

BOARD OF EDUCATION MEETING MINUTES
November 8, 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 6:36 p.m. in the faculty dining room of Grover Middle School. Upon motion by Ms. Krug, seconded by Ms. Ho, 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:	
4. Matters concerning negotiations, and specifically:	WWPEA Negotiations
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:	Personnel Issues
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 7:41 p.m. in the commons. The following board members were present:

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| Mr. Anthony Fleres | Ms. Rachel Juliana | Mr. Scott Powell |
| Mr. Isaac Cheng | Ms. Michele Kaish | Mr. Yingchao “YZ” Zhang |
| Ms. Louisa Ho | Ms. Dana Krug | |

Board Member Zhong 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, Mark Toscano, 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 commented that November 14-18, 2016, is American Education Week and an opportunity to celebrate public education and acknowledge the individuals who are making a difference in ensuring that every child receives a quality education. He remarked that he was proud of the schools, staff and students. As a district, we have much to be proud of.

STUDENT REPRESENTATIVE COMMENTS

Haley Rich, High School South, reported that the Student Council's first annual powder puff football game was on October 22nd where all female teams competed against each other in a tournament while some of the varsity football team players served as coaches. The event was successful and the game will be an annual tradition. Student Council also held its annual Teacher's Costume Contest. Each department at South dressed up with a different theme and a mug for each department was placed in the main office with students dropping money into whichever department they liked the best. The winner was the LA department who dressed up as the characters from the movie "Inside Out." All proceeds went towards "Bianca's Kids" which is this year's charity for all New Jersey councils. Fall sports have been winding down, with football's last game on Friday night which was also the football and cheer team's Senior Night. All the players and parents celebrated the effort the seniors have made over the past four years. Cross country's season is still in full swing with the girls winning their fifth Mercer County Championship in a row; and, both the boys and girls placing in the top three at sectional meets. The National Honors Society held its annual Cake Walk, where participants get three attempts at winning a cake, musical-chairs style, for \$3. All the money went towards "Enable," our local home for senior citizens.

Dillon Henry, High School North, remarked that the first marking period is ending and on November 28th the much anticipated report cards will be released. This year's fall drama "The Adding Machine" will start next week; and, North's symphonic band, wind ensemble, and symphony orchestra will be performing another show for the district to enjoy. Last year's was a great success. In addition, many of North's fall sports are coming to a close, and most definitely on a high note: North's girls tennis team finished the season strong 14 and 7; boys cross country was good with 11 and 2; and, girls cross country going 9 and 4. Also, all 7 competitors on the North XC team ended up qualifying for the state competition after finishing second at their sectional tournament. In addition, the girls field hockey team finished their season 9 and 8; and, the boys soccer team made it all the way to the state competition finals after a great season 16 victories and of 6 losses. And, better than before, our football team topped their year off with 3 wins and 6 losses.

COMPREHENSIVE ANNUAL FINANCIAL REPORT PRESENTATION

Mr. Shanok introduced the public auditor Scott Clelland of Wiss & Company, LLP, who performed this year's audit as well as prior audits for the district. He thanked both Mr. Clelland's audit team and district comptroller Mr. Locastro's team for all their efforts.

Mr. Clelland expressed his pleasure for the opportunity to be here to present the June 30, 2016 audit results. He thanked the administration and staff members for all of their efforts and assistance during the course of the audit. He noted that the audit process doesn't take a few days,

but a number of weeks over several months. Part of the audit process is requesting a substantial amount of information, testing control procedures, and checking for compliance. Overall, the audit went very well. It was completed on time and within the statutory deadlines.

Mr. Clelland presented the results of the audit of the 2015-2016 fiscal year indicating that the embodiment of the audit is in the documents: Comprehensive Annual Financial Report and the Management Report on Administrative Findings. Mr. Clelland stated that he had appeared at the recent meeting of the BOE Finance Committee for a full discussion on the audit. He noted that the opinion is an unqualified or unmodified opinion - the highest opinion that can be earned with sound reporting and good internal controls. The district is in very good financial condition.

In addition, in recognition of its strong financial reporting process, the district has received the Association of School Business Officials International's Certificate of Excellence in Financial Reporting for the eighth year in a row. WW-P is one of twenty-five school districts that receive this honor in the state.

The district continues to be very prudent in the way it manages its finances. The district has a high bond rating and utilizes its capital, emergency, and maintenance reserves to the district's maximum advantage. He noted that, more than other districts, WW-P refunds debt when allowable to take advantage of favorable rates; the recent refunding of debt saved the district \$2.8M in interest. In addition, WW-P aggressively pursues the State's Regular Operating District Grants, when they are available, to facilitate many of its capital projects. These grants fund 40 percent of these projects costing the district 60 cents instead of 100 cents on the dollar.

