

**BOARD OF EDUCATION MEETING MINUTES**  
**August 22, 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 August 18, 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 and in each of the district schools on January 3, 2017, and on August 18, 2017, and sent to Plainsboro and West Windsor township clerks on January 3, 2017, and on August 18, 2017.

The meeting of the West Windsor-Plainsboro Board of Education was called to order by Board President Fleres at 6:45 p.m. in the C110-111 at the District Administration Building. Upon motion by Ms. Herts, seconded by Ms. Juliana, and by unanimous voice vote of all present, the meeting adjourned immediately into closed executive session to discuss the following:

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	<b>Personnel Matters; Separation Agreement</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:	
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:	<b>Student ID# 325998; Docket No. EDU 07996-2017s Agency Ref #75-4/17</b>
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:	

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

The meeting reconvened to public session at 7:35 p.m. in the multipurpose room. The following board members were present:

Mr. Anthony Fleres  
Ms. Carol Herts

Ms. Rachel Juliana  
Ms. Michele Kaish

Ms. Dana Krug  
Mr. Yu "Taylor" Zhong

Board Members Cheng, Ho, and Zhang were absent. Present also were: Dr. David Aderhold, Superintendent of Schools; Dr. Christopher Russo, 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, 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 introduced Martin Smith to present the dual language immersion program. Implementation of the dual language immersion program for the 2018-2019 school year will be voted on at the next board meeting.

### **PRESENTATION DUAL LANGUAGE IMMERSION PROGRAM:**

Mr. Martin Smith, Assistant Superintendent for Curriculum & Instruction, recognized Sherry Sizemore, K-12 World Language Supervisor, for her work on the program. He then began the presentation by defining the Dual Language Immersion Program and explaining how the program is aligned to the New Jersey Standards as well as the District's mission, competencies and strategic goals. Mr. Smith then reviewed the benefits of the program and outlined the program model and goals, including which languages would be offered, how the program would be structured, and who would be eligible. He then described some of the challenges, costs, and professional development that would be necessary to implement a successful program. At the end of the presentation, there was a question and answer session. Topics included attendance, registration, program promotion, scope of the pilot program, grade levels offered, involvement level of heritage speakers, screening students, the impact on standardized testing, keeping parents informed, and the possible future of the program.

### **PUBLIC COMMENT**

One member of the public spoke in regards to the following topics: The West Windsor Township Planning Board meeting regarding the Howard Hughes project, the A&E Math program in the middle school, board meeting transparency, and the postponement of the vote on the Dual Language Immersion Program. Mr. Toscano, Board Attorney, responded to a few of the public comments.

Board Member Yingchao "YZ" Zhang arrived at 8:21pm.

### **COMMITTEE REPORTS**

#### **Administration & Facilities**

Ms. Kaish stated that the committee met on Tuesday, August 15. The committee reviewed several proposals for a Visual Communications Consultant and qualifying proposals will be interviewed. The committee also reviewed the latest capital projects report outlining the status of projects by building. Finally, the committee reviewed several policies that are on the agenda this evening. For first reading are policies 2270, 3221, 3222, 3223 3224, and 3126. These will go on the September 12 meeting agenda for second reading and approval, except for policy 3126, which will have its second reading and vote on September 26.

**ADMINISTRATION**

There was an addendum for two items - a legal settlement for a student matter and a consent order for a legal matter.

Upon motion by Mr. Zhong, seconded by Ms. Kaish, and by roll call vote with all Board Members present voting yes, the following board actions were approved:

**School Security Drills**

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

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
-	-	Dutch Neck Elementary School
-	-	Maurice Hawk Elementary School
7/13/17	7/25/17	Town Center Elementary School
7/12/17	7/13/17	J.V.B. Wicoff Elementary School
7/12/17	7/13/17	Millstone River School
7/18/17	7/19/17	Village School
7/10/17	7/17/17	Community Middle School
7/12/17	7/13/17	Thomas Grover Middle School
7/5/17	7/24/17	High School North
7/19/17	7/7/17	High School South

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

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
-	-	Dutch Neck Elementary School
-	-	Maurice Hawk Elementary School
8/1/17	8/7/17	Town Center Elementary School
8/3/17	8/2/17	J.V.B. Wicoff Elementary School
8/2/17	8/3/17	Millstone River School
-	-	Village School
8/1/17	8/3/17	Community Middle School
8/3/17	8/2/17	Thomas Grover Middle School
8/2/17	8/10/17	High School North
8/9/17	8/18/17	High School South

