



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.

DECEMBER 11, 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

Olivia Browndorf and Saniya Mandloi, High School North
Alexandra Vena, High School South

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: Martin Whitfield
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
James Earle, 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 December 7, 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 December 7, 2018, and sent to Plainsboro and West Windsor township clerks on January 3, 2018, and on December 7, 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:	Personnel Matters
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:	Sidebar Agreement with WWPEA
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	
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:	HSS PEOSH Complaint: Case No. 02-19-1038; Docket No.10697-2018S; MER-DC-004700-18
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:	Personnel Issues as noted on the agenda and on the addendums
9. Matters involving quasi-judicial deliberations, and specifically:	HIB Matters

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.

II. **PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments
- C. Student Representatives' Reports

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 12/11/18: Recommend approval of the following resolutions:

Harassment, Intimidation, and Bullying

1. Affirm the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated November 20, 2018, for the following case numbers:
CMS072018; CMS082018; CMS092018; GMS103018001; GMS111218001;
GMS111318001; GMS111318002; HSS102918002; HSS110218001; WIC110218001.
2. Review the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated December 11, 2018, for the following case numbers:
GMS101618001; GMS112818001; CMS102018; HSN111618001; HSS112618001;
HSS112718001; HSS112818001; VES111918002; VES111918003.

School Security Drills

3. Acknowledge the following fire and security drills were performed in November 2018 in compliance with N.J.S.A. 18A:41-1:

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
11/26/18	11/30/18	Dutch Neck Elementary School
11/14/18	11/13/18	Maurice Hawk Elementary School
11/14/18	11/20/18	Town Center Elementary School
11/2/18	11/19/18	J.V.B. Wicoff Elementary School
11/12/18	11/15/18	Millstone River School

11/27/18	11/21/18	Village School
11/1/18	11/13/18	Community Middle School
11/21/18	11/20/18	Thomas Grover Middle School
11/1/18	11/26/18	WW-P High School North
11/21/18	11/19/18	WW-P High School South

Agreement

4. To approve Penn Medicine Princeton Medical Center for student drug screening by Occupational Medical Services requested by the District at the following rates: Student Evaluation, \$68.00; 10-50 Panel Non-Dot Drug Screen \$113.00; Synthetic Marijuana \$135.00; Breath Alcohol Test \$36.00; and Breath Alcohol Test Confirmation \$36.00.

Legal Settlement

5. Approve a settlement dated December 4, 2018, for Special Services student 07022006 as recommended by the Board attorney as discussed in Closed Session.

B. CURRICULUM AND INSTRUCTION

To be voted on 12/11/18: Recommend approval of the following resolutions:

High School Program of Studies

1. Adopt the 2019-2020 High School Program of Studies.

Curriculum Revisions

2. Approve the following revised curricula:
 - a) ESL 4A
 - b) ESL 4B

Startalk Grant Hindi/Urdu Summer Program

3. Approve the following consultants to provide services in relation to, and funded by, the 2018-19 Startalk Hindi/Urdu Summer Program:

Tasha Darbes – Consultant/PD Trainer

Non-public Technology Expenditure

4. Approve expenditures of the FY 2019 NJ Nonpublic School Technology Initiative as follows:

Montessori Country Day \$ 58.64

C. FINANCE

To be voted on 12/11/18: Recommend approval of the following resolutions:

Business Services

1. Payment of bills as follows:

- a) Bill List General for December 11, 2018 (run on 12-06-18) in the amount of \$14,609,323.06.
2. Budget transfers as follows:
 - a) 2018-2019 school year as shown on the expense account adjustments for November 30, 2018 (run on 12-06-18) (Adjustment No. 258-311).
3. Accept the following reports this will become a permanent part of the Board Minutes:

A-148 Report of the Secretary to the Board of Education as of October 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.

A-149 Report of the Treasurer of School Monies to the Board of Education as of October 31, 2018.

Award Request for Proposal #20

4. Award RFP #20, Request for Proposal for Construction Manager of Record and Construction Management Services for 2018 Bond Referendum Projects to New Road Construction Management at the following amounts:

Part A: Construction Manager of Record at per hour rates as follows: Principal Partner \$185, Project Executive \$145, Project Manager \$130, Architect \$130, Specialty Consultants, Scheduler, Estimator \$120, Construction Manager \$115, Field Engineer \$85, Clerical Support \$50, weekend or second shift work rate at additional 10% premium, and a not-to-exceed monthly billing rate of \$18,000.

Part B: 2018 Bond Referendum Construction Management at per hour rates as follows: Principal Partner \$185, Project Executive \$145, Project Manager \$130, Architect \$130, Specialty Consultants, Scheduler, Estimator \$120, Construction Manager \$115, Field Engineer \$85, Clerical Support \$50, and weekend or second shift work rate at additional 10% premium. In addition, the following rates apply:

- a) Pre-Construction Phase: Single Lump Sum not-to-exceed monthly fee (excluding cost estimating) at \$8,000 and one professional detailed cost estimate at 90% for each of the ten schools at \$80,000.
- b) Construction Phase: Monthly not-to-exceed fee inclusive of all reimbursables for half-time Project Executive and one full-time On-site Senior Manager at \$23,900 and Monthly not-to-exceed fee inclusive of all reimbursables for part-time Project Executive and two full-time On-site Managers at \$38,900.
- c) Post Occupancy: Single average hourly billing rate for Post Occupancy at \$90 and a not-to-exceed monthly fee to support post occupancy of \$18,000.