Mr. Clelland remarked that that the Business Office has strong internal controls and that the Management Report on the Administrative Findings had no material findings. This was a first for the district. This is a very good reflection of how seriously management takes their financials and the audit process.

Board President Fleres thanked Mr. Clelland for attending the meeting; and, thanked the administration and staff for all their audit preparation and support, especially Mr. Shanok and Mr. LoCastro.

PUBLIC COMMENT

There were no public comments forthcoming at this time.

COMMITTEE REPORTS

Administration & Facilities

Ms. Kaish stated that the committee met on November 1, 2016. Topics included: review of the draft 2018-2019 school year calendar with further discussions at future meetings; discussed the following policies/regulations: 5610 Suspension, 5611 Removal of Students for Firearms Offenses, 5612 Assaults on District BOE Members or Employees and 5613 Removal of Students for Assaults with Weapons Offenses which will be moved to have a first reading; discussed the continued monitoring of potential/future housing developments; and, discussed extending a Special Services per diem consultant to work on Extraordinary Aid Application and IDEA.

Curriculum and Instruction

Ms. Krug reported that the committee met on November 2, 2016, and covered the following: discussed the proposed changes and updates to the high school 2017-2018 Program of Studies;

and, discussed/reviewed the following agenda items: No Child Left Behind Grant submission, Community Education Adult and Youth Programs for the winter of 2016-2017, professional development opportunity for reading recovery, 2017 STARTALK grant application for Hindi/Urdu Summer Immersion Camp submission, acceptance of the 2016-2017 NRG Grant Award and the 2016 BASF Science Education Grant, and overnight field trips for the middle schools and HS North.

ADMINISTRATION

Administration Item No. 7 was substituted to include an additional professional service. An addendum was added for an IDEA grant amendment submission.

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

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 1, 2016, for the following case numbers: HSS102816001; GMS101416001; GMS101416002; GMS102516001; GMS102816001; GMS10316001; HSN101716001; HSN101716002; HSN101718003; HSN102616001; CMS101916001; CMS102616001; and VES102416001; VES103116001.

Policies and Regulations: Second Reading and Approval

2. Second reading and approval of the following policies and regulation:

Policies

P2417 Student Intervention and Referral Services

P2481 Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition

Regulation

R2481 Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition

Policies and Regulations: First Reading

3. First reading of the following policies and regulations:

Policies

P5610 Suspension

P5611 Removal of Students for Firearms Offenses

P5612 Assaults on District BOE Members or Employees

P5613 Removal of Students for Assaults with Weapons Offenses

Regulations

R5610 Suspension

R5611 Removal of Students for Firearms Offenses

R5612 Assaults on District BOE Members or Employees

R5613 Removal of Students for Assaults with Weapons Offenses

School Security Drills

4. Acknowledge the following fire and security drills were performed in October 2016 in compliance with *N.J.S.A. 18A:41-1*:

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
10/13/16	10/5/16	Dutch Neck Elementary School
10/5/16	10/18/16	Maurice Hawk Elementary School
10/18/16	10/20/16	Town Center Elementary School
10/7/16	10/10/16	J.V.B. Wicoff Elementary School
10/5/16	10/13/16	Millstone River School
10/24/16	10/17/16	Village School
10/5/16	10/14/16	Community Middle School
10/25/16	10/18/16	Thomas Grover Middle School
10/10/16	10/18/16	WW-P High School North
10/13/16	10/25/16	WW-P High School South

Award - Request for Quotes: Yearbook 2016-2017 School Year

5. Award the October 20, 2016, Request for Quotes for the Yearbook 2016-2017 School Year, Quote No. 05, issued on October 14, 2016, to Walsworth Yearbooks for a total price per book of \$59.00 for high schools and \$32.00 for middle schools, contingent upon attorney review and approval.

Other Quotes:	Jostens, Inc.	\$70.16 high schools/\$23.93 middle schools
	Friesens	\$74.93 high schools/\$34.98 middle schools
	Balfour	\$79.00 high schools/\$28.40 middle schools

Non-Public Services – MRESC

6. To accept a Nonpublic Grant from the State of New Jersey, Department of Education for security aid for the period of October 15, 2016 through June 30, 2017, as follows:

French American School of Princeton	\$7,800.00
Montessori Corner at Princeton Meadows	\$800.00
Montessori Country Day	\$1,850.00
Childrens House of the Windsors	\$2,100.00

Professional Services - Special Services

7. 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 to adopt the following resolutions for the 2016-2017 School Year:
- a) Authorize execution of an agreement with Arin International, LLC to provide interpreter services for student evaluations as requested by the district at a rate of \$50 per hour.
 - b) Authorize execution of an agreement with Brett DiNovi & Associates, LLC to provide behavioral assessments for students as requested by the district at a rate of \$135 per hour for initial evaluation, \$115 per hour for follow-up consultation and FBA independent evaluation \$1,620.

