

BOARD OF EDUCATION MEETING MINUTES
July 26, 2016

In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided by mailing a notice of the time, date, location and, to the extent known, the agenda of this meeting to the PRINCETON PACKET, THE TIMES, THE TRENTONIAN, THE HOME NEWS TRIBUNE, AND WEST WINDSOR and PLAINSBORO PUBLIC LIBRARIES. Copies of the notice have also been posted in the board office and filed with Plainsboro’s and West Windsor’s township clerks and in each of the district schools.

The meeting of the West Windsor-Plainsboro Board of Education was called to order by Board President Fleres at 6:55 p.m. in the media center of Community Middle School. Upon motion by Ms. Krug, seconded by Mr. Powell, and by unanimous voice vote of all present, the meeting adjourned immediately into closed executive session to discuss the following:

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:	Student Matter
4. Matters concerning negotiations, and specifically:	
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:	
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, and as noted on agenda
9. Matters involving quasi-judicial deliberations, and specifically:	HIB Review

The meeting reconvened to public session at 7:35 p.m. in the commons. The following board members were present:

Mr. Anthony Fleres	Ms. Michele Kaish	Mr. Scott Powell
Ms. Louisa Ho	Ms. Dana Krug	Mr. Yingchao “YZ” Zhang

Board Members Cheng, Juliana and Zhong were absent. Present also were: Dr. David Aderhold, Superintendent of Schools; Mr. Larry Shanok, Assistant Superintendent for Finance/Board Secretary; Mr. Martin Smith, Assistant Superintendent, Curriculum & Instruction; Mr. Gerard Dalton, Assistant Superintendent, Pupil Services/Planning; and, Ms. Alicia Boyko, Director of Human Resources. Also present was board attorney, Jeffrey R. Caccese, Esq.

BOARD PRESIDENT'S COMMENTS

Mr. Fleres welcomed everyone to the meeting and thanked them for coming; there was a closed session earlier.

PUBLIC COMMENT

There were no public comments forthcoming at this time.

COMMITTEE REPORTS

All committees met on July 19, 2016.

Administration & Facilities

Ms. Kaish stated that the committee's topics included: reviewed a request for a proposed program in collaboration with Mercer Street Friends Food Bank; reviewed many mandatory policies and regulations to remain in compliance for the Comprehensive Equity Plan; modified the job description for the Director of Community Education and updated five job descriptions for athletic coaches and coordinators; reviewed district goals and the merit goals for the Assistant Superintendents and Superintendent; update on the videotaping procedures anticipating it to begin in September; and, discussed the location for future Board of Education meetings.

Curriculum and Instruction

Ms. Krug reported that the committee covered the following: discussed the AP Exams administered in May; Request For Proposals for the upcoming review of the school's media centers; reviewed district goals; reviewed proposed schedules for the administration of PARCC at both high schools; reviewed merit goals for the Assistant Superintendents and Superintendent; and, recommended approval of the following agenda items: Community Education Fall 2016 Adult, Youth and Afterschool Enrichment programs, pilot EdGems mathematical education resources for Grades 4-7, two donations, professional development opportunities, and overnight field trips.

Finance

Ms. Ho commented that the committee supported the agenda items. Other topics included: Notre Dame/St. Paul nonpublic bus route successful bid; update on the Solar Renewable Energy sale; reviewed of the close-out of the Village Addition; update on the 2015-2016 audit status; update on summer construction; a discussion of the draft advisory Technology Plan – future discussions will take place; and, discussed the district and merit goals.

ADMINISTRATION

Upon motion by Ms. Kaish, seconded by Mr. Zhang, and by roll call vote with all Board Members present voting yes, the following board action was approved by all board members present.

Affirmative Action Officers - Revised

1. To adopt the following revised resolution [originally approved on January 5, 2016]:

Whereas, New Jersey public schools and the West Windsor-Plainsboro Regional School District are required to develop and implement a Comprehensive Equity Plan to identify

and resolve all equity needs affecting its schools, pupils, or staff, as indicated in *N.J.A.C. 6:4-1 et.seq.*; and

Whereas, an Affirmative Action Officer is necessary to uphold the regulations pertaining to *N.J.S.A. 18A:36-20, 10:5, N.J.A.C. 6:4*, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and the Individuals with Disabilities Education Act of 1977; now, therefore be it

Resolved, that Affirmative Action Officers be appointed with the West Windsor-Plainsboro Regional School District, for the school year, as follows:

- Alicia Boyko, District Affirmative Action Officer
- Peter James, High School North Affirmative Action Officer
- Paul Hamnett, High School South Affirmative Action Officer
- Daniel Savarese, Community Middle School Affirmative Action Officer
- Jack Colella, Grover Middle School Affirmative Action Officer
- Lori Skibinski, Millstone River School Affirmative Action Officer
- Guy Tulp, Village School Affirmative Action Officer
- Laura Bruce, Dutch Neck Elementary School Affirmative Action Officer
- Erin Falk, Maurice Hawk Elementary School Affirmative Action Officer
- Renee Osterbye, Town Center Elementary School at Plainsboro Affirmative Action Officer
- Michael Welborn, J.V.B. Wicoff Elementary School Affirmative Action Officer

Merit Goals - Payment Authorization

2. Certify the following:
 - a) Acknowledge that the Executive County Superintendent has verified that Dr. David Aderhold, superintendent of schools, has achieved his 2015-2016 quantitative/qualitative merit goals Numbers 1 through 5, which were submitted on June 28, 2016; and
 - b) For the Board of Education to authorize payment for completion of merit goals Numbers 1 through 5.

Nursing Plan - Submission

3. Submission of the district's 2016-2017 Nursing Services Plan to the County Superintendent of Schools as required by the State of New Jersey.

Revised Professional Service Rates - Special Services

4. Approve the revised professional service rates for the 2016-2017 school year as follows:

Special Services – Consultants/Evaluators

- a) School Psychological Services LLC and Diane Lantz-Hecker, \$450 per evaluation, \$500 per day.
- b) a) Elliot Gursky, MD & Associates \$550 per evaluation.

IDEA Basic and Preschool

5. To submit a grant from the State of New Jersey Department of Education Office of Special Education Programs under its combined Basic and Preschool IDEA of 2004-Part B funds grant program for fiscal year 2017 as follow:

Basic (3-21 year olds) \$1,779,433 (includes \$13,609) of non-public programming)
Preschool (3-5 year olds) \$53,290 (includes \$0 of non-public programming)

Policies and Regulations: First Reading

6. First reading of the following policies and regulations:

Policies

P1140 Affirmative Action Program
P1523 Comprehensive Equity Plan
P1530 Equal Employment Opportunities
P1550 Affirmative Action Program for Employment & Contract Practices/Employment Practices Plan
P2200 Curriculum Content
P2260 Affirmative Action Program for School & Classroom Practices
P2411 Guidance Counseling
P2423 Bilingual and ESL Education
P2610 Educational Program Evaluation
P2622 Student Assessment
P3431.1 Family Leave
P5111 Eligibility of Resident-Nonresident Students
P5330.01 Administration of Medical Marijuana
P5460 High School Graduation
P5750 Equal Educational Opportunity
P5755 Equity in Educational Programs & Services
P8462 Reporting Potentially Missing or Abused Children

Regulations

R1530 Equal Employment Opportunity Complaint Procedure
R2200 Curriculum Content
R2411 Guidance Counseling
R2423 Bilingual and ESL Education
R5111 Eligibility of Resident-Nonresident Students
R5330.01 Administration of Medical Marijuana
R8462 Reporting Potentially Missing or Abused Children

CURRICULUM AND INSTRUCTION

Upon motion by Mr. Zhang, seconded by Ms. Krug, and by roll call vote with all Board Members present voting yes, the following board actions were approved by all board members present.

Merit Goal – Payment Authorization

1. Certify the following:

- a) Acknowledge that the Executive County Superintendent has verified that Martin Smith, assistant superintendent of Curriculum & Instruction, has achieved his 2015-2016 quantitative merit goal No. 1 criteria; and
- b) For the Board of Education to authorize payment for the goal completion.

Statement of Assurance - Professional Development Plan and Mentoring Plan

2. To submit the West Windsor-Plainsboro Regional School District Board of Education's District Professional Development Plan and District Mentoring Plan Statement of Assurance for the 2016-2017 school year to the New Jersey Department of Education, pursuant to *N.J.A.C. 6A:9C-4.2*.

Community Education

3. To approve the listing of Community Education Fall 2016 Adult, Youth, and Afterschool Enrichment programs:

Fall Youth Programs

Art & Yoga for Kids
 Bricks 4 Kidz- program TBD
 Bollywood Dance- new
 Cartoon Drawing
 Chess
 Elementary Drawing Lessons
 Fall Fun with KidzArt
 Fun with Pottery
 Glass Fusing & Pottery
 Junior Robotics: Kelvin's Amusement Park
 Kings & Queens Chess
 Master Black's Karate & Leadership
 On the Court Basketball
 Playing Around With Theater
 Robotics: Mission to Mars (EV3)
 Science of Magic & Chemistry
 Sockey
 TGA Golf
 TGA Tennis
 Youth Stages

Fall Adult Programs

Asset Protection Bootcamp
 CPR/AED
 Financial Strategies for Successful Retirement
 First Aid
 Getting Paid To Talk
 Lose Weight with Hypnosis
 National Safety DDD-6 Defensive Driving
 Microsoft Word & Excel 2010 Basics
 Relaxation through Hypnosis
 Safe Boating & Personal Watercraft
 Savvy Social Security Planning for Boomers
 Stop Smoking with Hypnosis

Fall Saturday Programs

TGA Golf
TGA Tennis
On the Court Basketball

Educational Resources

4. To approve piloting EdGems mathematical educational resources for Grades 4-7 for the 2016-2017 school year at a cost of \$1,000.

