



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**  
321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

**Mission Statement**

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

**MARCH 20, 2018: BOARD OF EDUCATION MEETING**

**Central Office**  
321 Village Road East, West Windsor, NJ 08550

**ACTION MAY BE TAKEN**

**6:30 PM Closed Executive Session – Room C110/111**  
**7:30 Public Meeting – Multi-Purpose Room**

**Board of Education**

Anthony Fleres, President  
Michele Kaish, Vice-President  
Isaac Cheng  
Carol Herts  
Louisa Ho  
Rachel Juliana  
Dana Krug  
Martin Whitfield  
Yu “Taylor” Zhong

**Student Representatives**

Alexandra Vena, High School South  
Dillon Henry, High School North

**Liaison Appointments**

New Jersey School Boards Association: Vacancy  
Plainsboro Township Committee: Rachel Juliana  
Superintendent’s Advisory Council: Dana Krug  
West Windsor-Plainsboro Education Foundation: Michele Kaish  
West Windsor Board of Recreation Commissioners: Dana Krug  
West Windsor Township Council: Louisa Ho  
West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

**Administration**

David Aderhold, EdD, Superintendent of Schools  
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary  
Martin Smith, Assistant Superintendent, Curriculum & Instruction  
Gerard Dalton, Assistant Superintendent, Pupil Services/Planning  
Charity Fues, Director, Human Resources/Affirmative Action Officer  
Patrick Duncan, Special Assistant for Labor Relations  
Gerri Hutner, Director, Communications

**I. OPENING/CALL TO ORDER**

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 3, 2018, and on March 16, 2018, to *The Princeton Packet*, *The Times*, *The Home News Tribune*, and West Windsor and Plainsboro Public Libraries. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 3, 2018, and on March 16, 2018, and sent to Plainsboro and West Windsor township clerks on January 3, 2018, and on March 16, 2018.

**RECESS INTO CLOSED EXECUTIVE SESSION**

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters</b>
2. Matters in which the release of information would impair the right to receive government funds, and specifically:	
3. Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
4. Matters concerning negotiations, and specifically:	<b>Negotiations with WWPA Negotiations with WWPSA</b>
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	<b>Right of Way: Real Estate Property</b>
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	<b>Notice of Tort Claim</b>
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	<b>Personnel Issues as noted on the agenda and on the addendums</b>
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Review</b>

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session, if necessary.

**II. PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments
- C. Demographic Study Presentation by Dr. Gripp
- D. School Capacity Report

**III. FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

**IV. BOARD OF EDUCATION COMMITTEE REPORTS**

- Administration & Facilities Committee
- Curriculum Committee
- Finance Committee

**V. MEETING**

**A. ADMINISTRATION**

*To be voted on 03/20/18:* Recommend approval of the following resolutions:

**Special Class Program**

1. To establish a Learning/Language Disabilities Severe Secondary Special Class Program at Community Middle School and Grover Middle School in accordance with *N.J.A.C. 6A:14-4.7* and *N.J.A.C. 6A:26*.

**Non-Public School Security Aid Program**

2. To approve the following expenditure of the FY 2017-2018 New Jersey Non-Public School Security Aid Program:

Children's House of the Windsors            \$7,742.33

**First Reading: Bylaw, Policies, and Regulations**

3. First reading:

Bylaw

0169.02 Board Member Use of Social Networks

Policies

2330 Homework

7441 Electronic Surveillance in School Buildings and on School Grounds

3282 Use of Social Networking Sites

Regulations  
2330 Homework  
7441 Electronic Surveillance in School Buildings and on School Grounds

**B. CURRICULUM AND INSTRUCTION**

*To be voted on 03/20/18:* Recommend approval of the following resolutions:

**Textbook Adoption**

1. Adoption of the following textbook for the Grade 6 Honors & Accelerated Pre-Algebra course: Big Ideas Accelerated, 2017, by Larson, R. and Bosell, L.

**Non Public Technology Expenditure**

2. Approve expenditures of the FY 2018 NJ Nonpublic School Technology Initiative as follows:

Children's House of the Windsors	\$ 900.62
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**Community Education**

3. Approve the following Community Education adult and youth programs:

Youth Chess Tournament on April 20, 2018  
Joint Venture Jazz Series on April 27, 2018  
Family Tech Night in May 2018

**Science Kits**

4. Approve entering into an agreement with ECA Educational Services to provide science kit refurbishing services for the 2018-2019 school year at a cost of approximately \$71,000.

**AP Exam Assistant Coordinators**

5. Approve the creation of two Advanced Placement (AP) exam assistant coordinator positions (one at each high school) at a rate of \$3,500 for 20 days. [Money received from the testing fees will be used to cover this expense.]