- c) Authorize execution of an agreement with Brett DiNovi & Associates, LLC to provide home programming and behavioral support for students as requested by the district at a rate of \$55 per hour for direct support staff, and \$125 per hour for BCBA supervision of direct support staff.

Consultants – Special Services

8. Approve Judith Hanna, school psychologist, as an IDEA consultant not to exceed a total of 30 days at a rate of \$400 per day, from October 19, 2016, to May 30, 2017, to be paid through the IDEA grant.
9. Approve Suzanne McMaster, school psychologist, as an IDEA consultant not to exceed a total of 30 days at a rate of \$400 per day, from October 19, 2016, to May 30, 2017, to be paid through the IDEA grant.
10. Approve Sandra Middlemiss, learning disabilities consultant, as an IDEA consultant not to exceed a total of 30 days at a rate of \$400 per day, from October 19, 2016, to May 30, 2017, to be paid through the IDEA grant.
11. Approve Yvette Muniz, school psychologist, as an IDEA consultant not to exceed a total of 30 days at a rate of \$400 per day, from October 19, 2016, to May 30, 2017, to be paid through the IDEA grant.
12. Approve Stacey Lukas, school psychologist, as an IDEA consultant not to exceed a total of 30 days at a rate of \$400 per day, from October 19, 2016, to May 30, 2017, to be paid through the IDEA grant.
13. Approve Karen Kelly, learning disabilities teacher consultant, as an IDEA consultant not to exceed a total of 30 days at a rate of \$400 per day, from October 19, 2016, to May 30, 2017, to be paid through the IDEA grant.

Professional Service - Revised

14. 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) Approve Dr. Mary Tamm to work at a rate of \$425 per day not to exceed 40 hours, to work on Extraordinary Aid Application/Documentation, as required, from November 8, 2016, through January 31, 2017 [originally approved on October 18, 2016].

IDEA Grant Amendment

15. Submit an amendment to the original state-approved FY2017 IDEA grant to reflect the submission of the corrected Excess Cost Worksheet as per the instructions of the NJ DOE IDEA-B Grant Coordinator.

CURRICULUM AND INSTRUCTION

A typographical currency correction was made the Curriculum & Instruction Item No. 2.

It was requested to vote on Curriculum & Instruction Item 7(a) separately.

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 except Item 7(a).

Grants

NCLB Grant

1. Revise the original entitlement grant submission for the Fiscal Year 2017 “Every Student Succeeds Act” (ESSA) grant from the State of New Jersey, which replaces the No Child Left Behind Act Consolidated formula sub-grant, originally approved for submission on June 14, 2016, to \$786,643 to include prior year carryover as follows:

Title I	\$ 415,249
Title II Part A	\$ 98,263
Title III	\$ 108,363
Title III Immigrant	\$ 164,768

STARTALK Grant

2. Submit the 2017 STARTALK grant application for Hindi/Urdu Summer Immersion Camp in the amount of approximately \$89,830. [WW-P will serve as lead agency.]

Miscellaneous Grants

3. Accept the following:
 - a) 2016-2017 NRG Grant Award in the amount of \$10,000 to the FIRST Robotics Competition Team.
 - b) 2016 BASF Science Education Grant Award in the amount of \$5,000 to Community Middle School.

Professional Educational Services

4. Camp Fire New Jersey to provide “Count On Me Kids” character education program for ten Grade 2 classes for six sessions during the 2016-2017 school year, at a total district cost not to exceed \$5,000.

Disposal of Instructional Materials

5. Disposal of the following obsolete items in accordance with R7300.1 [Items are so outdated they longer serve as worthy instructional tools.]:
 - a) 59 books from Maurice Hawk Elementary School
 - b) 29 VHS tapes from Maurice Hawk Elementary School

Community Education

6. The Winter 2016-2017 Community Education Youth Programs:

Art and Yoga for Kids
After-School Chess (Kings & Queens)
Cold Colorful Fun!
Chess
Crazy Chem
Discover Robotics with Programmable Robots
Glass Art & Ceramics
Investigating Inventions
Krafts for Kids
On the Court Basketball
Pocket Brick Monsters (Pokémon)
Sockey
Robot Adventures with Cubelets™-
Rock, Read, & Eat- New Vendor
TGA Tennis
TGA Golf
Young Rembrandts Elementary Drawing
Youth Stages

Field Trips

7. The following overnight field trips:

Community Middle School and Grover Middle School

- b) Grover Middle School Outdoor Education students to Timber Tops, Camp Greeley, Pennsylvania, from June 6, 2017, to June 9, 2017. The cost of the trip is approximately \$265 per student.

