

**BOARD OF EDUCATION MEETING MINUTES**  
**Joint Meeting with Township Governing Bodies**  
**Public Hearing on the Proposed 2017-2018 School Budget**  
**Public Hearing on the Proposed 2017 Bond Refunding Ordinance**  
**APRIL 25, 2017**

In accordance with the State's Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location and, to the extent known, the agenda of this meeting on January 3, 2017, and on April 21, 2017, to The Princeton Packet, The Times, The Home News Tribune, and West Windsor and Plainsboro Public Libraries. Copies of the notice also have been placed in the Board Office on January 3, 2017, and on April 21, 2017, and sent to Plainsboro and West Windsor township clerks and in each of the district schools on January 3, 2017, and on April 21, 2017.

The meeting of the West Windsor-Plainsboro Board of Education was called to order by Board President Fleres at 6:30 p.m. in the cafeteria of the Village School for the joint meeting of the township's governing bodies. The following board members were present:

Mr. Anthony Fleres  
Ms. Rachel Juliana

Ms. Louisa Ho  
Ms. Carol Herts

Ms. Dana Krug  
Ms. Michele Kaish

Mr. Isaac Cheng, Mr. Yingchao "YZ" Zhang and Mr. Yu "Taylor" 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; Lawrence LoCastro, Comptroller; and, Ms. Charity Fues, Director of Human Resources. Also present was board attorney, Mark Toscano, Esq.

Mr. Cheng, Mr. Zhang and Mr. Zhong arrived during the joint meeting budget presentation.

**Joint Meeting: Townships Governing Bodies**

Dr. Aderhold welcomed the township leaders for a look at the proposed 2017-2018 school budget. He noted the upcoming retirement of Larry Shanok and thanked him for his service to the district. Dr. Aderhold introduced Christopher Russo, whose appointment is being proposed this evening to replace Mr. Shanok. He also thanked the mayors and township officials for their continuing support.

Dr. Aderhold expressed his appreciation to everyone for working together through the year-long budget cycle. The Board of Education and administration have worked to construct a budget that reflects the values of the district and continues to support students through commitments to strong educational programs and high student achievement while being cost effective and sensitive to the impact on taxpayers.

Mr. Shanok and Dr. Aderhold provided a brief overview of the key parameters of the proposed budget. They highlighted the district's continued high rankings, student achievement, and commitment to financial accountability and transparency. Mr. Shanok compared expenditures and revenues of the proposed budget with the current budget, showing increases/decreases and the realignment of resources. He also reviewed prior budgets, changes in township enrollment percentages, capital projects, and per pupil spending.

After reviewing the proposed budget, Dr. Aderhold examined projected residential growth in both West Windsor and Plainsboro, highlighting the impact projected growth may have on enrollment in each of the schools in the district.

At 7:33 p.m. the joint meeting adjourned.

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

The Board convened in the multipurpose room of the Board of Education at 7:46 p.m. for the Board of Education meeting. Mr. Fleres welcomed everyone to the meeting and thanked them for coming. He read the provision requiring the meeting be adequately advertised in accordance with the Sunshine laws.

### **STUDENT REPRESENTATIVE COMMENTS**

Haley Rich, High School South, reported

The Mr. South event was very successful, raising over \$2,500 for March of Dimes. The winning student performed a comedic reenactment of a Bruce Springsteen music video. Two raffle winners won a free dinner at Carlucci's. HS South's Mathematics Honor Society held its induction on April 6<sup>th</sup>. This past month, there was a schoolwide badminton tournament held by the gym teachers, a schoolwide chess tournament put together by the Chess Club, and Relay For Life's annual volleyball tournament. Four South students passionate about ensuring that South students' voices are heard, decided to help students express their opinions to the school principal. On April 3rd and 4th, Principal Lepold visited students' study halls for open conversations about school policies and prospective changes, the setting resembled a town hall forum. Topics of discussion included parking lot procedures, mental health, and attendance policies. The girls track team made history by winning their 100th meet in a row. The girls also won 1st or 2nd place in seven out of the nine track events at Mercer County Relays. Boys' lacrosse held a Cystic Fibrosis Research fundraiser game on April 22<sup>nd</sup>, donating all proceeds from concessions, t-shirts and lacrosse merchandise to help cure the disease.

Dillon Henry, High School North, stated

Marking Period 3 grades will be finalized on April 26<sup>th</sup>. The Mr. North annual show will take place on Saturday, April 29. The Improv Show will be held on Thursday, May 11, followed by the One Act Festival aka Freshman Sophomore Play on Friday, May 12. Boys Tennis is competing well at the Mercer County Tournament; all starters (3 singles and 2 doubles) have made it to the semi-finals. The Boys Volleyball Carwash will be held on Saturday, May 6. Girls golf is ranked 4th in the state currently. Peer leaders will sell pizza to AP test takers for the two weeks of AP test taking. The Junior Prom was a great success with nearly 300 attendees.

