

BOARD OF EDUCATION MEETING MINUTES
September 27, 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 6:41 p.m. in C110-111 at the District Administration Building. Upon motion by Mr. Powell, seconded by Ms. Krug, and by unanimous voice vote of all present, the meeting adjourned immediately into closed executive session to discuss the following:

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|--|--------------------------------------|
| 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: | 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: | |
| 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 agenda |
| 9. Matters involving quasi-judicial deliberations, and specifically: | HIB Review |

The meeting reconvened to public session at 7:37 p.m. in the multipurpose room. The following board members were present:

| | | |
|--------------------|-------------------|-------------------------|
| | Ms. Louisa Ho | Mr. Scott Powell |
| Mr. Anthony Fleres | Ms. Michele Kaish | Mr. Yingchao “YZ” Zhang |
| Mr. Isaac Cheng | Ms. Dana Krug | Mr. Yu “Taylor” Zhong |

Board Member Juliana was 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 Caccese, Esq.

BOARD PRESIDENT'S COMMENTS

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

SUPERINTENDENT'S COMMENTS

Dr. Aderhold spoke on two topics: draft homework policy and International Peace Day that occurred this past weekend. The draft homework policy on the district's website was a result from a committee last year led by Martin Smith and Gerard Dalton. This was a year-long process to review the research and draft the homework policy. The committee was comprised of district administrators and teachers. The draft homework policy has been shared with the PTA/PTSA's leadership and has also been posted on the district's website for comment and feedback as we continue to work on creating a draft regulation that will be crafted during the school year. The draft regulation will be more comprehensive multifaceted process based on grade level and departmental feedback.

Dr. Aderhold extended his thanks to West Windsor Human Relations Council, West Windsor Township, and their Chairperson for their leadership in the second annual "International Day of Peace" that was held at High School South. The purpose of this day is to build bridges of cultural understanding and to strengthen the idea of peace in our diverse and vibrant community. He also extended his thanks to all of the volunteers, performers, CMS students, HS South Choir and all of our others students who came out to participate in the peace essay contest. He remarked that we should all be proud of our community and the work we do to promote cultural, social, and emotional development of our children.

PUBLIC COMMENT

Seven people spoke on the following topics: International Day of Peace event; bus stop; late bus runs; PARCC; Pearson; teacher evaluation; ethics commission; chromebooks; independent evaluators; educational experience; best practices in education; ranking; monitor/assess before making any more changes; science courses; and, option ii.

COMMITTEE REPORTS

Administration & Facilities

Ms. Kaish stated that the committee met on September 20, 2016. Topics included: presentation on a proposed Walk to School program involving possible grant applications; discussed the possible need to create an OPRA Request Coordinator position based on the significant increase in requests; discussed the policy guidance request to Strauss Esmay for a policy to address website accessibility for individuals with disabilities which they will research further to determine the legal requirements for such a policy; reviewed Policy P5516 Use of Electronic Communication and Recording Devices and will seek further input from Strauss Esmay; reviewed substitute secretarial rates; discussed the addition of a handicapped accessible ramp at Hawk's front entrance; discussed the testing of every fountain and drinking water source as per new State requirements; reviewed the Memorandum of Agreements between Education and Law Enforcement Officials; and, had a presentation for the district to participate in a pilot agreement with the DOE for a Facilitated Individualized Education Program.

Finance

Ms. Ho commented that the committee met on September 20, 2016, and supported the agenda items. Topics included: an update on the Quality Single Accountability Continuum (QSAC) for the three year cycle of reporting requirements by the State for all school districts; update on the 2015-2016 audit which includes a few practices that have elicited additional work for various departments and which may be a source of management findings depending on the departmental responses; update on the two summer construction projects that had not reached completion which were Town Center playground which is now complete and HS North's robotics room which is working out the final details; discussed the recent HVAC issues due to prolonged heat and humidity along with the ages of the facilities; discussed the recent resignation of the director of buildings and grounds and the search to fill the position; and, discussed teacher resource specialists and having a Board wide discussion on this topic.

ADMINISTRATION

An Administration Addendum was added to include two professional services and an athletic item.

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

Uniform State Memorandum of Agreement Resolution

1. The Uniform State Memorandum of Agreement Resolutions between the West Windsor-Plainsboro Regional School District Board of Education and Middlesex County Law Enforcement Officials and between the West Windsor-Plainsboro Regional School District Board of Education and Mercer County Law Enforcement Officials; and

Whereas, the Uniform State Memorandum of Agreement between West Windsor-Plainsboro Regional School District Board of Education and Law Enforcement Officials was established in 1988 by the State Board of Education and codified in *N.J.A.C. 6.29-10.1*; and

Whereas *N.J.A.C. 6.29-10.1* established statewide policies and procedures for ensuring cooperation between education officials and law enforcement agencies; and

Whereas, those policies and procedures are consistent with, and complementary to, the State Memorandum of Agreement approved by the Department of Law and Public Safety and the Department of Education (revised in 2015); and

Whereas, this agreement addresses the state's evolving drug and alcohol problems and the problem of firearms and other weapons brought on to school property; now, therefore be it

Resolved, that the Uniform State Memorandum of Agreement between West Windsor-Plainsboro Regional School District and the Plainsboro Township Police Department be approved; and be it further

Resolved, that the Uniform State Memorandum of Agreement between West Windsor-Plainsboro Regional School District and the West Windsor Township Police Department be approved.

