

BOARD OF EDUCATION MEETING MINUTES
February 21, 2017

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 6:38 p.m. in the C110-111 at the District Administration Building. Upon motion by Ms. Herts, 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:	Negotiations with WWPEA
5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:	
6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	
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 7:42 p.m. in the multipurpose room. The following board members were present:

		Ms. Michele Kaish
Mr. Anthony Fleres	Ms. Louisa Ho	Ms. Dana Krug
Ms. Carol Herts	Ms. Rachel Juliana	Mr. Yingchao “YZ” Zhang

Board Members Cheng 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. Charity Fues, Assistant 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. He noted that the meeting was opened earlier.

STUDENT REPRESENTATIVE COMMENTS

Haley Rich, High School South, reported that the National Honors Society held its annual South's Top Model event with a boy and girl from each grade competing together in a talent section, question and answer section and a dance performance. All proceeds were donated to Enable, West Windsor's home for senior citizens. Academic clubs are in full swing, with MUN traveling to Washington D.C. to take part in the American Invitational Conference; the team won "Outstanding Large Delegation" over competitive teams from all over the country. Seniors are currently working hard to raise money needed for post prom this year. In February, class council ran a Krispy Kreme donut selling fundraiser, designed new South spirit shirts to sell, and planned out a food truck festival in the south parking lot in March. Participants pay a two dollar entry fee to enjoy a variety of treats from dozens of food trucks. In sports, we have had several successful athletes this winter season: a junior broke the school and county meet record for the long jump; and, another senior won the county wrestling tournament for his weight class for the second year in a row.

Dillon Henry, High School North, stated that he was pleased to take part in the new WWP Mission Statement and Goals effort. He noted the following events: Harlem Wizards will be playing against the WW-P teachers on February 24th; "Seussical" the musical will be on February 23rd; North Science Olympiad received 1st Place at the Princeton University Invitational Conference; a senior scored her 1000th point on the girls' basketball team; three students were signed to play soccer at the following universities: St. John's, George Washington and Fairleigh Dickinson; a senior was recently recognized as a "scholar athlete" by the Delaware Valley Football Chapter; boys' fencing epee squad qualified for the State Championships; and, the cheerleading team competed again at the National Championships in Orlando, Florida.

CMS MAKER AMBASSADORS PRESENTATION

Dr. Aderhold introduced Dr. Rebecca McLelland-Crawley, PRISM Facilitator at Community Middle School. Dr. McLelland-Crawley and nine Community MS students showed a short video about the student-led "Maker Ambassadors" program which merges engineering and technology in a fun and exciting way. The students spoke passionately about their projects and discussed how they solved their problems using creative solutions, learning from mistakes, exploring options, and feeling empowered when they succeed. A larger group of Maker Ambassadors from grades 6-8 were on hand before the meeting began to showcase the types of learning activities that takes place in the Maker program.

Thanks to a substantial grant by the West Windsor-Plainsboro Education Foundation to support STEAM efforts in WW-P, our students are finding ways to invent and think outside of the box. The littleBits, electronic modules that snap together magnetically, have found their way into the hands of 1st through 12th graders. Middle school students serve as Maker Ambassadors to both Community and the upper elementary school the teachers use littleBits within the existing curriculum to investigate the properties of electricity. Students may build model flashlights, test different materials for conductivity, and create circuits that illustrate concepts of energy transfer and energy conservation. In the middle school, littleBits supplement existing curriculum, where students investigate circuits, but also support the engineering practices of the Next Generation Science Standards. Students also work with Dash and Dot robots and write code to program

movements, sounds, and lighting effects. They develop challenges for other students to solve on Maker Fridays and introduce the school community to engineering and programming in fun ways.

This program puts innovative materials in the hands of the students and recognizing that there is an ongoing need to foster a collaborative culture of creativity, innovation, and experimentation at a young age to encourage students to become interested and aware of engineering as a potential career field. We want to support our learners with creative tools to expand the way they think about the world. Through the support of our Education Foundation, we are able to inspire a maker mentality in our schools.

