purpose for which the Lease is authorized herein. This resolution is a declaration of intent within the meaning and for the purposes of Treasury Regulations Section 1.150-2 or any successor provisions of federal income tax law.

Section 8. This resolution shall take effect immediately.

ACTION:

Mr. Paul moved, seconded by Ms. Fayer that the Board authorize the Resolution for Lease Purchase Financing for HHS Athletic Stadium Upgrades as submitted.

DISCUSSION:

There was a lengthy discussion period on the lease purchasing item, the comprehensive analysis of our existing athletic fields and the various options.

VOTE:

The Board voted as follows:

Voting Yes: Ms. Abel, Mr. Bussone, Ms. Fallon, Ms. Fayer, Ms. Harrington, Mr. Laverty, and Mr. Paul.

Voting No: Mr. Connolly. Abstaining: Ms. Weisman.

Motion to approve was carried with 7 "yes" votes.

9. Approve Phoenix Advisors, LLC as Board Financial Advisor

As the EWRSD Board of Education intends to enter into a lease purchasing agreement for the high school athletic field upgrade, it is prudent for the District to engage the services of a financial advisor. Board approval is requested to appoint the firm of **Phoenix Advisors, LLC** of Bordentown, NJ as the Districts financial advisor in relation to the aforementioned capital project. It is recommended that the Board approve the firm Phoenix Advisors, LLC to serve as the Board's financial advisors for the purpose of advising and assisting with the proposed lease purchase financing for the HHS athletic field/stadium upgrade.

ACTION:

Mr. Paul moved, seconded by Ms. Fayer to approve the appointment of Phoenix Advisors, LLC as District financial advisor for capital projects.

VOTE:

The Board voted as follows:

Voting Yes: Ms. Abel, Mr. Bussone, Ms. Fallon, Ms. Fayer Ms. Harrington, Mr. Lavery and Mr. Paul, Ms. Weisman

Voting No: Mr. Connolly Abstaining: No one.

Motion to approve was carried with 8 "yes" votes.

10. APPROVAL OF MCMANIMON, SCOTLAND & BAUMANN, LLC AS BOARD SPECIAL COUNSEL

As the EWRSD Board of Education desires to authorize the issuance of school district obligations for capital projects and to finance such capital projects at the most advantageous terms available, it is in the best interest of the District to appoint a construction attorney to facilitate with the process. It is recommended that the Board approve the firm **McManimon, Scotland & Baumann**, of Roseland, NJ to serve as the District's Special Counsel for this purpose.

ACTION:

Mr. Paul moved, seconded by Ms. Fallon, to approve the firm McManimon Scotland & Baumann, LLC as special counsel for purpose of advising and assisting with the proposed lease purchase financing for this project.

VOTE:

The Board voted as follows:

Voting Yes: Ms. Abel, Mr. Bussone, Ms. Fallon, Ms. Fayer, Ms. Harrington, Mr. Lavery, Mr. Paul, Ms. Weisman

Voting No: Mr. Connolly Abstaining: No one.

Motion to approve was carried with 8 "Yes" votes.

13. ANNOUNCEMENTS

Dr. Forsthoffer spoke on the following topics:

- Congratulated the newly elected Board members and officers.
- Thanked the administrative staff responsible for expediting the retro checks.
- Thanked Thaddeus Thompson, Assistant SBA for his excellent Worker's Comp. presentation at the Administrative Council meeting.
- Upcoming: Eighth grade orientation at the high school.

Mr. Lavery added that the East Windsor Township reorganization is tomorrow evening, Jan 8, 2013.

14. FIRST EXECUTIVE SESSION (OPTIONAL) - not needed.

15. MOTION TO APPROVE ROUTINE AGENDA ITEMS BY EXCEPTION

Mr. Paul moved, seconded by Ms. Fayer that the Board approve the listed routine agenda items as submitted.

- A. Staffing
- B. Bullying Report from December 10, 2012
- C. Travel and Related Expenses
- D. Out of District Placement
- E. Field Trips
- F. Donations to the HHS Red Cross Club Holiday Party
- G. Overnight Field Trips

- 1) HHS Ski Club to Vermont
- 2) HHS Cheerleading to Orlando, Florida for UCA National Competition
- H. Non-Paid Clubs – Project Green at MHK
- I. Non-Resident Tuition Contract
- J. Declaration and Removal of Surplus Property - Pianos
- K. Approval of Minutes: December 10, 2012
- L. Proposal for Geotechnical Services for Soil Testing at HHS
- M. Board Secretary's Report for November, 2012
- N. Treasurer's Report for November, 2012
- O. Transfer Report for November, 2012
- P. Rental of District School Bus for Community Group Usage
- Q. Agreement for One day Evaluator Training with Stronge & Associates Educational Consultants
- R. Bill List - January 7, 2013

On a roll call vote of the Board motion to approve the exception items listed (*except items E and G*) was carried unanimously. (Items E and G were removed for separate action and discussion).