### **PUBLIC HEARING ON THE 2017-2018 BUDGET**

Board President Fleres opened the 2017-2018 Public Hearing on the proposed budget at 7:51 p.m.

Mr. Shanok gave a presentation outlining the proposed 2017-2018 budget, noting that the budget is a culmination of a long series of activities involving the board of education, district administrators and the public. The comprehensive budget process began last fall and included board retreats, finance committee meetings, public presentations, and submission of the budget in March. The budget was put together with the district's mission in mind. The budget is not simply about the dollars, but is put together in a multi-year way to address multi-dimensional qualitative and quantitative issues that continue to reflect our value of excellence in education.

Niche's November 2016 H.S. Rankings were displayed showing that High School South ranked 11<sup>th</sup> and High School North ranked 18<sup>th</sup> in New Jersey. Compared to neighboring high performing districts, WW-P High Schools are at the lower end of cost per student educational spending, yet have the highest SAT scores. A brief synopsis was given outlining student achievements in many academic areas. Building on our excellence, while restraining the rate of increase in costs, is the purpose of the budget process. Mr. Shanok noted the achievements of the finance department, having received the Association of School Business Officials International's Certificate of Excellence in Financial Reporting Award for the ninth year and the Meritorious Budget Award for the fourth year.

Mr. Shanok touched on the township percentage enrollment changes over the past 9 years, noting the small variation between years. This year, Plainsboro residents constitute 42.2% of student enrollment and West Windsor students makeup 57.8%.

He then provided a "snapshot" of the allocation of expenditures and revenues, touching on the operating expenditure categories. The budget includes an additional \$931,111 for regular instruction, adding several staff positions to assist in keeping our student:teacher ratio low. Co-curricular (athletics and clubs) received additional funding to support afterschool activities. The addition of \$1 million to Special Education (instruction, tuition, child study team and support services) is due to the rising costs of providing services. Student support services (media centers, nurses and guidance) includes the addition of \$189,738, bringing this category to approximately the level it was at 2 years ago. Other areas, such as administration, facilities and transportation, reflect small growth. The increase in the benefits category for this year was negligible. The Capital Outlay category totals \$3.6 million which includes \$1 million for technology and \$2.6 million for other capital outlay. To put the capital outlay amount in perspective, historical costs of our facilities total over \$250 million. If one figured a 30-year replacement schedule, the total annual capital outlay needed would exceed \$8 million. In the past, we have been able to successfully maintain our buildings through the use of capital reserves. In the debt service category, there have been no new net bond issues recently, so our total debt service continues to decline. Overall the budget-to-budget increase is 1.76% for a total budget of \$174,720,946, an increase of \$3,027,928 in spending. Last year's increase was 3.6 million.

Mr. Shanok provided a brief review of the allocation of revenue. The overall revenue increase matches the increase in expenditures of 1.76%. The four sources of revenues are: fund balance; local tax levy; state-aid; and miscellaneous. The budget provides \$5 million in tax relief, on par with last year. The revenue categories have not changed much from year-to-year. We are within the tax cap regulations of the state.

Mr. Shanok then reviewed the new capital projects, which include turf field replacements at both High Schools, resurfacing the HS South track, restoration work on the HS North roof, and upgrades to technology. Past budgets were also reviewed, including the history of tax relief amounts; budget-to-budget increase percentages; state aid; and total tax levy for each school year.

As an additional reference point, Mr. Shanok reviewed a fifteen-year range of actual comparative per pupil expenditures, as per the Department of Education, and how the district compares to other high-performing districts of similar size. In 2002-2003, WW-P was \$336 above the state average, with spending on par with Princeton and Hopewell Valley. The district set out to deliberately inhibit the rate of spending increases while building on educational excellence. The growth in the gap between the per pupil expenditures in our district as compared to similar districts and the state average reflect these efforts. We continue to maintain a high level of educational excellence at a per pupil cost below neighboring high performing districts

Tax implications of the 2017-2018 budget show an increase in the Plainsboro tax rate to \$1.437 per \$100 of assessed property value for an increase of 4.8 cents. For a home assessed at the township average, this

would be an increase of \$215. For the owner of a home at the township average of \$451,500, school taxes are estimated to be \$6,488, only slightly higher than they were 2 years ago due to the dynamics between assessed values and tax rates. At the time of the budget hearing, the effect of the school budget on the West Windsor tax rate had not yet been determined.