IMPACT OF RESIDENTIAL DEVELOPMENTS ON WW-P SCHOOLS PRESENTATION

Dr. Aderhold gave an overview of residential growth and development in Plainsboro and West Windsor Townships, and how this growth will impact WW-P schools in the coming years. The presentation will be available on the district's website at the following places:

Budget 2017-2018: http://www.ww-p.org/about_us/budget_information/2017-2018_budget

Superintendent: http://www.ww-p.org/about_us/administration/superintendent

Fast Facts: http://www.ww-p.org/about_us/w_w-p_fast_facts

PUBLIC COMMENT

Mr. Fleres addressed two issues from the last meeting: Strategic Planning Core Team's time and effort on this endeavor; and, discussion of the goals. He also read a disconcerting recent letter from a community member.

Seven people spoke on the following topics: apology for recent actions by other community members; A&E Program restructuring; class size; Impact of Residential Development; PARCC; and, progressive science initiative program in Newark.

COMMITTEE REPORTS

Administration & Facilities

Ms. Kaish stated that the committee met on February 7, 2017. Topics included: reviewed the proposed list of capital projects; discussed the continued monitoring of potential housing developments in the community and the anticipated impact on school enrolment; reviewed initial conceptual plans for expansion of Maurice Hawk in anticipation of enrollment growth; continued possible options for the relocation of buses from the Wallace Road location after June 30, 2017; reviewed two policies that were required by Strauss Esmay through a recent audit of policies; update on the continuing search for a permanent athletic director; and, an update on Send hunger Packing program initially discussed in July 2016.

Curriculum and Instruction

Ms. Krug reported that the committee met on February 7, 2017, and covered the following: reviewed the work undertaken to date on the redesign of the grade 4 math program; reviewed a draft report outlining the research on dual language immersion programs and began discussions on the issues surrounding the possible offering of this program; supported two research projects to take place within the district; approve an on-line district Financial Literacy course for the summer of 2017; recommend acceptance of two donations; approve the disposal of obsolete items in accordance with R7300.1; recommend approval of overnight field trips on the agenda; and, support professional development travel opportunities.

Finance

Ms. Ho commented that the committee met on February 15, 2017, and supported the agenda items. Reviewed the main points discussed at the BOE Retreat earlier in the week; the impact of near term and long-term residential development growth on budgets; noted the purchase of four additional transportation buses as fourteen existing district busses age out this June; reviewed the bid award of the HS North's roof project; reviewed the updated schedule and actions for the bond refunding with a likely net present value savings in excess of \$600,000; reviewed the approximate financial dimensions of the 2017-2018 budget; reviewed the year-to-date food service meal sales and overall financial performance; continue to work on a variety of options to facilitate bus operations after the district leaves the Wallace Road facility in June; and, reviewed staff documents showing suggested adjustments to the fee schedule used by Community Education.

ADMINISTRATION

Upon motion by Ms. Kaish, seconded by Ms. Herts, 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 February 14, 2017, for the following case numbers: VES021017001; HSS021417001; HSS021317001; HSS020117001; CMS012417001; and CMS 012317001.

Policies: First Reading

2. First reading of the following policies:

P5514: Student Use of Vehicles

P5516: Use of Electronic Communication and Recording Devices

Policies and Regulations: Second Reading and Approval

3. Second reading and approval of the following policies and regulations:

Policies

P2415.30: Title I Educational Stability for Children in Foster Care

P1510: Americans with Disabilities Act

P2418: Section 504 of Rehabilitation Act of 1973

P5116: Education of Homeless Children

P5330.04: Administering an Opioid Antidote

P8330: Student Records

Regulations

R1510: Americans with Disabilities Act

R2418: Section 504 of Rehabilitation Act of 1973

R5116: Education of Homeless Children

R8330: Student Records

School Security Drills

4. Acknowledge the following fire and security drills were performed in January 2017 in compliance with *N.J.S.A. 18A:41-1*:

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
1/12/17	1/19/17	Dutch Neck Elementary School
1/11/17	1/13/17	Maurice Hawk Elementary School
1/12/17	1/10/17	Town Center Elementary School
1/5/17	1/12/17	J.V.B. Wicoff Elementary School
1/4/17	1/9/17	Millstone River School
1/6/17	1/11/17	Village School
1/12/17	1/10/17	Community Middle School
1/12/17	1/31/17	Thomas Grover Middle School
1/4/17	1/30/17	WW-P High School North
1/13/17	1/10/17	WW-P High School South

Professional Services – Special Services

5. Approve the revised rates for the following professional services for the 2016-2017 school year; originally approved on May 4, 2016:

Special Services – Consultants/Evaluators

- a) Hunterdon Health Care Systems Developmental Pediatric Association, \$927/evaluation.