Professional Services

These contracts/agreements are awarded without competitive bidding as professional services under the provisions of the Public School Contracts Law, (*N.J.S.A. 18A:18A-5*) because such services are to be performed by a person or persons authorized by law to practice a recognized profession that is regulated by law:

Auditors

- 5. Authorize the execution of an agreement with Wiss and Company LLP, school district auditors appointed on January 2, 2018, for the 2018-2019 school year audit at a cost of \$85,150 plus reimbursable expenses. [This represents approximately a 1 percent increase.]

And,

Acknowledge the receipt, review, and evaluation of the external peer/quality report as required under *N.J.A.C. 6A:23A-16.2(i)*.

Bond Issuance

- 6. Authorize Phoenix Advisors, LLC, School District Financial Advisors, to perform specific municipal advisory services for debt issuance related to the 2018 referendum at a per issue cost not to exceed \$9,500 plus \$0.50 per \$1,000 issued.

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 extended construction administration/observation services for the Town Center Elementary School Addition/Renovation, for a total fixed fee not to exceed \$175,000. These services will be performed 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*.

Procurement of Goods and Services

- 8. 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 **2018-2019** School Year as amended from time to time by the Division of Purchase and Property in the Department of the Treasury, Cooperative Purchasing Program.

<u>Commodity/Service</u>	<u>Vendor</u>	<u>State Contract No. or Co-op</u>
Ceiling Tiles Bid # ESCNJ 18/19-33 Co-op:		
Commercial Interiors Direct		Co-op
General Chemical & Supply, Inc		Co-op
Interline Brands Inc/SupplyWorks		Co-op
Electrical Services HCESC SER-12B Co-op:		
Tatbit Company		Co-op

Fencing, Repair & Replacement # HCESC-CAT/SER-18-02 Co-op:
RIS Construction Corp Co-op

General Construction Repairs & Carpentry Services Bid# HCESC-SER-12F Co-op:
Grafas Painting Contractors, Inc (dba GPC, Inc) (Mercer) Co-op
RIS Construction Corp (Middlesex) Co-op

HVAC Services HCESC Co-op # SER-12A
McCloskey Mechanical Co-op

**HVAC Systems, Installation and Services with related products and supplies
Sourcewell Member # 89529 Co-op:**
Carrier Commercial Service Co-op

Painting Services HCESC-SER-12E Co-op:
Grafas Painting Contractors (dba GPC, Inc.) (Mercer) Co-op
RIS Construction Corp (Middlesex) Co-op

Pest Control HCESC-SER-12G Co-op:
Cavanaugh's Termite & Pest Control Co-op

Photography Supplies & Equipment #HCESC-CAT-18-07 Co-op:
B&H Foto & Electronics Corp Co-op
W.B. Hunt Co., Inc. Co-op
Troxell Communications, Inc. Co-op

Tree Trimming, Pruning & Removal Services #HCESC-SER-12H Co-op:
Rich Tree Service, Inc Co-op

Change Order

9. Change Order No. 3 – Contract No. 1 General Construction Work of 3R Painting & Contracting, Inc., for Addition and Renovations at Maurice Hawk Elementary School (Architects/Planners Project No. 4989), as recommended by Fraytak Veisz Hopkins Duthie, for lowering the existing water line at building pad in new building addition to accommodate the installation of new sewer line at proper slope, including excavation, new fittings for existing line, and labor, in the amount of \$9,795.00. This change order increases the contract amount of \$9,474,879 to \$9,484,674.
10. Change Order No. 1 – Single overall contract of Strober-Wright Roofing, Inc., for Roof Restoration at West Windsor-Plainsboro High School North (Architects/Planners Project No. 4831B), as recommended by Fraytak Veisz Hopkins Duthie, for a credit to the owner for unused allowance in the amount of \$20,000.00. This change order decreases the contract amount of \$189,750 to \$169,750.

School Alliance Insurance Fund

11. Be It Resolved that the Board of Education hereby appoints Christopher J. Russo, Ed.D., as the School Alliance Insurance Fund Commissioner; and,

Be It Further Resolved that copies of this resolution be forwarded to the School Alliance Insurance Fund and to Christopher J. Russo, Ed.D., as Fund Commissioner.

Equipment Disposal

12. The disposal of obsolete equipment that has met the district’s life expectancy. [The age and/or physical condition of the equipment rendered it ineffective.]