Donations

5. To accept the following donations:
 - a) Nine violins of various makes and models for use by the district from Ting Hui and Man Kit Hon, parents of a Community Middle School student.
 - b) One Celestron Nexstar 5SE telescope for use by the district from Mary Kuller, a resident of West Windsor and parent of former district students.

Consultants - Grant

6. To approve the following StarTalk Hindi/Urdu Program consultants for services to be provided from June 1, 2016, to February 28, 2017 [funded by the StarTalk grant]:
 - a) Rashmi Rattan: Junior Teacher
 - b) Ritu Jayakar: PD Consultant

Professional Development Services

7. To approve the following professional development services:
 - a) Reading and Writing Project Network to provide 40 Language Arts on-site professional development workshops to K-8 staff during the 2016-2017 school year at a total cost of approximately \$89,500. [The 2016-2017 contract covers consultant days and travel expenses, which will be paid through 2017 Every Student Succeeds Act Title II grant funds.]
 - b) Reading and Writing Project Network to provide 2016-2017 professional development services for administrators, according to state-mandated professional growth plans, at a cost of approximately \$9,150.
 - c) Teachers College Reading and Writing Project to supply 90 tickets for the attendance by teachers and administrators to professional development workshops at Teachers College at Columbia University during the 2016-2017 school year, at a cost of \$4,500 [paid through 2017 Every Student Succeeds Act Title II grant funds].
 - d) Foundation for Educational Administration (FEA) to provide mentoring management services for new administrators in the district at a cost of \$800 each. The district also agrees to reimburse new administrators for the cost of their mentor at \$1,500 for the first year and \$1,000 for the second year.
 - e) District membership in Teachers as Scholars at Princeton University for the 2016-2017 school year at a cost of \$2,000. [Membership includes 18 professional development days at Teachers as Scholars seminars and one Administrator as Scholars seminar.]

- f) Entering into a contract with Flemington-Raritan Regional School District to provide 2016-2017 Reading Recovery professional development and technical support for nine Reading Recovery teachers at a cost of \$8,100.
- g) Entering into an agreement with Flemington-Raritan Regional School District to provide 2016-2017 Reading Recovery professional development for two new Reading Recovery teachers at a cost of \$14,910, a portion of which is paid directly to Lesley University.

Overnight Field Trips

8. To revise the dates for High School South Cheerleading to the UCA Cheer Camp, Pennsylvania, to August 17, 2016, through August 20, 2016. The cost of the trip remains unchanged.
9. To approve the High School South Band trip to Germany and Austria, from February 15, 2018, to February 21, 2018. The cost of the trip is approximately \$2,490 per student.

FINANCE

A Finance Addendum was added to include a tuition student and a transportation jointure.

Upon motion by Ms. Ho, seconded by Mr. Powell, and by roll call vote with all Board Members present voting yes, the following board actions were approved by all board members present.

Business Services

1. Payment of bills as follows:
 - a) Bill List General, June Supplemental for June 30, 2016 (run on 07-13-16) in the amount of \$3,375,642.38.
 - b) Bill List Capital June Supplemental for June 30, 2016 in the amount of \$0.
 - c) Bill List General for July 26, 2016 (run on 7-21-16) in the amount of \$3,477,417.02.
 - d) Bill List Capital for July 26, 2016 (run on 7-21-16) in the amount of \$56,836.23.
2. Budget transfers as follows:
 - a) 2015-2016 school year as shown on the expense account adjustments for June 30, 2016 (run on 7-21-16) (Adjustment No. 559-601).
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 May 31, 2016, 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 May 31, 2016.

Donation

4. Acknowledge a donation, in lieu of property taxes, from Princeton Theological Seminary, in the amount of \$72,000.

Equipment Disposal

- 5. Disposal of obsolete equipment that has met the district’s life expectancy. [The age and physical condition of the equipment rendered it ineffective.]