High School North

- c) Science Olympiad to Cornell University, Ithaca, New York, from December 2, 2016, to December 3, 2016. The cost of the trip is approximately \$100 per student.
- d) Robotics Team to Mount Olive High School, Flanders, New Jersey, from March 10, 2017, to March 12, 2017. The cost of the trip is approximately \$275 per student.
- e) Robotics Team to University of Scranton, Scranton, Pennsylvania, from March 17, 2017, to March 19, 2017. The cost of the trip is approximately \$400 per student.
- f) Robotics Team to Lehigh University, Lehigh, Pennsylvania, from April 5, 2017, to April 8, 2017. The cost of the trip is approximately \$400 per student.
- g) IPLE students to the We the People National Finals in Washington, D.C., from April 21, 2017, to April 24, 2017. The cost of the trip is approximately \$1,100 per student.
- h) Robotics Team to the First Robotics Championships in St. Louis, Missouri, from April 25, 2017, to April 30, 2017. The cost of the trip is approximately \$700 per student.

Upon motion by Ms. Krug, seconded by Mr. Zhang, and by roll call vote with seven Board Members voting yes and Mr. Powell voting no, the following board action was approved:

Field Trips

7. The following overnight field trips:

Community Middle School and Grover Middle School

- a) Community Middle School and Grover Middle School German classes to Washington, D.C., from April 28, 2017, to April 29, 2017. The cost of the trip is approximately \$275 per student.

FINANCE

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 for November 8, 2016 (run on 10-3-16) in the amount of \$9,132,759.24.
 - b) Bill List Capital for November 8, 2016 in the amount of \$0.

Audit Report – 2015-2016 School Year

2. Accept the audit report for the 2015-2016 school year as prepared by Wiss & Company, LLP, for the Comprehensive Annual Financial Report (CAFR) and findings which was reviewed and discussed by the Board of Education for the year ending June 30, 2016.
3. There were no findings for the Board of Education to review in the reporting period ending June 30, 2016; therefore, filing a Corrective Action Plan is non-applicable.

Change Order

4. Change Order No. 1 – Single overall contract of Open System Integrators, Inc., for the Clock System Replacement at Community Middle School, as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architect/Planner Project No. 4697), for a credit to the owner for the unused allowance, in the credit amount of \$5,000.00. This change order decreases the contract amount of \$73,780.00 to \$68,780.00.

Equipment Disposal

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

Athletics – South Cheerleading

- a) 30 Three Piece Plastic Rain Gear One Size Fits All
- b) 50 Multi-Colored Poms
- c) 50 Single Colored Poms
- d) 20 Cheer Bags
- e) 30 Black Rain Gear Jackets Various Sizes
- f) 30 Black Gear Pants Various Sizes
- g) 5 Green Warm Up Pants Various Sizes

- h) 5 Green Warm Up Jackets Various Sizes
- i) 5 Black Shells Various Sizes
- j) 5 Black Skirts Various Sizes
- k) 10 Green and White Skirts Various Sizes
- l) 10 Green and White Shells Various Sizes

Transportation

Bus Evacuation Drills - Fall

6. Acknowledge the following bus evacuation drills were performed in compliance with *N.J.A.C. 6A: 27-11.2*:

Date	Time	School	Location	Routes	Overseer
10/17/2016	7:25	HS North	90 Grovers Mill Rd	HN1-32/NC50-58	J. Dauber
10/19/2016	8:40/12:40	Maurice Hawk	303 Clarksville Rd	MH1-18/MH52 MHK90-94	T. Buell
10/17/2016	8:40	Millstone River	75 Grovers Mill Rd	MR1-24 MR50-54	R. Bonino
10/17/2016	8:40/12:40	Wicoff	510 Plainsboro Rd	WE1-10/WE51-52 WEK90-91	M. Wellborn
10/20/2016	8:40/12:40	Town Center	700 Wyndhurst Dr	TC1-17/TC50-57 TCK 90-92	J. Bowes
10/18/2016	7:25	CMS	95 Grovers Mill Rd	CM1- CM26/NC50-58	S. Carter
10/20/2016	7:25	TGMS	10 Southfield Rd	TG1-25/TG50-51	L. Thomas
10/18/2016	8:40	Village	601 New Village Rd	VE1-20	B. Gould
10/18/2016	7:25	HSS	326 Clarksville Rd	HS1-26/HS50-54	D. Lepold
10/10/2016	8:40/12:40	Dutch Neck	392 Village Rd E	DN1-18/DN50 DNK90-93	D. Argese

Travel and Related Expenses Reimbursement

7. 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) Approve six staff members to attend the New Jersey Annual Conference on Afterschool, on December 2-3, 2016, in Princeton, New Jersey, at a cost not to exceed \$175 per person, plus mileage.
 - b) Approve one Reading Recovery teacher to attend the Southeast Reading Recovery & Early Literacy Conference in Myrtle Beach, South Carolina, from January 11, 2017, to January 13, 2017, at a cost of \$1,050. [Course not available at a New Jersey location.]