Grants – Acceptance

IDEA Basic and Preschool

2. To accept 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 follows:

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

Extraordinary Aid

3. Accept the 2015-2016 Extraordinary Aid Grant from the New Jersey Department of Education in accordance with the Comprehensive Educational Improvement and Financing Act (CEIFA) for Special Education pupils whose educational and support costs exceed \$40,000 for public school programs and if, in a separate private school for students with disabilities, the educational and support costs that exceed \$55,000.

Special Services - Professional Service

Consultants/Evaluations

4. Whereas, the Public School Contracts Law (*N.J.S.A. 18A:18A-5*) requires a resolution authorizing the award of contracts/agreements for “professional services” without competitive bids; it is recommended that approval be given for the following resolutions for the 2016-2017 School Year:
 - a) Authorize execution of an agreement with Behavior Therapy Associates, to provide assessments for students as requested by the district at a rate of \$320 per hour plus mileage; \$750 per day.
 - b) Authorize execution of an agreement with Alternatives, Inc., Bridges to Employment, to provide vocational programs for students as requested by the district.
 - c) Authorize execution of an agreement with Positive Steps, Pediatric Occupational Therapy Ctr., LLC, to provide assessments for students as requested by the district at a rate of \$550 per Occupational Therapy Evaluations.
 - d) Authorize execution of an agreement with the State of New Jersey, Katzenbach School for the Deaf; Mary-Elizabeth Kilkenny, Doctor of Audiology, to provide assessments for students as requested by the district at a rate of \$350 per pupil per school year; \$750 Classroom Acoustical Evaluation with report.

Special Services - Revised Professional Services Rates

5. Approve the revised rates for the following professional services for the 2016-2017 school year (approved May 24, 2016):
 - a) Tiny Tots Therapy, Inc., Treatment services (PT/OT/Speech) \$55 per half hour (minimal caseload one to three students); CCC treatment services \$85 per hour; CFY

treatment services \$75 per hour; OOD Speech Services \$140 per hour; OOD Speech Services \$125 per 45 minutes; OOD Speech Services \$110 per 30 minutes; daily documentation billed at half hour minimums; additional time is prorated at current rates including \$35 per fifteen minutes; \$275 for in district evaluations; and, \$350 for out-of-district/home evaluations.

Special Services - IEP Facilitation Pilot Program

6. Approve the following resolution:

Resolved, that the West Windsor-Plainsboro Regional School District agrees to participate in a pilot program offered by the New Jersey Department of Education, Office of Special Education Programs for a Facilitated Individualized Program (FIEP) process; and be it further

Resolved, as a participant, the West Windsor-Plainsboro Regional School District agrees that the role of the facilitator is to help the IEP team work together specifically on issues related to the IEP and to assist with the process by providing a positive environment for effective communication and constructive discussion, as well as to help resolved disagreements as the IEP team members work to develop the IEP. [The pilot program is at no cost to the district or parents and is voluntary for both the district and parents.]

Professional Services

6. Whereas, the Public School Contracts Law (*N.J.S.A. 18A:18A-5*) requires a resolution authorizing the award of contracts/agreements for “professional services” without competitive bids; it is recommended that approval be given for the following resolutions for the 2016-2017 School Year:

Athletics - Medical

a) Authorize execution of an agreement with Dr. William Rossy, Princeton Orthopaedic Association, to provide medical services during athletic events, at a rate of \$95 per hour.

Special Services

b) Authorize execution of an agreement with Professional Education Services, Inc., to provide homebound instruction as requested by the district at a rate of \$47.09 per hour.

Athletics

7. Approve the hosting of the New Jersey State Interscholastic Athletic Association Field Hockey Tournament of Champions on November 11, 2016, and November 16, 2016, at WW-P High School North. The High Schools’ Athletic Department supports the hosting of this event.

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.

