

## BOARD OF EDUCATION MEETING MINUTES

**March 20, 2017**

(Rescheduled from March 14, 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.

It was noted that a legal advertisement for this meeting was published on March 15, 2017, indicating that the West Windsor-Plainsboro Regional School District, due to inclement weather, rescheduled the March 14, 2017, Board of Education meeting to Monday, March 20, 2017, in which action will be taken to approve the submission of the 2017-2018 Tentative Budget, at 7:30 p.m. at Central Office, Multi-Purpose Room, 321 Village Road East, West Windsor, NJ 08520.

The meeting of the West Windsor-Plainsboro Board of Education was called to order by Board President Fleres at 6:30 p.m. in room C110-111 at the District Administration Building. Upon motion by Ms. Ho, seconded by Ms. Herts, 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:	<b>Personnel Issues</b>
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:	<b>Negotiations with WWPEA</b>
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:	<b>Personnel Issues, and as noted on the agenda</b>
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Review</b>

The meeting reconvened to public session at 7:31 p.m. in the multipurpose room. The following board members were present:

Mr. Isaac Cheng  
Mr. Anthony Fleres  
Ms. Carol Herts

Ms. Louisa Ho  
Ms. Rachel Juliana  
Ms. Michele Kaish

Ms. Dana Krug  
Mr. Yingchao "YZ" Zhang  
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; Ms. Charity Fues, Director of Human Resources. Also present were board attorneys, Mark Toscano, Esq. and Shifra Tarica, Esq.

### **BOARD PRESIDENT'S COMMENTS**

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

### **SUPERINTENDENT'S COMMENTS**

Dr. Aderhold congratulated Assistant Superintendent for Finance Larry Shanok, the finance department and staff on the receipt of the Association for School Business Officials (ASBO) International's Meritorious Budget Award for the fourth consecutive year.

### **STUDENT REPRESENTATIVE COMMENTS**

Haley Rich, High School South, reported that the student council will hold its annual male beauty pageant, "Mr. South," on April 7<sup>th</sup> with all the proceeds being donated to the March of Dimes. This year, for the first time, South will be holding a spring spirit week during the week leading up to Mr. South with teachers being asked to participate in a 4x100 relay. South's musical drama this year was "9 to 5" which aired on March 2nd, 3rd and 4th. During their last performance, the cast surprised long-time stage director, Alex Valen, with a thank you speech, appreciating her years of dedication and all she has done for South's Theatre program. Last Friday was South's Student versus Faculty basketball game; the team of juniors and sophomores came out on top over the freshmen and seniors in a very exciting match. All the proceeds went towards post prom, along with the proceeds from the food truck festival held in South's parking lot on Sunday. This Friday at 7 pm is the annual South Asian American Student Association, or SAASA show, which consists of several traditional and more modern dances, singing, a play, Indian food, and a fashion show that features beautiful Indian attire.

Dillon Henry, High School North, stated that the Junior Class trip to Washington seminar was this week. The Disney trip just finished a couple of weeks ago and was enjoyed by all who attended. A junior finalist for robotics made the dean's list and the team qualified for the international competition at the University of Scranton. FRC Robotics Team won the Excellence in Engineering Award and placed first at the state competition. He also noted the following upcoming events: Mr. North show on April 29<sup>th</sup>; Theatre production of "Bang Bang, You're Dead" on March 28<sup>th</sup> through March 30<sup>th</sup> which helps to raise violence awareness; and, PARCC testing on April 4<sup>th</sup> through April 7<sup>th</sup>.

### **PRESENTATION: Documentary Filmmaking at CMS**

Dr. Aderhold introduced documentary filmmaking students from Community Middle School and thanked them, the 7<sup>th</sup> grade CMS staff, and Dr. Shauna Carter for their willingness to share their experiences with the Board and administration.

Four 8<sup>th</sup> grade students presented, under the guidance of Dr. Carter and Ms. Bisson, and spoke regarding their documentary filmmaking experience conducted while in 7<sup>th</sup> grade at Community Middle School. The interdisciplinary project was conducted in cooperation with both Social Studies and IRLA classes and was supplemented with grants from the PTSA and West Windsor-Plainsboro Education Foundation.

**PRESENTATION: 2017-2018 Proposed Budget**

Mr. Shanok began the 2017-2018 proposed budget presentation noting that today is the deadline for the Board of Education to approve a tentative budget for submission to the State. The proposed budget is within cap rules and reflects a 1.76% budget-to-budget increase.

The Board Members asked several questions and a budget discussion ensued.

**PUBLIC COMMENT**

Six people spoke on the following topics: housing growth in West Windsor Township; Howard Hughes conceptual plan public hearing at 7pm on May 10<sup>th</sup> at High School South; guidelines on proper staff responses to requests for student information; and, discontinuation of the Community Education Mini-Explorers program.

Dr. Aderhold addressed the discontinuation of the Mini-Explorers program. Board Attorney Mark Toscano, noted all policies required by the state in regards to student information are in place at WW-P.

**BOARD OF EDUCATION COMMITTEE REPORTS** *(None)*

**ADMINISTRATION**

Upon motion by Mr. Cheng, 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. To 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 28, 2017, for the following case numbers: HSS021517001; GMS022317001; DNE021517001; CMS022717001; and CMS021517001.

**School Security Drills**

2. To acknowledge the following fire and security drills were performed in February 2017 in compliance with *N.J.S.A. 18A:41-1*:

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
2/8/2017	2/21/2017	Dutch Neck Elementary School
2/8/2017	2/15/2017	Maurice Hawk Elementary School
2/6/2017	2/15/2017	Town Center Elementary School
2/6/2017	2/7/2017	J.V.B. Wicoff Elementary School
2/2/2017	2/21/2017	Millstone River School
2/15/2017	2/7/2017	Village School
2/15/2017	2/10/2017	Community Middle School
2/8/2017	2/27/2017	Thomas Grover Middle School
2/8/2017	2/21/2017	WW-P High School North
2/3/2017	2/8/2017	WW-P High School South

**Professional Development Training**

- 3. Approve 15 staff members to attend “Not Even Once Training Program” on March 28, 2017, offered by the Manchester, New Jersey Police Department, at a cost of \$50 per participant.

**Policies: Second Reading and Approval**

- 4. Second reading and approval of the following policies:  
  
5514: Student Use of Vehicles  
5516: Use of Electronic Communication and Recording Devices

**Award - Request for Quotes: Yearbooks 2017-2018 School Year**

- 5. Award the February 8, 2017, Request for Quotes for the Yearbook 2017-2018 School Year, Quote No. 06, issued on January 24, 2017, to Walsworth Yearbooks for a total price per book of \$61.00 for high schools and \$30.00 for middle schools, contingent upon attorney review and approval.

Other Quotes:	Balfour	\$52.00 high schools/\$22.95 middle schools
	Friesens, Corp.	\$53.89 high schools/\$32.45 middle schools
	Jostens, Inc.	\$68.97 high schools/\$23.53 middle schools

**Parent University Program**

- 6. Approve payment of \$2,000 to High Impact Youth Training for a one-day program on March 20, 2017, for students and parents entitled, “A Parents Road Map to Protecting Their Children in the Digital World.”

**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 action was approved by all board members present.

**Letter of Agreement**

- 1. Authorize execution of a letter of agreement with Bristol-Myers Squibb for funding support in the amount of \$6,000 to the FIRST Robotics Team.

**FINANCE**

A Finance Addendum was included for transportation for a student related activity.

It was requested to vote on Finance Item No. 1 separately.

Upon motion by Mr. Zhong, seconded by Ms. Juliana, and by roll call vote with eight Board Members present voting yes, and Ms. Herts abstaining, the following board action was approved.

**2017-2018 Tentative Budget Submission**

- 1. To approve the tentative budget for the 2017-2018 school year for submission to the County Superintendent of Schools for Department of Education review as follows:

Be It Resolved to approve a school district budget for the fiscal year 2017-2018 school year:

	Budget	Local Tax Levy
Total General Fund	\$ 186,393,080	\$ 158,721,848
Total Special Revenue Fund	\$ 2,314,275	N/A
Total Debt Service Fund	\$ 8,051,281	0
Totals	\$ 196,758,636	\$ 158,721,848

Included in the general fund budget is \$7,449,807 to be deposited in capital reserve to transfer to repayment of debt.

Included in the general fund budget is \$2,425,000 to be withdrawn from the Board of Education’s approved Capital Reserve Account to support funding of capital projects.

The school district has proposed programs and services in addition to the New Jersey Student Learning Standards adopted by the State Board of Education. Information on this budget and the programs and services it provides is available from your local school district.

The tax levy includes \$134,500 of banked cap.

Upon motion by Mr. Zhong, seconded by Ms. Juliana, and by roll call vote with nine Board Members present voting yes, board resolutions 2 through 15 were approved.

**Business Services**

2. Payment of bills as follows:
  - a) Bill List General for March 14, 2017 (run on 3-7-17) in the amount of \$7,188,265.00.
  - b) Bill List Capital for March 14, 2017 (run on 2-28-17) in the amount of \$14,931.15.

**Procurement of Goods and Services**

3. Be it resolved by the Board of Education of the West Windsor-Plainsboro Regional School District pursuant to Title 18A: 18A-10, and N.J.A.C. 5:34-7.29(c), on timely basis, to procure goods and services utilizing state contract vendors to meet the needs of the school district who agree to sell goods and services to the Board of Education in accordance with all conditions of the individual state contract that may or may not exceed the bid threshold in the aggregate.

The duration of the contracts between the West Windsor-Plainsboro Regional School District and the referenced State Contract Vendors shall be for the 2016-2017 School Year as amended from time to time by the Division of Purchase and Property in the Department of the Treasury, Cooperative Purchasing Program.

<u>Commodity/Service</u>	<u>Vendor</u>	<u>State Contract No. or Co-op</u>
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**Building & Grounds Department:**

**Vehicles, Trucks, Class2, Pickup/Utility, with Snow Plow Option State Contract:**

Beyer Ford LLC	A88727
Chas S Winner Inc/dba Winner Ford	A88726



School Name	Project	FVHD	DOE Number
Maurice Hawk ES	Toilet Room Renovations	4983	5715-040-17-2000
Community MS	Renovations to Rooms 812 & 815	4984	5715-140-17-1000
Dutch Neck ES	Intercom System Upgrades	4985	5715-030-17-1000
WWP HS South	Turf Field Replacement and Track Restoration	4986	5715-020-17-2000
Dutch Neck ES	Nurse's Suite Renovations	4987	5715-030-17-2000
WWP HS South	Pool Heating Unit and Generator Replacement	4988	5715-020-17-1000
Maurice Hawk ES	Addition and Renovations	4989	5715-040-17-1000
WWP HS North	Turf Field Replacement	4990	5715-025-17-1000

Be it further resolved that the district's architects, Fraytak Veisz Hopkins Duthie, P.C., are authorized to submit the above projects to the New Jersey Department of Education for approval on the district's behalf.

Be it further resolved that the above projects be approved as "other capital projects" as defined in *N.J.A.C. 6A:26*. The district will not seek State funding for the above projects.

Be it further resolved that amendments to the Long-Range Facilities Plan by Fraytak Veisz Hopkins Duthie, P.C., to incorporate the above projects be approved.

### Transportation

#### Quotes – To and From School

7. Award the Student Transportation Contract-Multi Contract Number SYPEK0217 to Rick Bus Company 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>
SYPEK0217	Sypek Center	\$238.00	1	\$54.00	\$3.00

8. Award the Student Transportation Contract-Multi Contract Number ASSUN0217 to Rick Bus Company 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>
ASSUN0217	Assunpink Center	\$238.00	1	\$54.00	\$3.00

9. Award the Student Transportation Contract-Multi Contract Number BA0217 to Good Dove, LLC, 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>
BA0217	Bridge Academy	\$75.00	1	N/A	\$2.00

10. Award the Student Transportation Contract-Multi Contract Number JHCOR4 to H & N Transportation 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>
JHCOR4	Various	\$195.95	34	N/A	\$3.00

11. Award the Student Transportation Contract-Multi Contract Number SJCOR4 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>
SJCOR4	Various	\$132.50	34	N/A	\$2.50

Addendum – Additional Mileage

12. Award 2016-2017 Student Transportation Contract Addendum Multi-Contract Number IR-PUB12, route COL, awarded to Irvin Raphael, Inc., on June 28, 2016. Original route cost \$296.97 per day for 180 days, with an adjustment of \$19.03 per day for additional mileage for 75 days for an adjusted route cost of \$316.00 per diem. The final adjusted cost is \$54,881.85.

Agreements/Jointures - Adjustment

13. Adjustment to Revenue for 2016-2017 Joint Transportation Agreement between West Windsor-Plainsboro Regional School District serving as host to Lawrence Township Schools, route number COL, approved June 28, 2016 to reflect the addition of students. Increased revenue for this route is \$1,427.25.

**Professional Services – Supplemental Architectural Services**

14. Authorize supplemental architectural services to the AIA Architect/Owner Agreement of Fraytak Veisz Hopkins Duthie, P.C., school district appointed architect, for professional services related to Maurice Hawk Elementary School project, and to authorize and delegate the responsibility to prepare the plans and specifications for the project in consultation with and under the supervision of the assistant superintendent of Finance/Board Secretary, who has been delegated the responsibility to work with the architect for this purpose on behalf of the Board of Education, and such authorizations and delegations in accordance with the requirements of N.J.S.A. 18A:18A-5.

**Transportation**

Student Related Activity

15. Field trip payable by the West Windsor-Plainsboro Regional School District to East Windsor Regional School District for the 2016-2017 school year as follows: Trip to Rider University for: The Day of Dialogue on March 23, 2017, 7 Students and 5 staff from High School North and High School South will attend. The total cost for the shared transportation is \$212.00.

**PERSONNEL**

West Windsor-Plainsboro Regional School District Board of Education on March 10, 2017, and again on March 17, 2017, provided e-mail notifications that if an employee’s name appears on the Personnel Agenda for the March 14, 2017, which was rescheduled to March 20, 2017, Board of Education meeting, the WW P Board of Education may discuss the recommended action related to your employment in a session closed to the public unless an employee submits written notice that is received at least 24 hours before the Board of Education meeting; the notice must state that the employee is requesting any such discussion take place in public. Please send this