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.

Summer Course

1. Approve an online, district Financial Literacy course for summer 2017, at a cost of \$350 per student. [The course will be paid by parent/guardian in accordance with *N.J.S.A. 18A:11-15* and students will receive 2.5 credits upon successful completion of the course.]
2. Approve Apex Learning to provide an online platform to host the Financial Literacy summer course at a cost of \$2,200 for training and a registration cost not to exceed \$125 per student enrollment.

Science Kits

3. Enter into an agreement with ECA Educational Services to provide science kit refurbishing services for the 2017-2018 school year at a cost of approximately \$98,000.

Donations

4. Accept the following donations:
 - a) One Yamaha Clavinova CLP-100 for use by the district from Amy Lawrence-Schaeffer.

- b) One 16" two-speed Dremel Scroll Saw to the Grover Middle School Scroll Saw Club from Brendan Delaney.

Non-public Technology Expenditure

- 5. Approve expenditures of the FY 2017 NJ Nonpublic School Technology Initiative as follows: Montessori Corner \$ 245.09

Disposal of Instructional Materials

- 6. Approve the disposal of the following obsolete item in accordance with R7300.1 [The items are so outdated as to no longer serve as worthy instructional tools]: 187 books from the High School South Media Center

Professional Development Consultant

- 7. Approve Edward Fergus to provide a one-day leadership workshop on August 15, 2017, to the administration of the West Windsor-Plainsboro Regional School District, Princeton Public Schools, and Hopewell School Regional School District, at a cost not to exceed \$1,000 per district. [West Windsor-Plainsboro Regional School District will be hosting the workshop.]

Field Trips

- 8. Approve the following overnight field trips:

High School North

- a) Model Congress to a Yale University-Sponsored Program at Columbia University in New York City, from March 9, 2017, to March 12, 2017. The cost of the trip is approximately \$390 per student.
- b) Future Business Leaders of America to NJ FBLA State Leadership in Atlantic City, New Jersey, from March 15, 2017, to March 17, 2017. The cost of the trip is approximately \$300 per student.

Athletics

- c) High School North Cheerleaders to UCA National Cheer Competition in Orlando, Florida, from February 11, 2017, to February 13, 2017. The cost of the trip is approximately \$800 per student.

FINANCE

A Finance Addendum was included for a bid award.

Upon motion by Ms. Juliana, seconded by Ms. Ho, 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 February 21, 2017 (run on 2-15-17) in the amount of \$13,230,247.72.
 - b) Bill List Capital for February 21, 2017 in the amount of \$0.

2. Budget adjustments as follows:
 - a) 2016-2017 school year as shown on the expense account adjustments for January 31, 2017 (run on 2-6-17) (Adjustment No. 340-376).
3. Accept the following reports this will become a permanent part of the Board Minutes:
 - a) A-148 Report of the Secretary to the Board of Education as of December 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 December 31, 2016.

Transportation – Bus Co-Op Purchase

4. Authorize the purchase of four 54 passenger buses from H.A. DeHart & Sons, Inc., Thorofare, New Jersey, though the Hunterdon County Educational Services Commission Bid #HCESC-Trans-17-01b, in the amount of \$87,805.25 each for a total of \$351,221.00.

Transportation

Agreements/Jointures

5. To enter into transportation agreements/jointures for the participation in coordinated transportation for the 2017-2018 school year between Board of Education of the West Windsor-Plainsboro Regional School District and the following:
 - a) Educational Services Commission of Morris County
 - b) Educational Services Commission of New Jersey
(Formerly Middlesex County Educational Services Commission)
 - c) Essex Regional Educational Service Commission
 - d) Bridgewater Raritan Regional Board Of Education
 - e) Lawrence Township Public School
 - f) Mercer County Special Services School District
 - g) Mercer County Educational Service Commission
 - h) Monmouth-Ocean Educational Services Commission

Quotes – School Related Activities

6. Award the 2016-2017 Student Transportation Contract – School Related Activities, Multi Contract Number 17228 to Triple D Travel as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj. Cost Per Hour</u>
17228	Yale University, CT	\$1,650.00	1	\$100.00

Addendums – Additional Mileage

7. YALECH12, awarded to Rick Bus Company Multi Contract Number RB-PUB15-3 for the 2016-2017 school year awarded on June 28, 2016. Route cost \$349.98 for 210 days, plus an

Procurement of Goods and Services – Consignment & Promotion

11. Approve membership participation between Hunterdon County Educational Services Commission (“HCESC”) and its member, West Windsor-Plainsboro Regional School District (“BOE”), for vehicle consignment and promotion by HCESC, pursuant to the requirements of *N.J.S.A. 40A:65-1 and N.J.S.A. 18A:6-51*.

Equipment Disposal

12. Approve the disposal of obsolete surplus equipment that has met the district’s life expectancy [The age and physical condition of the equipment render the equipment ineffective.]:

Central Office

- a) 1 Printronix PSA P5210 Line Printer

Hawk

- b) 1 Canon Digital Video Camcorder Model ZR800
c) 1 Companion Corporation Light Pen Portable Reader Model V1150
d) 1 IBM Electric Typewriter Model Selectric II
e) 1 Panasonic Electronic Typewriter Model RK-T40D

Transportation

- f) 3 2002 International Model AME School 24 Passenger Busses
(Vin #1HVBRAAM71A937410/Bus #9; Vin #1HVBRAAP82A921034/Bus #29;
Vin #1HVBRAAP72B921035/Bus #30)
g) 11 2002 International Model AME School 54 Passenger Busses
(Vin #1HVBRAAP12A921022/Bus #12; Vin #1HVBRAAM42B941474/Bus #14;
Vin #1HVBRAAP32A921023/Bus #19; Vin #1HVBRAAP41A936984/Bus #22;
Vin #1HVBRAAP81A936986/Bus #24; Vin #1HVBRAAPX1A936987/Bus #25;
Vin #1HVBRAAP11A936988/Bus #26; Vin #1HVBRAAP31A936989/Bus #27;
Vin #1HVBRAAPX1A936990/Bus #28; Vin #1HVBRAAP52A921024/Bus #37;
Vin #1HVBRAAP72A921025/Bus #38)

Grover- Cafeteria

- h) 1 1999 Delfield Free Standing Milk Cooler Model#86776609, Serial # N6-1313-37

Interlocal Vehicle Sale Agreement – HCESC

13. Authorize execution of the Interlocal Vehicle Sale Agreement between Hunterdon County Educational Services Commission and the West Windsor-Plainsboro Regional School District, effective January 11, 2017 through August 31, 2017, as follows:

WHEREAS, on February 21, 2017, the West Windsor-Plainsboro Regional School District Board of Education has reaffirmed its membership in the Hunterdon County Educational Services Commission (“HCESC”) Cooperative purchasing system for the 2016/2017 and 2017/2018 school years;

WHEREAS, the West Windsor-Plainsboro Regional School District Board of Education has 14 vehicles, which are no longer of service to the District and/or which have outlived their useful life;

SO BE IT RESOLVED that, in accordance with N.J.S.A 40A:65-1, et. Seq. and N.J.S.A. 18A:6-51, et. Seq., the West Windsor-Plainsboro Regional School District Board of Education does enter into an Inter-Local Sale Agreement with the HCESC for the following vehicles:

<u>Vehicle #</u>	<u>VIN#</u>	<u>DESCRIPTION (Year, Make, Body, #Pass.)</u>
9	1HVBRAAM71A937410	2002, AME, International, 24
12	1HVBRAAP12A921022	2002, AME, International, 54
14	1HVBRAAM42B941474	2002, AME, International, 54
19	1HVBRAAP32A921023	2002, AME, International, 54
22	1HVBRAAP41A936984	2002, AME, International, 54
24	1HVBRAAP81A936986	2002, AME, International, 54
25	1HVBRAAPX1A936987	2002, AME, International, 54
26	1HVBRAAP11A936988	2002, AME, International, 54
27	1HVBRAAP31A936989	2002, AME, International, 54
28	1HVBRAAPX1A936990	2002, AME, International, 54
29	1HVBRAAP82A921034	2002, AME, International, 24
30	1HVBRAAP72B921035	2002, AME, International, 24
37	1HVBRAAP52A921024	2002, AME, International, 54
38	1HVBRAAP72A921025	2002, AME, International, 54

BE IT FURTHER RESOLVED that, as per this agreement, the West Windsor-Plainsboro Regional School District Board of Education does agree to pay a 10% portion of the agreed-upon high bid sale price to the HCESC, which will handle all legal advertisements, bid documentation, promotion, and warehousing of above-listed vehicles; and

BE IT FINALLY RESOLVED that any offers to purchase subject vehicles will be presented by the HCESC to the West Windsor-Plainsboro Regional School District Board of Education, which will have the right to authorize acceptance, counter, or decline each offer.

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:
- a) Approve a district administrator to attend the New Jersey School Buildings and Grounds Association Expo/Conference on March 13-15, 2017, in Atlantic City, New Jersey, at a cost not to exceed \$300.
 - b) Approve a district administrator to attend the Certified Pool Operation CPO Seminar at the Training Center on April 21, 2017, in Bordentown, New Jersey, at a cost not to exceed \$300.
 - c) Approve one administrator and seven teachers to attend the New Jersey Association for Gifted Children 26th Annual Conference at the Mercer County Community College on Friday, March 17, 2017, at a cost of \$204 per person plus mileage.

Roof Restoration at HS North Phase 2

15. Award the February 14, 2017, bid for Roof Restoration at High School North Phase 2 as recommended by Fraytak Veisz Hopkins Duthie, PC, (Architects/Planners Project No. 4831), for a single overall contract to Jottan Roofing, for a total bid award of \$266,083 (Base Bid: \$211,947; Alt. 1: \$54,136), contingent upon attorney review and approval of bid documents and final approval from the State of New Jersey Department of Community Affairs.

		<u>Base Bid</u>	<u>Alt. 1</u>
Other Bidders:	Premier Roofing Services	\$259,959	\$36,200
	Arch-Concept	\$294,515	\$18,000
	Noble Roofing	\$297,745	\$40,000
	Integrity Roofing	\$353,340	\$35,000
	Northeast Roof Maintenance	\$365,000	\$45,000
	Strober-Wright Roofing	\$378,430	\$34,000
	Barrett Roofs	\$388,000	\$22,000
	VMG Group	\$397,000	\$25,000
	Patriot Roofing	\$440,000	\$38,800
	D. A. Nolt	\$498,537	\$61,513
	More Consulting	\$520,000	\$40,000
	MTB LLC	\$570,000	\$13,000
	Mike Kobithen Roofing	\$582,000	\$37,128
	Arista Builders	\$830,000	\$38,000

2017-2018 Budget Discussion

Mr. Shanok “kicked off” the budget discussion noting that the annual budget process has a good foundation and framework. The Board of Education has had two retreats to discuss the 2017-2018 budget. He then touched on the district’s mission philosophy for the “whole child – every child;” spoke about fundamentally what a school budget represents: a planning tool, considers contingencies, manages risk and must be fiscally responsible; gave an idea of the budget process and timelines noting the March 20th deadline for submission of a tentative budget to the County Office; talked about the “big picture” budget topics; and, district’s rankings; actual per pupil costs. At the next meeting, March 14th, a tentative budget will be voted on for State submission.

PERSONNEL

Two personnel addendums were added: 1) a change and leave under B. Certificated Staff, changes and a resignation under C. Non Certificated Staff; and a reappointment and change under F. Community Education; and, 2) a leave under B. Certificated Staff.

Mr. Fleres acknowledged two retirements: Audrey Courtney-Quinn, teacher, 22.5 years, and Kathleen Bertram, administrative assistant, 25 years and thanked them for their service to the district.

Upon motion by Ms. Ho, 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

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
A. Administration								
none								