A. Staffing - as submitted

B. Bullying Report from December 10, 2012 - as discussed by the Board.

C. Travel and Related Expenses

A. Wilno C. Bachar	K. Cook A. Daigle	Student Services	Jan. 9, 2013	4 Reg. for 5th Annual Conf. - Special Education & Mathematics, St. Peter's University, Jersey City, NJ	599.96	599.96
J. Smedley		HHS Guidance	Jan. 31 Feb. 1, 2013	Reg. to attend TECHSPO 2013, Bally's, Atlantic City, NJ	375.00	375.00
S. Menchaca R. Perez		HHS	Feb. 7 - 8, 2013	2 Reg. for 2013 Annual Conf. Ocean Place Resort, Long Branch, NJ	590.00	590.00
M. Handel		EMK	2/25/13	Registration to attend the 2013 NJAHPERD Annual Convention, Ocean Place Resort, Long Branch, NJ	50.00	50.00
J. Cantagalo		EMK	Feb. 26, 2013	Reg./Membership to attend the 2013 NJAHPERD Annual Convention, Ocean Place Resort, Long Branch, NJ	75.00	75.00
T. Halsey A. Polanski		GNR/ EMK/ PLD/ G & T	March 8-9, 2013	2 Registrations/2 Memberships to attend the 22nd Annual NJAGC Conference, Hotel Somerset, Bridgewater, NJ	348.00	348.00
J. Oldak D. Perle T. Katz J. Jutovich		Student Services	March 22, 2013	7 Registrations to attend the 10th Annual Symposium for Speech Language Specialists, Mullica Hill, NJ	1,043.00	1,043.00
I. Reitano S. Schaible		Transp.	April 15-16, 2013	2 Reg. /Member fees for NJSTS Conf. Atlantic City, NJ	650.00	650.00

S. Schaible		Transp.	July 13, 2013	Reg. for School Bus Driver Trainer Refresher Course, North Hunterdon-Voorhees Reg. HS, Annandale, NJ	99.00	99.00
T. Thompson		Business Office	Jan. 22, 2013	Reg. to attend NJASBO Professional Development Workshop - Purchasing, Double Tree, Mt. Laurel, NJ	00.00	00.00
T. Thompson		Business Office	April 23, 2013	Reg. for NJASBO Prof. Dev. Program -Understanding your CAFR, Audit Review & How to Read the Board Secretary Report, Double Tree, Mount Laurel, NJ	00.00	00.00
K. Stumbaugh		Business Office	Jan. 22, 2013	Reg. for NJASBO Professional Development Workshop - Purchasing, Double Tree, Mount Laurel, NJ	50.00	50.00

K. Stumbaugh	Business Office	Feb. 19, 2013	Reg. for NJASBO Prof. Dev. Workshop – Pensions Update, Double Tree, Mount Laurel, NJ	50.00	50.00
K. Stumbaugh	Business Office	April 23, 2013	Reg. for NJASBO Prof. Dev. Program -Understanding your CAFR, Audit Review & How to Read the Board Secretary Report, Double Tree, Mount Laurel, NJ	50.00	50.00
K. Stumbaugh	Business Office	Jan. 25, 2013	Reg. for the IPD Annual Financial Statement Wkshop at NJ Law Center, New Brunswick, NJ	99.00	99.00
G. Parker	GNR	1/11/13	Reg.to attend Preparing for PARCC, Monroe, NJ	149.00	149.00
Total for Month				4227.96	4227.96
YTD Total				20,174.93	20,174.93

D. Out of District Placement in Public and Private Schools

The Children’s Home – Mary A. Dobbins School

Tuition December 17, 2012 through June 20, 2013

1. Student: #720262 RSY \$ 22,750.60

New Hope Academy

Tuition December 10, 2012 through June 28, 2013

2. Student: #402317 RSY \$ 22,567.17

Tuition November 26, 2012 through June 28, 2013

3. Student: #839391 RSY \$ 27,474.30

E. Field Trip Locations

- Lowes Store
Route 130, Hamilton, NJ
- Wal-Mart
Route 130, East Windsor, NJ

ACTION /VOTE on Item E only:

Mr. Paul moved seconded by Ms. Fayer to approve Exception Item E: Field Trips as submitted.
 Members voting Yes: Ms. Abel, Mr. Bussone, Mr. Connolly, Ms. Fallon Ms. Fayer, Ms. Harrington, Mr. Lavery, Mr. Paul.
 Voting No: Ms Weisman Abstaining: No one.
 Motion to approve was carried with 8 Yes votes.