The user-friendly budget will be posted on the district website within 48 hours after the public hearing on the budget. Copies of budget presentations are also available on the district web site: [http://www.ww-p.org/about\\_us/budget\\_information](http://www.ww-p.org/about_us/budget_information).

The Board discussed some of the items reviewed in the budget presentation.

**PUBLIC COMMENT ON THE BUDGET**

The board invited the public to comment specifically on the budget. One community member commented on the retirement of Mr. Shanok and the use of capital reserves for tax relief.

**APPROVAL OF 2017-2018 BUDGET:**

Upon motion to approve the budget by Ms. Juliana, and seconded by Mr. Zhong, a discussion ensued regarding capital projects, capital reserves, tax relief, reducing the budget by \$3 million, and budgeting for future needs. After the discussion, by roll call vote with eight Board Members voting yes and Ms. Herts voting no, the following board action was approved:

**2017-2018 Budget**

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

	<u>Budget</u>	<u>Local Tax Levy</u>
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	<u>\$ 196,758,636</u>	<u>\$ 158,721,848</u>

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.

At 8:27 p.m. the public hearing on the 2017-2018 budget was concluded.

**PUBLIC HEARING ON THE 2017 BOND REFUNDING**

Board President Fleres opened the public hearing on the 2017 Refunding Bond Ordinance at 8:27 PM.

PUBLIC HEARING ON THE REFUNDING BOND ORDINANCE OF THE WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT, NEW JERSEY PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF THE OUTSTANDING CALLABLE REFUNDING SCHOOL BONDS OF THE SCHOOL DISTRICT, DATED JANUARY 4, 2007, ISSUED IN THE ORIGINAL PRINCIPAL AMOUNT OF \$17,500,000, APPROPRIATING NOT TO EXCEED \$10,500,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$10,500,000 REFUNDING BONDS TO PROVIDE FOR SUCH REFUNDING.

Mr. Shanok presented an overview of the district's history of refunding. Bond refundings occurred in 2002, 2005, 2006, 2007, 2012, and 2015. Mr. Shanok provided a brief background on bond refunding regulations, noting that formerly it was voluntary for a district to refund if the present value savings was more than 3%. Several years ago, the Accountability Regulations Act was enacted changing the rules so now you must proceed with the refunding if the present value savings is in excess of three percent. He also noted that the refunding is a process with advice and assistance from the district's bond attorney and financial advisor. The Board of Education did a First Reading of the proposed refunding at the March 28, 2017 meeting.

If the decision tonight is to proceed with the refunding, then the district will enter the bond market during the summer with bonds issued around June or July of 2017. Currently, the proposed refunding amount is up to \$10,500,000 with estimated cost of issuance (excluding underwriter's discount) not to exceed \$150,000. Projected present value savings is approximately \$700,000.

#### **OPPORTUNITY FOR PUBLIC COMMENT ON THE REFUNDING**

The board of education invited the public to comment specifically on the bond refunding ordinance. Two community members spoke on the following bond refunding topics: cost of issuance, legal fees, and the utilization of bonds.

#### **APPROVAL OF REFUNDING BOND ORDINANCE**

Upon motion by Mr. Zhong, seconded by Ms. Ho, and by roll call vote with all Board Members present voting yes, the following action was unanimously approved:

##### **Refunding Bond Ordinance**

1. To adopt the Refunding Bond Ordinance as follows:

REFUNDING BOND ORDINANCE OF THE WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT, NEW JERSEY PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF THE OUTSTANDING CALLABLE REFUNDING SCHOOL BONDS OF THE SCHOOL DISTRICT, DATED JANUARY 4, 2007, ISSUED IN THE ORIGINAL PRINCIPAL AMOUNT OF \$17,500,000, APPROPRIATING NOT TO EXCEED \$10,500,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$10,500,000 REFUNDING BONDS TO PROVIDE FOR SUCH REFUNDING.

BE IT ORDAINED BY THE BOARD OF EDUCATION OF THE WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The West Windsor-Plainsboro Regional School District, New Jersey (the "Board of Education") is hereby authorized to refund all or a portion of the outstanding callable refunding school bonds issued in the original principal amount of \$17,500,000 and dated January 4, 2007 (the

"2007 Bonds"). The 2007 Bonds maturing on or after September 15, 2018 may be redeemed at the option of the Board of Education in whole or in part on any date on or after September 15, 2017 (the "Redemption Date") at the par amount of such 2007 Bonds to be refunded plus accrued interest to the Redemption Date.

Section 2. In order to finance the cost of the purpose described in Section 1 hereof, negotiable refunding bonds (the "Refunding Bonds") are hereby authorized to be issued in the aggregate principal amount not to exceed \$10,500,000 pursuant to N.J.S.A. 18A:24-61 et seq.

Section 3. An aggregate amount not exceeding \$150,000 for items of expense listed in and permitted under N.J.S.A. 18A:24-61.4 has been included in the aggregate principal amount of Refunding Bonds authorized herein.

Section 4. The purpose of the refunding is to incur an interest cost savings for the Board of Education.

Section 5. Supplemental debt statements have been prepared and filed in the offices of the West Windsor Township Clerk, the Plainsboro Township Clerk (collectively, the "Constituent Municipalities") and the Assistant Superintendent for Finance/Board Secretary and in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey as required by law. Such statement shows that the gross debt of the Constituent Municipalities as defined in the Local Bond Law and the school debt of the Board of Education is increased by the amount the Refunding Bond authorization exceeds the amount of the proposed Refunded Bonds.

Section 6. No Local Finance Board approval is required as the issuance of the Refunding Bonds will comply with the requirements of N.J.A.C. 5:30-2.5.

Section 7. The Board President, the Superintendent, the Assistant Superintendent for Finance/Board Secretary and other appropriate representatives of the Board of Education are hereby authorized to prepare such documents, to publish such notices and to take such other actions as are necessary or desirable to enable the Board of Education to prepare for the sale and the issuance of the Refunding Bonds authorized herein and to provide for the redemption of the 2007 Bonds referred to in Section 1 hereof.

Section 8. This bond ordinance shall take effect immediately after final adoption.

At 8:35 PM the public hearing on the Refunding Bond Ordinance concluded and the business meeting resumed.

### **PUBLIC COMMENT**

Two community members spoke on the following topics: passing of community member Pete Weale, the Pledge of Allegiance, and World Labyrinth Day.

### **PERSONNEL**

It was requested to vote on the following Personnel item separately:

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

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
Russo, Christopher	Appoint	Assistant Superintendent for Finance / Board Secretary		\$175,000.00	CO	7/1/17	6/30/18	Appoint as Assistant Superintendent for Finance / Board Secretary, replacing Larry Shanok, who is retiring.

The board members welcomed Mr. Russo to the district.

### **COMMITTEE REPORTS**

All committees met on April 18, 2017.

#### **Administration & Facilities**

Ms. Kaish stated that the committee began by discussing the recommendation to designate capital reserve in the amount of \$12.5 million for the expansion of Maurice Hawk School. The committee then reviewed policies that appear on tonight’s agenda for first reading, including: Bylaw 0000.02, Policies 2415.06, 2467, 2622, 5116, 5460 (including the abolishment of 5465), and 8350; Regulation 2418 was previously approved in February 2017, but needed minor changes that were reviewed and approved by legal counsel. Regulation 2460.16 was discussed. Policy P2460 was changed to remove the word “not”, and policy P2468 was adjusted. The 2018-2019 school calendar was reviewed and will be reviewed by PTA leadership and the Superintendent’s Advisory Committee prior to recommendation for approval by the committee in May.

#### **Curriculum and Instruction**

Ms. Krug reported that the committee reviewed and discussed the 2015-2016 NJ School Performance Reports released by the NJ Department of Education. The committee also reviewed and recommends approval of the agenda items included in tonight’s meeting: Genesis Educational Services to provide system maintenance for the Genesis Student Information System and Staff Management System; Northwest Evaluation Association (NWEA) to supply web-based Measure of Academic Progress (MAP) math and language arts assessments; to accept base funding for the StarTalk Hindi and Urdu Summer Immersion Camps; to accept a donation from NRG for the FIRST Robotics Competition Team, an agreement with College Board for the purchase of 2017-2018 PSAT testing materials; one supervisor to attend a Youcubed workshop at Stanford University in California; Frank Troyan to provide a one-day professional development workshop; and several overnight field trips.

#### **Finance**

Ms. Ho commented that the committee discussed and supports the proposed agenda items, including: the bond refunding, capital projects for the installation of ball stopper systems at the high schools, Aramark contract renewal, lunch prices for 2017-2018, and the transfer of \$12.5 million from capital reserves for the expansion at Maurice Hawk School. The committee also discussed the relocation of the Wallace Road Bus facility, the establishment of the transportation office at 505 Village Road West for the 2017-2018 school year, and nonaffiliated employees.

### **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 actions were approved:

### **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 April 19, 2017, for the following case numbers: VES040417001; GMS041917001; GMS033017002; GMS033017001; CMS032817001; and HSS02242017001.

### **Policies and Regulations: Second Reading and Approval**

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

P2460 Special Education

P2468 Independent Educational Evaluations

P3125.2 Employment of Substitute Teachers

P3144 Certification of Tenure Charges

P3218 Substance Abuse

P4140 Termination

P4431.3 New Jersey's Family Leave Insurance Program

P6220 Budget Preparation

P6311 Contracts for Goods or Services Funded by Federal Grants

P6362 Contributions to Board Members and Contract Awards

P6424 Emergency Contracts

P6471 School District Travel

P6472 Tuition Assistance

P6620 Petty Cash

P6740 Reserve Accounts

P6810 Financial Objectives

P6820 Financial Reports

R2460 Special Education

R2460.1 Special Education - Location, Identification, and Referral

R2460.8 Special Education - Free and Appropriate Public Education

R2460.9 Special Education - Transition from Early Intervention Programs to Preschool Programs

R2460.15 Special Education - In-service Training Needs for Professional and Paraprofessional Staff

R3144 Certification of Tenure Charges

R3218 Substance Abuse

### **Policies and Regulation: First Reading**

3. First reading of the following policies and regulation:

Bylaw 0000.02 Introduction

P1511 Board of Education Web Site Accessibility

P2415.06 Unsafe School Choice Option

P2467 Surrogate Parents and Foster Parents

P2622 Student Assessment

P5116 Education of Homeless Children

P5460 High School Graduation

P8350 Records Retention

R2418 Section 504 of the Rehabilitation Act of 1973-Students

R2460.16 Special Education – Instructional Material to Blind or Print-Disabled Students

R5116 Education of Homeless Children

### **School Security Drills**

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

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
3/29/17	3/13/17	Dutch Neck Elementary School
3/21/17	3/28/17	Maurice Hawk Elementary School
3/8/17	3/15/17	Town Center Elementary School
3/9/17	3/22/17	J.V.B. Wicoff Elementary School
3/8/17	3/1/17	Millstone River School
3/8/17	3/30/17	Village School
3/8/17	3/1/17	Community Middle School
3/21/17	3/3/17	Thomas Grover Middle School
3/29/17	3/27/17	WW-P High School North
3/9/17	3/22/17	WW-P High School South

### **Special Services**

5. Approve the 2016-17 New Jersey Department of Education Office of Special Education Assurance Statement documenting WW-P's compliance with policies and procedures under Part B of the IDEA and N.J.A.C. 6A:14-1.1(b).
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 Beyond Communications to provide Speech/Language, Psych and Educational Evaluations at a rate of \$1,600 per evaluation.

### **CURRICULUM AND INSTRUCTION**

There was a brief discussion regarding MAP testing

Item 7. c) was deleted.

Upon motion by Mr. Zhang, seconded by Ms. Krug, and by roll call vote with all Board Members present voting yes, except Ms. Herts who voted no for resolution 3, the following board actions were approved:

### **STARTALK Grant Acceptance**

1. Accept the base funding for the STARTALK grant in the amount of \$23,506.90 for Hindi and Urdu Summer Immersion Camps for the period of March 2017 through February 2018.

### **Technology**

2. Approve agreement with Genesis Educational Services to provide system maintenance, including lesson planner, for the Genesis Student Information System and Genesis Staff Management System, interfaces for VersaTrans, IEP Direct, and Café Prepay, and secure back-up services for the 2017-2018 school year at a total cost of \$39,400.

3. Approve entering into an agreement with Northwest Evaluation Association (NWEA) to supply web-based Measures of Academic Progress (MAP) Mathematics and Language Arts assessments for students and test administration training for staff. The cost of the materials and training through June 2018 is approximately \$113,300.

#### **Donation**

4. Accept a donation from NRG in the amount of \$5,000 to the FIRST Robotics Competition Team. [This donation will cover the team's entry fee at FIRST Robotics Championships in St. Louis, Missouri.]

#### **PSAT Testing Materials**

5. Enter into an agreement with College Board for the purchase of the PSAT testing materials for the 2017-2018 school year. The total cost of the materials for both high schools is approximately \$19,435.

#### **Professional Development Consultant**

6. Approve Dr. Frank Troyan to provide a one-day workshop on June 7, 2017, for high school and middle school World Language teachers on assessment in the three modes, at a total cost not to exceed \$1,967.

#### **Overnight Field Trips**

7. Approve the following overnight trips:

Community Middle School

- a) Science Olympiad to Wright State University in Dayton, Ohio, from May 17 2017, to May 21, 2017. The cost of the trip is approximately \$800 per student.

High School North

- b) High School North Senior Class Trip to Disney World, Orlando, Florida, from March 21, 2018, to March 25, 2018. The cost of the trip is approximately \$1,475 per student.

Athletics

- d) High School North Varsity Boys' Golf Team to the NJ Group 3 Sectional Tournament in Mahwah, NJ, from May 14, 2017 through May 15, 2017. The cost of the trip is approximately \$200 per student.

- e) High School South Swim Team to FL Coral Springs Aquatic Center in Fort Lauderdale, Florida, from December 26, 2017, through December 31, 2017. The cost of the trip is approximately \$800 per student.

#### **FINANCE**

Upon motion by Ms. Juliana to approve finance items 1 through 20, seconded by Mr. Zhong, a discussion ensued regarding the Maurice Hawk addition and the use of capital reserve funds. Following the discussion, by roll call vote with all Board Members present voting yes, except Mr. Fleres who abstained for resolution 1 and Ms. Herts who voted no for resolution 4, the following board actions were approved:

**Business Services**

1. Payment of bills as follows:

- a) Bill List General for April 25, 2017 (run on 4-19-17) in the amount of \$13,802,864.83.
- b) Bill List Capital for April 25, 2017 in the amount of \$0.

2. Budget transfers as follows:

- a) 2016-2017 school year as shown on the expense account adjustments for March 2017 (run on 4-11-17) (Adjustment No. 445-484).

3. Accept the following reports this will become a permanent part of the Board Minutes:

A-148 Report of the Secretary to the Board of Education as of February 28, 2017, 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.

A-149 Report of the Treasurer of School Monies to the Board of Education as of February 28, 2017.

**Capital Reserve Authorization**

4. Authorize a transfer of funds in the amount of \$12,500,000 from the capital reserve account to the appropriate line item accounts to support the costs of eligible capital projects with local capital reserve funds as follows:

Maurice Hawk Elementary School	Addition	\$12,500,000
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**Other Capital Projects Submission**

5. Approve the following resolution:

Resolved, that the West Windsor-Plainsboro Regional School District Board of Education approve the following projects:

School Name	Project	FVHD	DOE Number
WWP HS North	Installation of Ball Stopper System	4998	5715-025-17-2000
WWP HS South	Installation of Ball Stopper System	4999	5715-020-17-3000
Millstone River ES	Removal of Vacant Modular Building Units	5000	5715-150-17-1000

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.

### **Merit Goal – Payment Authorization**

6. To certify the following:
  - a) To acknowledge that the Executive County Superintendent has verified that Larry Shanok, assistant superintendent of Finance/Board Secretary, has achieved his 2016-2017 quantitative merit goal criteria that was submitted on March 28, 2017; and
  - b) For the Board of Education to authorize payment for the goal completion.

### **Aramark**

7. Authorize the first-year extension of the February 20, 2015, award of the Request For Proposal for the Facilities, Custodial, Maintenance, Grounds and Management Services bid to ARAMARK Management Services Limited Partnership in the amount of \$5,420,083.01 effective July 1, 2017, to June 30, 2018, as per *N.J.S.A. 18A:18A-4*. [Original contract dated April 14, 2015, is for two years and allows for three one-year extensions.]

### **Edvocate Monitoring Contract**

8. Authorize a third-year of the agreement with Edvocate, Inc., to provide contract monitoring services of the district's facilities contract in the amount of \$26,724.00, (approximately a 1.5 percent increase) effective July 1, 2017, for the 2017-2018 school year. [Original agreement dated May 11, 2015.]

### **Travel and Related Expenses Reimbursement**

9. 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 three high school coaches to attend Rutgers University Football Coaches Clinic 2017 on April 7-8, 2017, in New Brunswick New Jersey, at a cost not to exceed \$60 per person.
  - b) Approve a middle school coach to attend CPR/AED Training on March 13, 2017, in Woodbridge, New Jersey, at a cost not to exceed \$35.
  - c) Approve a Buildings & Grounds administrator to attend Annual Refresher Course on Integrated Pest Management on April 28, 2017, at Middlesex School District, Middlesex, New Jersey; travel expenses only.
  - d) Approve a Buildings & Grounds administrator to attend an Annual Refresher Course on Indoor Air Quality on May 12, 2017, at Somerset County Vo-Tech, Bridgewater, New Jersey; travel expenses only.

- e) Approve a Buildings & Grounds administrator to attend Boiler Operator Black Seal Training at the Training Center, Bordentown, New Jersey, during May-June 2017, at a cost not to exceed \$550 plus travel.
- f) Approve one administrator to attend the Youcubed workshop at Stanford University in Stanford, California, from September 10, 2017, to September 13, 2017, at a total cost not to exceed \$2,600.

**Equipment Disposal**

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

Grover Middle School

- a) Nurse’s Life Oxygen Pac tank and mask

**Food Services**

- 11. Authorize the third year renewal of the food services management contract awarded April 29, 2014, with Sodexo Management Inc., effective July 1, 2014. The district shall pay Sodexo a management fee in an amount equal to \$.20 per Pattern Meal and Meal Equivalent for the 2017-2018 contract year. Sodexo guarantees that district shall receive a minimum annual financial return of \$85,000 for the 2017-2018 school year.

**Lunch Rates**

- 12. Set the following fee schedule for cafeteria lunches, milk, and breakfast for the 2017-2018 school year:

		<u>16-17</u>	<u>17-18</u>
a) Lunch:	Grades 1-5	\$2.40	\$2.40
	Grades 6-8	\$2.70	\$2.75
	Grades 9-12	\$2.70	\$2.75
	Premium “A” lunch - Grades 6-12	\$4.00	\$4.00
	Reduced Lunch – All Grades	\$0.40	\$0.40
	Adult – Lunch Menu Full Meal	\$3.75	\$3.75
	Adult – Soup & Salad Bar	\$4.00	\$4.00
	Adult – Special Full Lunch w/Drink	\$5.00	\$5.00
b) Milk:	Student	\$0.50	\$0.50
	Kindergarten	\$0.35	\$0.35
	Adult	\$0.50	\$0.50
c) Breakfast:	Grades 1-5	N/A	N/A
	Grades 6-8	N/A	\$2.00
	Grades 9-12	N/A	N/A
	Reduced Breakfast – Grades 6-8	N/A	\$0.30

## Transportation

### Quotes – School Related Activities

13. Award the 2016-2017 Student Transportation Contract – School Related Activities, Multi Contract Number 17850 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>
17850	Rockland Community College, Suffern, NY	\$3,450.00	1	N/A

14. Award the 2016-2017 Student Transportation Contract – School Related Activities, Multi Contract Number 17879 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>
17879	Wright State University Dayton, Ohio	\$6,395.00	1	N/A

15. Award the 2016-2017 Student Transportation Contract – School Related Activities, Multi Contract Number 17231 to George Dapper, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
17232	Basking Ridge High School	\$655.70	1	\$70.00

16. Award the 2016-2017 Student Transportation Contract – School Related Activities, Multi Contract Number 17924 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>
17924	Edward Jones Dome	\$11,695.00	1	N/A

### Quotes – To and From School

17. Award the Student Transportation Contract-Multi Contract Number TRTG 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>
TRTG	Thomas Grover School	\$147.50	3	N/A	\$2.50

### Bid Awards - Public Routes, Special Education and ESY Routes

18. Award the March 28, 2017, Bid Number PUB17-1, Student Transportation Contract – Multi Contract for the 2017-2018 school year effective July 1, 2017, through June 30, 2018, as follows:

- a) Student Transportation Contract-Multi Contract Number DA-PUB17-1 to George Dapper, Inc:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
YAMF12A	YALE Mansfield	\$238.40	210	\$48.00	\$2.50

b) Student Transportation Contract-Multi Contract Number IR-PUB17-1 to Irvin Raphael, Inc:

<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>
DD12A	Douglass Developmental	\$277.35	217	\$71.50	\$1.95

c) Student Transportation Contract-Multi Contract Number PH-PUB17-1 to Phoenix Transportation, LLC:

<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>
ESY3	Town Center Elementary	\$225.50	25	\$61.50	\$1.95
CM21A	Community Middle School	\$120.00	180	N/A	\$1.95
MR18A	Millstone River Elementary	\$120.00	180	N/A	\$1.95

d) Student Transportation Contract-Multi Contract Number RB-PUB17-1 to Rick Bus Company Inc:

<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>
ESY2WC	Town Center Elementary	\$240.00	25	\$48.00	\$3.00
ESY4	Town Center Elementary	\$240.00	25	\$48.00	\$3.00
PRE3	Town Center Elementary	\$240.00	25	\$48.00	\$3.00
YAMD12A	YALE Medford	\$324.00	210	\$72.00	\$3.00
DNK80	Dutch Neck Elementary	\$66.00	180	N/A	\$2.50
YELB12A	YALE Ellisburg	\$324.00	210	\$72.00	\$3.00
HS18A	High School South	\$131.00	180	N/A	\$2.50
DN02A	Dutch Neck Elementary	\$131.00	180	N/A	\$2.50
HS25A	High School South	\$131.00	180	N/A	\$2.50
MH06A	Maurice Hawk Elementary	\$131.00	180	N/A	\$2.50
TG11A	Thomas Grover Middle School	\$141.00	180	N/A	\$2.50
DN05A	Dutch Neck Elementary	\$141.00	180	N/A	\$2.50
TG16A	Thomas Grover Middle School	\$131.00	180	N/A	\$2.50
VE10A	Village Elementary School	\$131.00	180	N/A	\$2.50
TG17A	Thomas Grover Middle School	\$132.00	180	N/A	\$2.50
MH03A	Maurice Hawk Elementary	\$132.00	180	N/A	\$2.50
NC58A	High School North & Community Middle School	\$131.00	180	\$36.00	\$3.00
TC52A	Town Center Elementary	\$131.00	180	\$36.00	\$3.00
HN03A	High School North	\$139.00	180	N/A	\$2.50
DN01A	Dutch Neck Elementary	\$139.00	180	N/A	\$2.50
NC55A	High School North & Community Middle School	\$121.00	180	\$24.00	\$3.00
VIPS3P	Village Elementary School	\$121.00	172	\$24.00	\$3.00
MHK83	Maurice Hawk Elementary	\$44.00	180	N/A	\$2.50
MHK92	Maurice Hawk Elementary	\$44.00	180	N/A	\$2.50
DNK83	Dutch Neck Elementary	\$44.00	180	N/A	\$2.50
DNK93	Dutch Neck Elementary	\$44.00	180	N/A	\$2.50
HS04A	High School South	\$138.00	180	N/A	\$2.50
MH01A	Maurice Hawk Elementary	\$138.00	180	N/A	\$2.50
CM06A	Community Middle School	\$138.00	180	N/A	\$2.50
MR24A	Millstone River School	\$138.00	180	N/A	\$2.50
HS17A	High School South	\$138.00	180	N/A	\$2.50
VE11A	Village Elementary School	\$138.00	180	N/A	\$2.50
HN15A	High School North	\$131.00	180	N/A	\$2.50

MH18A	Maurice Hawk Elementary	\$131.00	180	N/A	\$2.50
TG19A	Thomas Grover Middle School	\$141.00	180	N/A	\$2.50
VE14A	Village Elementary School	\$141.00	180	N/A	\$2.50
TG22A	Thomas Grover Middle School	\$141.00	180	N/A	\$2.50
VE09A	Village Elementary School	\$141.00	180	N/A	\$2.50
HN20A	High School North	\$141.00	180	N/A	\$2.50
VE08A	Village Elementary School	\$141.00	180	N/A	\$2.50

Bid Rejection – Transportation

19. Reject the following 2017-2018 bid from the March 28, 2017 bid opening: PUB17-1 from Jay’s Bus Service, Inc. for not submitting a bid bond, cashier’s or certified check for a minimum of 10% of the amount of the annual contract cost (not to exceed \$50,000.00)

Bid Award - School Related Activities

20. Award the March 28, 2017 Bid Number PUB17-2, Student Transportation Contract – School Related Activities for the 2017-2018 school year, effective July 1, 2017 through June 30, 2018, as follows:

a) Student Transportation Contract-Multi Contract Number DA-PUB17-2 to George Dapper, Inc:

<u>Trip ID</u>	<u>Per Bus per hour</u>	<u>Adj. Cost per hour</u>
TRIP 17-4	\$89.00	\$100.00
TRIP 17-5	\$99.00	\$100.00
TRIP 17-6	\$125.00	\$129.00

b) Student Transportation Contract-Multi Contract Number RB-PUB17-2 to Rick Bus Company:

<u>Trip ID</u>	<u>Per Bus per hour</u>	<u>Adj. Cost per hour</u>
TRIP 17-3	\$64.00	\$64.00

PERSONNEL

West Windsor-Plainsboro Regional School District Board of Education on April 21, 2017, provided an e-mail notification that if an employee’s name appears on the Personnel Agenda for the April 25, 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 notice to Charity Fues, director of Human Resources, to [charity.fues@ww-p.org](mailto:charity.fues@ww-p.org) or Central Office, 321 Village Road East, West Windsor, NJ 08550. Please note that if the WW-P Board of Education intends to discuss a matter specifically pertaining to your employment, you will be sent an individualized RICE notice.

One Personnel item under Administration was voted on earlier in the meeting. Two items under B. Certificated Staff – Change were deleted.

A personnel addendum was added that included: A. Administration – leave of absence, B. Certificated Staff – two leave of absences and one resignation, E. Extracurricular/Extra Pay – four appointments and several changes to hours and dates.