**Disposal of Instructional Materials**

6. Approve the disposal of the following obsolete items in accordance with R7300.1[Items are so worn and/or damaged as to preclude effective use and/or are so outdated as to no longer serve as worthy instructional tools]:

142 VHS Tapes from Maurice Hawk Elementary School

**Robotics Team Award**

7. Accept an award from FIRST in the amount of \$5,000 to the FRC/FTC Robotics Teams for the 2017-2018 School Year.

**Donation**

8. Accept a donation of \$20,000 from an anonymous corporate sponsor to partially fund the cost of the High School North Social Studies Legal and Political Experiences (IPLÉ) field trip to the *We the People* Competition.

**Overnight Field Trips**

9. Approve the following overnight field trips:
  - a) Grover Middle School Grade 6 students to Timber Tops Camp in Greeley, PA, from June 4, 2018, to June 8, 2018. The total cost of the trip is approximately \$265 per student.
  - b) High School North Social Studies Legal and Political Experiences (IPLÉ) class to the *We the People* competition in Washington, D.C., from April 27, 2018, to May 1, 2018, as part of the IPLÉ curriculum. The cost of the trip is approximately \$700 per student.
  - c) High School North Music Department to Lisbon, Portugal, from April 22, 2019, to April 30, 2019. The cost of the trip is approximately \$2,500 per student.

**C. FINANCE**

*To be voted on 03/20/18:* Recommend approval of the following resolutions:

**Business Services**

1. Payment of bills as follows:
  - a) Bills List General for March 20, 2018 (run on 3-15-18) in the amount of \$8,904,606.00.
  - b) Bills List Capital for March 20, 2018 in the amount of \$0.
2. Budget adjustments as follows:
  - a) 2017-2018 school year as shown on the expense account adjustments for February 28, 2018 (run on 3-13-18) (Adjustment Nos. 382-422).
3. Accept the following reports this will become a permanent part of the Board Minutes:
  - a) A-148 Report of the Secretary to the Board of Education as of January 31, 2018, indicating that no major account is over-expended and the Board secretary certifies that no line item is over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.
  - b) A-149 Report of the Treasurer of School Monies to the Board of Education as of January 31, 2018.

## Maximum Travel Expenditure

4. To approve the following resolution:

Whereas, pursuant to *N.J.S.A. 18A:11-12*, in each pre-budget year, the West Windsor-Plainsboro Regional School District Board of Education is required to establish a maximum travel expenditure amount for the budget year that may not be exceeded; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education has established the maximum travel amount in the pre-budget year of \$450,000 and the amount spent to date is \$66,730; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by state and local funds; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education has not elected to exclude travel expenditures supported by federal funds from the maximum travel expenditure amount; now, therefore be it

Resolved, that the West Windsor-Plainsboro Regional School District Board of Education hereby establishes the maximum travel expenditure amount for the 2018-2019 school year will be a maximum of \$495,000.

## Regular School District Business Travel

Whereas, Chapter 53 of the Laws of 2007 and *N.J.A.C. 6A:23A-1.1 et seq.* govern all reimbursements to school district employees for costs related to travel; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education (“Board”) recognizes that the needs of the district require many employees to travel between schools and other offices within the school district; and

Whereas, the Board recognizes that the needs of the district also require numerous employees to travel outside the school district to attend various meetings and activities related to their duties; and

Whereas, Chapter 53 of the Laws of 2007 and *N.J.A.C. 6A:23A-7.3* authorize the West Windsor-Plainsboro Regional School District Board of Education to establish a maximum amount for which employees may be reimbursed for costs related to “regular school district business travel” for which no specific approval of the Board of Education is required; and

Whereas, *N.J.A.C. 6A:23A-1.2* defines “regular school district business travel” as “regular official business travel, including attendance at meetings, conferences and any other gatherings” which are not considered “training and seminars,” “conventions and conferences,” or “school district-sponsored events” as defined by *N.J.A.C. 6A:23-1.2*; and

Whereas, *N.J.A.C. 6A:23A-1.2* also defines “regular school district business travel” as “attendance at regularly scheduled in-state county meetings and Department

sponsored or association sponsored events provided free of charge and regularly scheduled in-state professional development activities with a registration fee that does not exceed \$150 per employee; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education wishes to ensure that its employees carry out their duties in an effective and efficient manner; now, therefore be it

Resolved, that the West Windsor-Plainsboro Regional School District Board of Education establishes \$1,500 as the maximum amount for which any individual employee may be reimbursed for costs associated with regular school district business travel during the 2018-2019 school year, without specific approval by the Board of Education; and

Resolved, that all requests by employees for reimbursement for costs associated with regular district business travel shall be made and processed in accordance with applicable law and regulations and Board of Education policies and procedures.