HSN Music

- a) 9 E-Z Folding Choir 3-Tier Risers

Grover MS

- a) 2 Philips Magnavox 20” Televisions
- b) 2 Metal Four Tier Rolling Television Carts
- c) 10 Konka Televisions 12” Screen
- d) 3 Hitachi Model FX6400 VCRs
- e) 1 Philips Magnavox Smart Picture VCR

Change Order

- 6. Change Order No. 1 – Single overall contract of Falasca Mechanical for the Cafeteria HVAC Upgrade at Dutch Neck Elementary School (Architects/Planners Project #4586), as recommended by Fraytak Veisz Hopkins Duthie, P.C., for costs associated with added sister joists and changes to concrete pad and a credit to the owner for the unused allowance balance of \$1,325.00. This credit change order decreases the contract amount of \$178,200.00 to \$176,875.00.

Transportation

Correction- Contract Renewal

- 7. To rescind Route Number HN11 from Student Transportation Contract Renewal RB-PUB15-1 approved on June 28, 2016.

Agreements/Jointures

- 8. Approve the following Joint Transportation Agreement payable by the West Windsor-Plainsboro Regional School District to Princeton Public School for the 2016-2017 school year as follows:

<u>Route</u>	<u>Location</u>	<u># Students</u>	<u>Total Expenditure</u>
Hi-Step-1	Hopewell Elementary	1	\$3,796.80

- 9. Approve the following Joint Transportation Agreement payable by the West Windsor-Plainsboro Regional School District to Princeton Public Schools for the 2016-2017 school year as follows:

<u>Route</u>	<u>Location</u>	<u># Students</u>	<u>Total Expenditure</u>
TA-1	Titusville Academy	1	\$3,042.30

Renewal – Public Route

- 10. Student Transportation Contract Renewal to and from school, Multi Contract Number RB-PUB14-1 to Rick Bus Company with a .57% increase for the 2016-2017 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>
HN29	High School North	\$182.09	182	N/A	\$2.00

Renewal – School Related Activities

11. Student Transportation Contract Renewal-School Related Activities Multi Contract Number RB-PUB15-2 to Rick Bus Company with a .57% increase for the 2016-2017 school year as follows:

<u>ID Number</u>	<u>Cost Per Bus</u>	<u>Adj. Cost Per hour</u>	<u>Aide Per Diem</u>
FT-6	\$57.32	\$92.00	N/A

Bid Awards – Non Public Education and Special Education Routes for the 2016-17 School Year

12. Award the July 7, 2016, Bid Number PUB16-4, Student Transportation Contract – Multi Contract Number FS-PUB16-4 to First Student, Inc. for the 2016-2017 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>
SPND16A	St. Paul/Notre Dame School	\$299.99	181	N/A	\$1.00

13. Award the July 7, 2016, Bid Number PUB16-4, Student Transportation Contract – Multi Contract Number IR-PUB16-4 to Irvin Raphael, Inc. for the 2016-2017 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>
VE51A	Village School	\$247.83	180	\$60.50	\$1.95

Travel and Related Expenses Reimbursement

14. 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:
- Up to 50 staff members to attend Teachers College Reading and Writing Project professional development workshops at Teachers College, Columbia University, New York City during the 2016-2017 school year, at a travel cost of approximately \$50 per trip [paid through 2017 Every Student Succeeds Act Title II grant funds].
 - Eleven Reading Recovery teachers to attend Reading Recovery professional development through Flemington-Raritan School District at various dates throughout the 2016-2017 school year.
 - Six technology teacher resource specialists to attend The Art of Coaching, two-day workshop, in New York, New York, from September 22, 2016, to September 23, 2016,

at a cost of \$700 per person plus travel. [\$300 of registration will be applied to teacher's professional development allowance].

Tuition Student

15. Recommended that approval be given as follows:

- a) To admit one student from a surrounding district to participate in our district's High School Program with tuition payments as established by law for the 2016-2017 school year:

<u>School District</u>	<u>Number of Students</u>
Robbinsville Township	1

Transportation

Agreement/Jointure

16. To enter into transportation agreement/jointure for the participation in coordinated transportation for the 2016-2017 school year between Board of Education of the West Windsor-Plainsboro Regional School District and the following:

- a) Educational Service Commission of New Jersey

PERSONNEL

A Personnel Addendum was added: B. Certificated Staff - appointment of a teacher, changes, and a resignation; and, under C. Non Certificated Staff – appointment and a change.

The Personnel Addendum included a salary correction.

Mr. Fleres acknowledged the retirement of two employees and thanked them for their service to the district: Denise Nugent, teacher, 21 years and Susan Levine, instructional assistant, 20 years.

Upon motion by Mr. Powell, seconded by Ms. Krug, and by roll call vote with all board members present voting yes, the following board actions were approved by all board members present

Job Descriptions

1. Approval of the following job descriptions:

- Director of Community Education
- High School Athletic Coordinator
- High School Assistant Athletic Coach
- High School Head Athletic Coach
- Middle School Athletic Coach
- Middle School Athletic Coordinator

Personnel

2. Personnel Items: