

BOARD OF EDUCATION MEETING MINUTES
December 13, 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 6:45 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:

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:	
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:	Litigation
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 multipurpose room. The following board members were present:

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	Mr. Yu “Taylor” Zhong

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; 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. He hoped everyone had a good holiday.

STUDENT REPRESENTATIVE COMMENTS

Haley Rich, High School South, reported that on Friday, students from American History High School in Newark came to visit High School South as part of our Youth Teaching Youth (YTY) program. South's YTY students gave them a tour and a rundown of the history of our school. In February, our YTY students will visit their school in Newark and do the same activities. The purpose of the program is to highlight the differences between urban and suburban schools; students in both programs are aspiring teachers. Pirates are in the holiday spirit and as part of the Winter Giving Campaign "Pirates for Paws" are conducting a pet supplies drive for struggling community families; and, "Home Front" is conducting a cereal drive for local families in need. This week is South's Career Week, where volunteers come in to speak about each day during lunch about different selected occupations such as Computer Science, Social Work, Education, Business, and Law & Criminal Justice. This past Saturday, student council held its annual Holiday Breakfast. The event is for young children to play holiday-themed games like "Pin the Carrot on the Snowman," make crafts, and enjoy a brunch with their parents. Also, on December 3rd and 4th, the orchestra performed its annual Children's Concert. They perform short scenes with themed music in between. This year's theme was the "Wild Wild West."

Dillon Henry, High School North, stated that South's musical and theater groups have been very active with December performances as follows: Symphonic Band, Wind Ensemble & Symphony Orchestra Concert on the 13th with their final show; Philharmonic & Symphony Orchestra Concert on the 17th; Capella Concert on the 18th with their winter show; and, the final musical performance will be the Jazz Band Concert on the 22nd. In addition, the spring musical has been selected for this year based on Dr. Seuss entitled "Seussical." In winter sports, basketball has its first meet tonight; and, first meets have been scheduled in fencing, ice hockey, swimming and wrestling. The cheerleading team, for the third year in a row, has qualified for the nationals after placing third in the regional competition.

2017-2018 PROGRAM OF STUDIES PRESENTATION

Mr. Smith reviewed the revisions to the Program of Studies (POS). With adoption tonight, the POS will be posted on the district web-site in January and the scheduling process will begin in February. He noted revisions to five areas: art, engineering, math, social studies, and speech/drama. The Art Department will have no substantive changes; AP Studio Art pre-requisite has been updated to specifically state the courses needed as a pre-requisite or by Portfolio Review. The Engineering Department has updated the Principles of Engineering course description and the "Architecture Design & Fabrication" course has been renamed "Engineering Design & Fabrication." The Mathematics Department will no longer be offering Algebra I, Part II (Algebra I, Part I ended last year); and, the Pre-Calculus course criteria has been updated to: a minimum 70% Sem. 1 Course Avg. in Advanced Algebra II or complete either Advanced Algebra II Honors or Algebra and Trigonometry. In the Science Department, Chemistry and Chemistry Honors pre-requisites have been updated to eliminate Biology or Biology Honors. The Social Studies Department will add AP Microeconomics. Also, Theatre Arts will be offered to students in grades 9-12 as part of the newly created "Theatre" department which replaces the Speech/Drama class.

It was noted that the Administration and the BOE Curriculum Committee have considered and studied these changes. Curricular review is an on-going process of improvements and updates. It

is believed, that these revisions will continue to enhance, strengthen, and broaden the learning environment for students.

Board Members and administration engaged in a discussion on various aspects of the presentation.

PUBLIC COMMENT

Seven people spoke on the following topics: thanks for all the hard work the Board has done this past year; importance of communication; WWPEA; teaching changes/assignments/dismissals; curriculum changes; robotics’ program/competition; A&E math; Option ii; and, balance between learning and stress.

Several people thanked out-going Board Member Scott Powell for his service to the community.

WWPEA President, Bruce Salmestrelli, commented that teachers have opportunities to express their opinions and concerns. He makes a point of speaking to all union members at least once or twice during the course of the year. Mr. Salmestrelli then thanked the Human Resource Director, Alicia Boyko for her service and wished her the best as she moves forward with her retirement plans.

Mr. Fleres stated that if there were no objections, he would take an agenda item out of order for an administrative appointment since the candidate is with us tonight.

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

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
A. Administration								
Fues, Charity	Appoint	Director of Human Resources		\$127,343.00	CO	3/1/17	6/30/17	Appoint as Director of Human Resources, replacing Alicia Boyko, who is retiring. (Tenure date: 3/2/21)

Mr. Fleres, on behalf of the board, congratulated Ms. Fues on her appointment.

COMMITTEE REPORTS

Administration & Facilities

Ms. Kaish stated that the committee met on December 6, 2016. Topics included: reviewed 2017-2018 and 2018-2019 calendars and requested multiple versions to be developed to review all options; reviewed the recent proposed capital projects list and waiting for further cost estimates; reviewed the initial enrollment numbers; and, reviewed seven policies and five regulations in the 5000 series due to changes in NJ Code and are on tonight’s agenda for a first reading.

Curriculum and Instruction

Ms. Krug reported that the committee met on December 5, 2016, and covered the following: reviewed the final draft of the 2017-2018 Program of Studies; reviewed and recommend approval of the 2016-2017 Participation Rate Action Plans for submission to the County Office; and, reviewed and recommend approval of the Innovative Designs for Education professional development consultant and two overnight field trips for HS North.

Finance

Ms. Ho commented that the committee met on December 6, 2016, and supported the agenda items. Support the selling of the Solar Renewable Energy Credits and that South’s reporting of generation of electricity after a year of spotty performance has been resolved. Previously it was determined to sell the SREC certificates twice a year, generally in January and July. Reviewed the draft November Report of the Secretary and discussed why the district appears to be in about the same financial situation overall as a year ago. Discussed the property development issues within the district’s two townships; with the current use of district classrooms, there is little unused capacity available. Capacity issues will need to be addressed. A review of the past years’ experience shows that the district remains in a rough balance between unemployment compensation contributions into this fund and expenditures out of this fund. It was noted that several districts are issuing Board of Education resolutions on PARCC teacher evaluations and new student teaching.

ADMINISTRATION

Two administration addendums were included: (1) two professional services and a grant amendment; and, (2) resolution agreement.

Upon motion by Ms. Juliana, seconded by Mr. Cheng, 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 December 7, 2016, for the following case numbers: MRS112216001; HSS120516001; GMS120616001; GMS112816001; GMS112316001; CMS112316001; CMS112116001; and HSS120516002.

School Security Drills

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

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
11/14/16	11/22/16	Dutch Neck Elementary School
11/7/16	11/17/16	Maurice Hawk Elementary School
11/16/16	11/7/16	Town Center Elementary School
11/14/16	11/16/16	J.V.B. Wicoff Elementary School
11/3/16	11/14/16	Millstone River School
11/9/16	11/22/16	Village School
11/3/16	11/28/16	Community Middle School
11/3/16	11/30/16	Thomas Grover Middle School
11/18/16	11/17/16	WW-P High School North
11/23/16	11/16/16	WW-P High School South

Professional Services – Special Services

3. 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 Village Counseling Services, PC to provide psychological diagnostic and learning evaluations at a rate of \$165 per hour, School Evaluations at a rate of \$160 per hour, Addictions evaluations at a rate of \$160 per hour, ADHD evaluations at a rate of \$160 per hour and report writing other than psych diagnostics and learning evaluations at a rate of \$75 per hour.

Legal Settlement

4. Approve a settlement agreement and general release agreement for parent reimbursement of Special Services student 07202003 as recommended by the Board of Education.

Policies and Regulations: First Reading

5. First reading of the following policies and regulations:

Policies

P5305: Health Services Personnel
P5306: Health Services to Nonpublic Schools
P5308: Student Health Records
P5310: Health Services
P5620: Expulsion
P5530: Substance Abuse
P5339: Screening for Dyslexia

Regulation

R5306: Health Services to Nonpublic Schools
R5308: Student Health Records
R5310: Health Services
R5530: Substance Abuse

Professional Services – Human Resources

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 to adopt the following resolutions for the 2016-2017 school year:
 - a) Authorize execution of an agreement with the Law Offices of Zhiyu Hu, P.C., to provide professional services for court review, appeals, and auditing notice, at a total legal fee not to exceed \$6,000.

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 Vista Rehab Services, P.A. to provide Speech/Language, PT and OT Evaluations at a rate of \$110 per hour session (including

travel), \$100 per 45 minute session (including travel), and \$400 for Speech/Language, PT and OT Evaluations.

IDEA Grant Amendment

8. To submit an amendment to the original NJDOE approved FY17 IDEA grant to reflect the inclusion of the NJDOE approved FY16 IDEA Final Report with Carryover Funds as follows:

Basic (3-21 years old) from \$1,779,433 to \$2,053,011 (includes \$13,609 nonpublic programming).

Preschool (3-5 years old) \$52,292 (no change, includes \$0 nonpublic programming).

Resolution Agreement

9. To adopt the resolution agreement from the U.S. Department of Education, Office of Civil Rights, Case Number 02-16-1449.

Mr. Fleres noted that if the public has any comments on tonight’s policies and regulations, please contact Mr. Gerard Dalton, Assistant Superintendent, Pupil Services/Planning, or Board Member Kaish, Chair of the Administration & Facilities Committee. These policies and regulations will be moved forward for a second reading and approval at the next board meeting.

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.

High School Program of Studies

1. Adopt the 2017-2018 High School Program of Studies.

District ESEA Accountability School Action Plans

2. Authorize submission of the 2016-2017 Participation Rate Action Plans.

New Textbook Adoption

3. Adopt the following textbooks for Biology CP and Biology Honors courses:
 - a) Biology Honors - Campbell Biology-Concepts & Connections, Eighth Edition, by Jane B. Reece.
 - b) Biology CP - Biology, by K. Miller and J. Levine.

Non-public Technology Expenditure

4. Approve expenditures of the FY 2017 NJ Nonpublic School Technology Initiative as follows:
 - a) Montessori Corner \$ 85.12
 - b) Montessori Country Day School \$ 615.68
 - c) Children’s House of Windsor \$ 953.75

STEM Challenge Award

5. Accept the 2016 National STEM Video Game Challenge for High School South in the amount of \$2,000.

Disposal of Instructional Materials

6. Authorize disposal of the following items in accordance with R 7300.1 [Items are so worn/outdated they longer serve as worthy instructional tools.]:
 - a) 744 books from Dutch Neck Elementary School
 - b) 23 books from Millstone River Elementary School
 - c) 256 books from Town Center Elementary School
 - d) 330 books and 200 VHS tapes from Village Elementary School
 - e) 231 books from Community Middle School

Professional Development Consultant

7. Approve Innovative Designs for Education (IDE) to provide an additional consultant at the February 17, 2017, workshop at a total cost of \$1,355.

Field Trips

8. Approve the following overnight field trips:

High School North

- a) Science Olympiad to MIT in Cambridge, Massachusetts, from January 20, 2017, to January 21, 2017. The cost of the trip is approximately \$150 per student.
- b) Science Olympiad to Wright State University in Dayton, Ohio, from May 18 2017, to May 20, 2017. The cost of the trip is approximately \$800 per student.

FINANCE

Several typographical corrections were made.

Upon motion by Mr. Zhong, 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 December 13, 2016 (run on 12-6-16) in the amount of \$15,977,330.41.
 - b) Bill List Capital for December 13, 2016 in the amount of \$0.
2. Budget adjustments as follows:
 - a) 2016-2017 school year as shown on the expense account adjustments for November 30, 2016 (run on 12-5-16) (Adjustment No. 278-301).

3. Accept the following reports that will become a permanent part of the Board Minutes:
 - a) A-148 Report of the Secretary to the Board of Education as of October 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.
 - b) A-149 Report of the Treasurer of School Monies to the Board of Education as of October 31, 2016.

Professional Services - Auditor

4. 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:
 - a) Authorize the execution of an agreement with Wiss and Company LLP, school district auditors appointed on January 5, 2016, for the 2016-2017 school year audit at a cost of \$83,496 plus reimbursable expenses. [This represents approximately a 1 percent increase.]
 - b) Acknowledge the receipt, review, and evaluation of the external peer/quality report as required under *N.J.A.C. 6A:23A-16.2(i)*.

Change Orders

5. Change Order No. 1 – Single overall contract of Ricasoli & Santin Contracting Co., Inc., for the Storage Room Conversion to Robotics Lab at High School North (Architects/Planners Project No. 4810), as recommended by Fraytak Veisz Hopkins Duthie, P.C., to provide all labor and material to mount equipment in Panel PP-4, relocate existing wire mesh partitions so cages can be enlarged, install fireproofing material on areas that were missing fireproofing material as requested by code official, and repair electric lines that were buried in slab during removal, in the amount of \$1,913.69. This change order increases the contract amount of \$348,900.00 to \$350,813.69.
6. Change Order No. 1 – Single overall contract of Stoneridge, Inc., for the Pool Lining Restoration at High School South (Architects/Planners Project No. 4839), as recommended by Fraytak Veisz Hopkins Duthie, P.C., for credit to the owner of the unused allowance, in the credit amount of \$5,000. This change order decreases the contract amount of \$92,200.00 to \$87,200.00.
7. Change Order No. 1 – Single overall contract of Stoneridge, Inc., for Pool Foundation Concrete Restoration at High School South (Architects/Planners Project No. 4840), as recommended by Fraytak Veisz Hopkins Duthie, PC, for credit to the owner of the unused allowance, in the credit amount of \$1,357.79. This change order decreases the contract amount of \$129,200.00 to \$127,842.21.
8. Change Order No. 1 – Single overall contract of Unitemp, Inc., for the Chiller & Cooling Tower Replacement at Dutch Neck Elementary School (Architects/Planners project No. 4833), as recommended by Fraytak Veisz Hopkins Duthie, P.C., for credit to the owner of the unused allowance, in the credit amount of \$10,000. This change order decreases the contract amount of \$247,700.00 to \$237,700.00.

Transportation

Cancellation - Quotes

- 9. Cancel 2016-2017 Student Transportation - Multi-Contract Number IW01, Route IW01 awarded to H&N Transportation on August 23, 2016, for the 2016-2017 school year. Total route cost is \$18,557.10.
- 10. Cancel 2016-2017 Student Transportation - Multi-Contract Number TC56, Route TC56 awarded to Rick Bus Company on October 18, 2016 for the 2016-2017 school year. Total route cost is \$18,619.00.
- 11. Cancel 2016-2017 Student Transportation Contract – Multi-Contract Number DNK81/DNK90, Routes DNK81/DNK90 awarded to Rick Bus Company on September 13, 2016. Total route cost is \$5,278.00.

Adjustment – Quote

- 12. Adjust Number of days on Student Transportation Contract – Multi-Contract Number NBCM, Route Number NBCM awarded to A-1 Limousine, Inc., on November 22, 2016 to 16 days. Final route cost is \$2,800.00.

Bid Rejection – Public Route

- 13. To reject the following from the November 15, 2016 bid opening, PUB16-5; Routes IW01 and NBCM, as recommended by the Transportation Department as the lowest Responsible bid, due to the omission of the adjustment provision, pursuant to *N.J.S.A. 6A:27-9.3 (e)*. Bidder: A-1 Limousine, Inc.

Bid Awards - Public Routes

- 14. Award the November 15, 2016, Bid Number PUB16-5, Student Transportation Contract – Multi Contract for the 2016-2017 school year effective July 1, 2016, through June 30, 2017, as follows:

- a) Student Transportation Contract - Multi-Contract Number HN-PUB16-5 to H&N Transportation:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>Per Diem</u>	<u># Days</u>	<u>Aide</u> <u>Per Diem</u>	<u>Inc/Dec</u>
IW01	Wicoff Elementary	\$319.95	122	N/A	\$3.00
NBCM	Community Middle School	\$225.95	122	N/A	\$3.00

- b) Student Transportation Contract – Multi-Contract Number RB-PUB16-5 to Rick Bus Company:

<u>Route</u>	<u>Destination</u>	<u>Cost</u> <u>Per Diem</u>	<u># Days</u>	<u>Aide</u> <u>Per Diem</u>	<u>Inc/Dec</u>
TC56	Town Center School	\$318.00	127	\$72.00	\$3.00

Bid Award – School Related Activities

- 15. Award the 2016-2017 Student Transportation Contract – School Related Activities Multi-Contract Number ST-PUB16-6 to Suburban Trails, Inc., as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
16739	Washington DC	\$4,794.00	3	N/A

Addendum – To and From School

16. Route NC53 awarded to Rick Bus Company, Multi-Contract Number RB-PUB16-1 for the 2016-2017 school year. Cancel mileage increase of \$61.75 per day effective November 23, 2016, that was approved on September 13, 2016. Final route cost \$55,112.75.

Cancellation – Renewal

17. Cancel 2016-2017 Student Transportation Contract – Multi Contract Number IR- PUB15-1, Route CPC12 awarded to Irvin Raphael, Inc. on March 26, 2015. Total route cost is \$26,807.69.

Addendums – Additional Mileage

18. Award 2016-2017 Student Transportation Contract Addendum Multi-Contract Number RB-PUB15-3, Route YALECH12, awarded to Rick Bus Company on June 28, 2016. Original route cost \$349.98 per day for 210 days, with an adjustment of \$45.00 additional mileage for 122 days for an adjusted route cost of \$394.98 per diem. The final adjusted cost is \$78,985.80

Equipment Disposal

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

Community MS

- a) 4 Square Metal Tables with Attached Seating

Town Center

- b) 2 IBM Selectric 111 Typewriters, Serial Nos. 6705116010054 and 6705114634216

PERSONNEL

A personnel addendum was added to include under A. Administration - two changes; B. Certificated Staff - appointment and resignation; C. Non Certificated Staff - appointment and three changes; D. Substitution/Others – appointment; and, E. Extracurricular/Extra Pay – two extra duties.

Mr. Fleres acknowledged the retirement of two employees and thanked them for their service to the district: Diane Dunn, instructional assistant, 16 years; and, Kathy Kapp, secretary, 20.5 years

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

Minimum Wage

1. Approve a change in the minimum wage for New Jersey workers to increase from \$8.38 to \$8.44, effective January 1, 2017; positions affected are high school student secretary, high school student Extended Day Program assistant, and high school student lifeguard.