### **Procurement of Goods and Services**

5. Be it resolved by the Board of Education of the West Windsor-Plainsboro Regional School District pursuant to Title 18A: 18A-10, and *N.J.A.C. 5:34-7.29(c)*, on timely basis, to procure goods and services utilizing state contract vendors to meet the needs of the school district who agree to sell goods and services to the Board of Education in accordance with all conditions of the individual state contract that may or may not exceed the bid threshold in the aggregate.

The duration of the contracts between the West Windsor-Plainsboro Regional School District and the referenced State Contract Vendors shall be for the **2017-2018** School Year as amended from time to time by the Division of Purchase and Property in the Department of the Treasury, Cooperative Purchasing Program.

<b><u>Commodity/Service</u></b>	<b><u>Vendor</u></b>	<b><u>State Contract No. or Co-op</u></b>
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#### **Building & Grounds Department:** **Flags Somerset #CC-0049-18 Co-op:**

ConServ Flag Company	Co-op
Metro Flag Co	Co-op

### **Professional Services – LGEA Audit Services**

6. Submit a Local Government Energy Audit (LGEA) application to the New Jersey Board of Public Utilities (NJ BPU) through New Jersey's Clean Energy Program and assign Schneider Electric as the District's designated LGEA representative for the purposes of surveying existing energy systems and proposing energy efficiency and renewable energy measures at no cost to the district.

### **Professional Services – Supplemental Architectural Services**

7. Authorize supplemental architectural services to the AIA Architect/Owner Agreement of Fraytak Veisz Hopkins Duthie, P.C., school district appointed architect, for professional services related to the Town Center Elementary School project, and to authorize and

delegate the responsibility to prepare the plans and specifications for the project in consultation with and under the supervision of the assistant superintendent for Finance/ Board Secretary, who has been delegated the responsibility to work with the architect for this purpose on behalf of the Board of Education, and such authorizations and delegations in accordance with the requirements of *N.J.S.A. 18A:18A-5*.

**Bid Awards**

8. Award the March 13, 2018, bid for Toilet Room Renovations at West Windsor-Plainsboro High School South as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 5045), for a single overall contract to Levy Construction Company, Inc. for a total lump sum bid award of \$494,300 contingent upon attorney review and approval of bid documents.

Other Bidders:

3R Painting & Contracting, Inc.	\$597,500
Arista Builders & Designers	\$587,000
Emy Solutions	\$568,000
J&M Quality Contracting	\$555,000
K&D Contractors	\$830,000
Poretta Builders	\$513,000

9. Award the March 13, 2018, bid for Roof Renovations at Thomas Grover Middle School as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 5044), for a single overall contract to Barrett Roofs, Inc. for a total lump sum bid award of \$593,800 (Base Bid \$577,800; Alt. Bid G-1 \$16,000) contingent upon attorney review and approval of bid documents.

Other Base Bids:

Arista Builders & Designers	\$1,930,000
Integrity Roofing	\$ 659,340
JDS Industrial Roofing	\$1,260,000
Jottan Roofing	\$ 694,929
MTB LLC	\$1,166,000
Noble Roofing	\$1,197,745
Nolt, D.A.	\$1,215,580
Patriot Roofing	\$ 929,000
Strober-Wright Roofing, Inc.	\$1,056,858
Wespol Construction	\$ 981,000

10. Award the March 13, 2018, bid for Roof Restoration at West Windsor-Plainsboro High School North as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 4831B), for a single overall contract to Strober-Wright Roofing, Inc. for a total lump sum bid award of \$189,750 contingent upon attorney review and approval of bid documents.

Other Bidders:

Arista Builders & Designers	\$330,700
Integrity Roofing	\$259,340
JDS Industrial Roofing	\$263,000
MTB LLC	\$290,000
Nolt, D.A.	\$280,268
Patriot Roofing	\$291,800
Premier Roofing	\$324,950
Wespol Construction	\$438,000



## **Change Orders**

11. Change Order No. 2 – Single overall contract of William Kohl Construction, for the Disposal of Modular Buildings at Various Locations (Architects/Planners Project No. 5000-Millstone River Elementary School, and No. 5007-Maintenance Facility and Maintenance Office), as recommended by Fraytak Veisz Hopkins Duthie, P.C., for a credit to the owner for unused allowance in the amount of \$5,000. This change order decreases the contract amount of \$178,653.97 to \$173,653.97.