F. Donations to the HHS Red Cross Club Holiday Party

Many area businesses and individuals made donations to the Hightstown High School Red Cross Club Holiday Party. It is recommended that the Board approve the list of Donations as submitted.

G. Overnight Field Trips

1. HHS Ski Club to Vermont

The HHS Ski Club would like to have an overnight field trip to Sugarbush Mountain, Vermont from March 1-3, 2013. (Attached is information on the field trip).

2. HHS Cheerleading to Orlando, FLA for UCA National Competition

The HHS Cheerleading Squad has qualified for the UCA National Competition for Cheerleading which is being held in Orlando, Florida from February 7-12, 2013. (Attached is information on the field trip).

ACTION /VOTE on Item G only:

Mr. Paul moved seconded by Ms. Fayer to approve Exception Item G as submitted. On a roll call vote, motion to approve was carried unanimously.

H. Non-Paid Clubs - Project Green at MHK

The Melvin H. Kreps School would like to start a new club entitled "Project Green, Jr." which would fall under the category of non-paid extracurricular activity with a teacher advisor. The advisor will be Brianna Reilly, a 7th grade science teacher

I. Non Resident Tuition Contract

There is a non- resident regular education tenth grade student who will attend the East Windsor Regional School District for the 2012-13 school year. The student resides in New Zealand and is a former student of the District. The parents/guardians have agreed to pay the District tuition for this student on a monthly basis as per the Board approved 2012-13 annual tuition rate of \$10,405.50 per student for attendance at Hightstown High School. Board approval is recommended of the tuition agreement between the EWRSD and parent/guardian of non-resident student for 2012-13 as submitted.

J. Declaration and Removal of Surplus Property - Pianos

The District currently has three pianos that are broken and in disrepair, and of no longer use to the District, and would not be cost effective to repair. As these pianos are taking up much needed space and are not being used, it is in the best interest of the District to declare these items as surplus property to be discarded or recycled at the discretion of the School Business Administrator.

K. Approval Of Minutes - December 10, 2012 - as submitted. (Posted on District website.)

L. Proposal for Geotechnical Services for Soil Testing at HHS

Proposals were requested and received for the provision of services for the geotechnical investigation and testing of soils related to the expansion of the high school cafeteria and the construction of a turf field at the high school. Upon review of the proposals by our district engineer, it recommended that the Board approve the firm of Melick-Tully and Associates, P.C. for these services, per proposal submitted to the Board.

M. Board Secretary's Report - November, 2012

WHEREAS, the Board of Education has received the report of the Board Secretary and Treasurer for the month of November, 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 accepts the above referenced reports and certifications and certifies that after review of the Secretary's monthly financial report, 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.

N. Treasurer's Report for November, 2012

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

O. Transfer Report for November, 2012

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.

P. Rental of District School Bus for Community Group Usage

The Mount Olivet Baptist Church, Hightstown NJ Voices *Choir* will be performing at the Wells Fargo Center in Philadelphia PA on January 18, 2013 at 6:00 pm prior to the scheduled Philadelphia 76'rs game. This group is requesting the usage/rental of a District school bus to and from the venue. They will be charged \$90.00 per hour for the first two hours and \$38.00 per hour thereafter for the usage of the District school bus and driver.

Q. Agreement for One day Evaluator Training with Stronge & Assoc. Educational Consultants, LLC

Approve the submitted agreement to provide professional development as follows:

- One day evaluator training - Stronge Leader Effectiveness Performance Evaluation System.

R. Bill List for January 7, 2013 - Total Amount of Bills and Claims for Approval: \$695,711

16. SECOND OPPORTUNITY FOR PUBLIC COMMENT

No one spoke.

17. SECOND OPPORTUNITY FOR BOARD MEMBERS COMMENTS

Mr. Connolly commented on the bronze sculpture of a Ram, (high school mascot) that was a gift from the class of 2012. It will be permanently on display in the commons area by the main entrance. He also spoke on security at the high school. All doors are kept locked and visitors must be buzzed in and report to security.

Ms. Harrington thanked Carol Jablonski (business office secretary) for her assistance with the registration process for mandated training.

Ms. Fallon commented on the holiday music programs and thanked everyone involved in these performances for a job very well done.

18. EXECUTIVE SESSION - The Board went into closed session

19. OPEN SESSION

20. ADJOURN

Kurt Stumbaugh, Board Secretary