Equipment Disposal

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

Middle School

- a) 1 DaLite Beseler Overhead Projector Model G100 (Barcode 106285)
- b) 1 3M Overhead Projector (Barcode 108381)
- c) 3 Metal Overhead Projector Equipment Two Tier Carts
- d) 1 Phillips Television Model PA5027-C102, Serial #50124516, (Barcode 110169)
- e) 1 JVC Television Model AV27F577, Serial #06235081, (Barcode 110171)
- f) 1 Magnavox Television Model RS1962B421, Serial #34550640
- g) 1 Luxor Metal Television Equipment Two Tier Cart 2 (Barcode 110170)
- h) 1 Luxor Metal Equipment 2 Tier Cart with Cabinets (Barcode 110172)
- i) 1 Acer Netbook with Adapter Model ZG5, Serial #LUS050B1828390EEBE2535
- j) 2 Bretford Metal Equipment 2 Tier Carts (Barcode 110162 and 110164)

Town Center

- a) 1 Spring Board Lateform 20” x 30”
- b) 2 Matt Carriers on Wheels
- c) 1 AAI American Brad Horse Stands 3’5” High
- d) 1 Balance Beam High Stand Height 46” and 2’10” Low Beam length 4’3”
- e) 8 Sportime Brand Mats, Thickness 9” x 59” Length & Width
- f) 1 Set Sportime Brand Mats 1’ Stackable

Transportation

Quotes –To and From School

- 7. Award the Student Transportation Contract-Multi Contract Number HSWC1 to A-1 Limousine, 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> |
|--------------|--------------------|----------------------|--------------|----------------------|----------------|
| HSWC1 | High School South | \$342.00 | 1 | \$120.00 | \$3.00 |

Addendum - Cancellation

- 8. Cancel Student Transportation Contract – Multi Contract Number HN-PUB15-8, route SCHSNA awarded to H&N Transportation on June 28, 2016 for the 2016-2017 school year. Total route cost is \$0.00.
- 9. Cancel Student Transportation Contract – Multi Contract Number HN-PUB15-8, route VIPS3P awarded to H&N Transportation on June 28, 2016 for the 2016-2017 school year. Total route cost is \$0.00.

Correction (Renewal)

- 10. Cost per diem correction to Student Transportation Contract Renewal, Multi-Contract Number IR-PUB15-1, to Irvin Raphael, Inc., for the 2016-2017 school year [originally approved June 28, 2016] as follows:

| <u>Route</u> | <u>Destination</u> | <u>Cost</u> <u>Per Diem</u> | <u># Day</u> | <u>Aide</u> <u>Per Diem</u> | <u>Inc/Dec</u> |
|--------------|-----------------------------|--------------------------------|--------------|--------------------------------|----------------|
| TG50 | Thomas Grover Middle School | \$218.60 | 180 | NA | \$1.95 |

Agreements/Jointures

11. West Windsor-Plainsboro Regional School District Board of Education serving as the host district to Lawrence Township Public Schools for the 2016-2017 school year as follows:

| <u>Route</u> | <u>Destination</u> | <u>#Host</u> <u>Students</u> | <u>#Joiner</u> <u>Students</u> | <u>Revenue</u> |
|--------------|---------------------------|---------------------------------|-----------------------------------|----------------|
| COL | Collier School | 4 | 2 | \$17,820.00 |
| HCH1 | Hun/Chapin | 51 | 4 | \$ 2,914.44 |
| CS12-1 | Center School | 6 | 1 | \$ 956.71 |
| YALECH12 | Y.A.L.E. Sch, Cherry Hill | 2 | 3 | \$24,615.51 |
| NOOR16 | Noor-Ul-Iman School | 22 | 20 | \$21,350.00 |

12. West Windsor-Plainsboro Regional School District Board of Education serving as the host district to Hamilton Township School District for the 2016-2017 school year as follows:

| <u>Route</u> | <u>Destination</u> | <u>#Host</u> <u>Students</u> | <u>#Joiner</u> <u>Students</u> | <u>Revenue</u> |
|--------------|---------------------|---------------------------------|-----------------------------------|----------------|
| SPND16A | St. Paul/Notre Dame | 68 | 1 | \$798.50 |

13. West Windsor-Plainsboro Regional School District Board of Education serving as the host district to East Windsor Regional School District for the 2016-2017 school year as follows:

| <u>Route</u> | <u>Destination</u> | <u>#Host</u> <u>Students</u> | <u>#Joiner</u> <u>Students</u> | <u>Revenue</u> |
|--------------|--------------------|---------------------------------|-----------------------------------|----------------|
| NEW12 | Newgrange School | 2 | 1 | \$7,252.20 |

14. West Windsor-Plainsboro Regional School District Board of Education serving as the host district to Cranbury Township School District for the 2016-2017 school year as follows:

| <u>Route</u> | <u>Destination</u> | <u>#Host</u> <u>Students</u> | <u>#Joiner</u> <u>Students</u> | <u>Revenue</u> |
|--------------|--------------------|---------------------------------|-----------------------------------|----------------|
| HCH1 | Hun/Chapin | 48 | 1 | \$834.86 |

15. Approve the 2016-2017 Joint Transportation Agreement payable by the West Windsor-Plainsboro Regional School District to Lawrence Public Schools as follows:

| <u>Route</u> | <u>Destination</u> | <u># Students</u> | <u>Total Expenditure</u> |
|--------------|--------------------|-------------------|--------------------------|
| Bridge-1 | Bridge Academy | 1 | \$16,291.00 |
| RUB-1 | Rubino | 2 | \$13,680.00 |

PERSONNEL

Two Personnel Addendums were added to include a separation agreement and a professional service.