## **Equipment Disposal**

12. Approve the disposal of obsolete equipment that has met the district's life expectancy. [The physical condition of the equipment renders it ineffective.]

### Community Middle School

- a) Desks, student, wooden top – 12
- b) Desks, student, gray top, metal frame – 12

### Grover Middle School

- a) Screen, pull-down

### Town Center Elementary School

- a) Document camera, HoverCam T3
- b) Hotplate, electric single burner
- c) Paper cutter
- d) Printer, HP Deskjet 6988 with A/C power adapter – 2
- e) Printer, HP Deskjet c6940 with A/C power adapter
- f) Scanner, CanoScan LiDe 25

## **Transportation**

### Agreements/Jointures

13. To enter into transportation agreements/jointures for the participation in coordinated transportation for the 2018-2019 school year between the Board of Education of the West Windsor-Plainsboro Regional School District and the following:
  - a) Educational Services Commission of Morris County
  - b) Educational Services Commission of New Jersey
  - c) Essex Regional Educational Service Commission
  - d) Bridgewater-Raritan Regional Board Of Education
  - e) Lawrence Township Public School District
  - f) Mercer County Special Services School District
  - g) Mercer County Educational Service Commission
  - h) Monmouth-Ocean Educational Services Commission
  - i) East Windsor Regional School District
  - j) Neptune Township School District
  - k) Cranbury Township Schools
  - l) South Brunswick School District
  - m) Robbinsville Township Board of Education
  - n) Gloucester County Special Services School District
  - o) Princeton Public Schools

Bid Awards – Public Routes

14. Award the March 9, 2018 Bid Number PUB17-5, Student Transportation Contract – Multi Contract Number RB-PUB17-5 to Rick Bus Company for the 2017-2018 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
NBHS	Northern Burlington County Regional High School	\$392.00	48	N/A	\$ 3.00

Quotes – To and From School

15. Award the Student Transportation Contract-Multi Contract Number SJCOR4 to A-1 Limousine, Inc. for the 2017-2018 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
SJCOR4	Various	\$137.50	33	N/A	\$ 3.00

16. Award the Student Transportation Contract-Multi Contract Number DOT2 to A-1 Limousine, Inc. for the 2017-2018 school year as follows:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
DOT2	Department of Transportation	\$165.00	22	N/A	\$ 2.85

Quotes – School Related Activities

17. Award the 2017-2018 Student Transportation Contract – School Related Activities, Multi Contract Number 19255 to A-1 Limousine, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
19255	Philadelphia International Airport	\$335.00	1	N/A

18. Award the 2017-2018 Student Transportation Contract – School Related Activities, Multi Contract Number 19257 to A-1 Limousine, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
19257	High School South	\$335.00	1	N/A

19. Award the 2017-2018 Student Transportation Contract – School Related Activities, Multi Contract Number 19361 to A-1 Limousine, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
19361	University of Scranton Scranton, PA	\$3,581.00	1	N/A

## **Travel and Related Expenses Reimbursement**

20. As required, pursuant to *N.J.S.A. 18A:11-12*, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in *N.J.S.A. 18A:11-12*, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:
- a) One district administrator to attend School Law and Labor Relations Program on April 2, 2018, in Woodbridge, New Jersey, at a cost not to exceed \$75 plus travel.
  - b) Two teachers to attend a one-week Teachers College Summer Institute at Columbia University, New York, New York, from June 25, 2018, to June 29, 2018, at a cost of \$850 per person plus travel.
  - c) Three teachers to attend a one-week Teachers College Summer Institute at Columbia University, New York, New York,, from July 30, 2018, to August 3, 2018, at a cost of \$850 per person plus travel.

## **D. PERSONNEL**

*To be voted on 3/20/18:* Recommend approval of the following resolutions:

### **Job Description**

1. Approve the job description for Teacher Resource Specialist for Special Education – BCBA.

### **Personnel**

2. Personnel Items:
  - A. Administrators
  - B. Certificated Staff
  - C. Non-Certificated Staff
  - D. Substitutes/Other
  - E. Extracurricular/Extra Pay
  - F. Community Education Staff
  - G. Emergent Hiring

## **VI. APPROVAL OF BOARD OF EDUCATION MINUTES**

*To be voted on 3/20/18:*

- A. February 13, 2018 Executive Closed Session
- B. February 20, 2018 Executive Closed Session
- C. March 6, 2018 Meeting

**VII. BOARD LIAISON REPORTS**

**VIII. NEW BUSINESS**

**IX. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

Fifteen minutes will be provided at the end of the meeting for public comments. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to 3 minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 15 minutes.

**X. ADJOURNMENT**