Community Middle School
Gym Mats, 4-fold – 9

Grover Middle School
Stools, student classroom - 3

High School North
Trampoline, mini

Transportation

Quotes – School Related Activities

13. Award the 2018-2019 Student Transportation Contract – School Related Activities, Multi Contract Number 20257 to Stout’s Charter Service, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
20257	Camp Timber Tops	\$1,946.00	2	\$0.00

14. Award the 2018-2019 Student Transportation Contract – School Related Activities, Multi Contract Number 20314 to Stout’s Charter Service, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
20314	Hershey Park	\$1,643.00	8	\$0.00

15. Award the 2018-2019 Student Transportation Contract – School Related Activities, Multi Contract Number 20427 to Stout’s Charter Service, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
20427	Washington DC & The National 4H Center	\$5,693.00	3	\$0.00

16. Award the 2018-2019 Student Transportation Contract – School Related Activities, Multi Contract Number 20445 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>
20445	Washington DC & Arlington, VA	\$2,600.00	1	\$85.00

Quotes –To and From School

17. Award the 2018-2019 Student Transportation Contract-Multi Contract Number DN08PNOV29 to Rick Bus Company 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>
DN08PNOV29	Dutch Neck School	\$180.00	1	n/a	\$0.00

Addendums – Negotiated Aide

18. Award 2018-2019 Student Transportation Contract Addendum Multi-Contract Number IR-PUB18-1, route TGMSA, awarded to Irvin Raphael Inc. on June 12, 2018. Original route cost \$285.00 per day for 180 days, with an adjustment of \$75.00 per day negotiated aide for 180 days for an adjusted route cost of \$360.00 per diem. The final adjusted cost is \$64,800.00.

Jointures

19. Approve the 2018-2019 Joint Transportation Agreement – To and From School payable by the West Windsor-Plainsboro Regional School District to Lawrence Township as follows:

<u>Route</u>	<u>Location</u>	<u># Students</u>	<u>Total Expenditure</u>
Rub-1	Rubino Academy	2	\$24,089.40

20. Approve the 2018-2019 Joint Transportation Agreement – To and From School payable by the West Windsor-Plainsboro Regional School District to Princeton Public Schools as follows:

<u>Route</u>	<u>Location</u>	<u># Students</u>	<u>Total Expenditure</u>
DD.001	Douglas Developmental	1	\$26,394.00

21. Approve the 2018-2019 Joint Transportation Agreement – To and From School payable by the West Windsor-Plainsboro Regional School District to Rancocas Valley Regional High School as follows:

<u>Route</u>	<u>Location</u>	<u># Students</u>	<u>Total Expenditure</u>
ESU T15	Burlington County Alternative High School	1	\$6,000.00

22. Approve the 2018-2019 Joint Transportation Agreement – To and From School, payable by the West Windsor-Plainsboro Regional School District to S. Plainfield for the 2018-2019 school year as follows:

<u>Route</u>	<u>Location</u>	<u># Students</u>	<u>Total Expenditure</u>
WSS/GHM7	Grant Elementary	2	\$11,850.00

Agreement

23. Enter into an agreement between West Windsor-Plainsboro Regional School District and Rick Bus Company for use of a bus and driver as needed for emergencies only, for \$180.00 per tier, AM or PM. Total cost will not exceed \$6,300.00

Health and Safety Evaluation of School Buildings Checklist Statement of Assurance

24. Authorize the submission of the District’s 2018-19 Health and Safety Evaluation of School Buildings Checklist Statement of Assurance form to the Executive County Superintendent

certifying that the district completed the checklist for every school building prior to December 30, 2018.

Travel and Related Expenses Reimbursement

25. 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.
- a) The director of technology to attend the NJASA Technology TECHSPO'19 in Atlantic City, New Jersey, from January 31, 2019 to February 1, 2019, at a cost not to exceed \$545.
 - b) Two teacher resource specialists for technology to attend the NJASA Technology TECHSPO'19 in Atlantic City, New Jersey, from January 31, 2019 to February 1, 2019, at a cost not to exceed \$429 per person.
 - c) One teacher resource specialist for technology to attend ISTE Certification Training in Iselin, NJ, from February 12, 2019 to February 13, 2019, at a cost not to exceed \$749 plus mileage.

D. PERSONNEL

To be voted on 12/11/18: Recommend approval of the following resolutions:

Personnel

- 1. 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

Hourly Rates - Revised

- 2. Approve the revised hourly rates [originally approved May 22, 2018].

VI. APPROVAL OF BOARD OF EDUCATION MINUTES

To be voted on 12/11/18:

- A. November 20, 2018 Public Hearing and Meeting
- B. November 20, 2018 Closed Executive Session

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

ADMINISTRATION ADDENDUM

RECOMMENDATION

A. ADMINISTRATION

To be voted on 12/11/18: Recommend approval of the following resolution:

WWPEA – Sidebar Agreement

1. Approve a sidebar agreement with West Windsor-Plainsboro Education Association whereby:
 - a) A Knight's Amory Lunch Supervisor position is established by the Board, and
 - b) Appendix D: Non-Athletic Extra-Curricular Activities: High School of the Collective Negotiations Agreement is modified to include index ratio factors for the Knight's Amory Lunch Supervisor stipend.