**Nonpublic Grant - Nursing**

3. Accept Nonpublic Grants from the State of New Jersey, Department of Education, Division of Finance, for Nonpublic Nursing Aid for fiscal year 2017-2018, as follows:

Children’s House of the Windsors	\$3,977.00
French American School of Princeton	\$16,199.00
Montessori Corner at Princeton Meadows	\$1,552.00
Montessori Country Day	\$2,716.00
The Laurel School of Princeton	\$2,910.00

**Nonpublic Grant - Security**

4. Accept Nonpublic Grants from the State of New Jersey, Department of Education, Division of Finance, for Nonpublic Security Aid for fiscal year 2017-2018, as follows:

Children’s House of the Windsors	\$3,075.00
French American School of Princeton	\$12,525.00
Montessori Corner at Princeton Meadows	\$1,200.00
Montessori Country Day	\$2,100.00

**Articulation Agreements – Thomas J. Rubino Academy**

5. Authorize the execution of an agreement for the 2017-2018 school year with the Mercer County Technical School District for placement of students in the alternative high school program at the Thomas J. Rubino Academy.
6. Authorize the execution of an agreement for the 2017-2018 school year with the Mercer County Technical School District for two Interim Alternative Education program placements (total 360 days with individual student placements generally not to exceed 45 days) at the Thomas J. Rubino Academy.

**Affirmative Action Officers**

7. Adopt the following resolution:

Whereas, New Jersey public schools and the West Windsor-Plainsboro Regional School District are required to develop and implement a Comprehensive Equity Plan to identify and resolve all equity needs affecting its schools, pupils, or staff, as indicated in *N.J.A.C. 6:4-1 et.seq.*; and

Whereas, an Affirmative Action Officer is necessary to uphold the regulations pertaining to *N.J.S.A. 18A:36-20, 10:5, N.J.A.C. 6:4*, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and the Individuals with Disabilities Education Act of 1977; now, therefore be it

Resolved, that Affirmative Action Officers be appointed with the West Windsor-Plainsboro Regional School District, for the school year, as follows:

- Charity Fues, District Affirmative Action Officer
- Peter James, High School North Affirmative Action Officer
- Paul Hamnett, High School South Affirmative Action Officer
- Daniel Savarese, Community Middle School Affirmative Action Officer
- Jack Colella, Grover Middle School Affirmative Action Officer
- Lori Skibinski, Millstone River School Affirmative Action Officer
- Guy Tulp, Village School Affirmative Action Officer
- Laura Bruce, Dutch Neck Elementary School Affirmative Action Officer
- Erin Falk, Maurice Hawk Elementary School Affirmative Action Officer
- Renee Osterbye, Town Center Elementary School at Plainsboro Affirmative Action Officer
- Michael Welborn, J.V.B. Wicoff Elementary School Affirmative Action Officer

**Guidance**

- 8. The first year of a three-year agreement with Hobsons to provide Naviance software services for college and career planning for middle schools and high schools, beginning September 16, 2017, at a cost of \$20,054.80 per year.

**Professional Services**

- 9. Rates for the following professional services for the 2017-2018 school year:

Special Services-Consultants/Evaluators

- a) Baystate Interpreters, Inc.: On-site Interpreting, Tier 1: \$70/hour, Tier 2: \$75/hour, Tier 3: \$80/hour
- b) Pediatric Therapy Solutions: Speech/Language, OT, and PT Evals: \$400; Direct, Group, or Consultative Services: \$90/hour; Participation in Parent Conferences and/or Annual Reviews: \$90/hour.
- c) Bridges to Employment, a division of Alternatives, Inc.: \$60/hour, \$75 for transportation per trip.
- d) Elliot Gursky, MD: Psychiatric evaluation/\$600
- e) The Master Teacher, Inc.; (ParaEducator Online Training) Site License for District/\$5,499.

**Special Services-Private School Agreements**

- 10. Authorize the execution of agreements with the following private schools for students with disabilities:
  - a) The Devereux Foundation, Glenholme School
  - b) SEARCH Day Program

**Extraordinary Aid**

- 11. Accept the 2016-2017 Extraordinary Aid Grant in the amount of \$1,481,806 from the New Jersey Department of Education in accordance with the Comprehensive Educational Improvement and Financing Act (CEIFA) for Special Education pupils whose educational and support costs exceed \$40,000 for public school programs and if in a separate private school for students with disabilities, the educational and support costs that exceed \$55,000.

**Policies and Regulations: First Reading**

- 12. First reading of the following policies and regulations:

- P2270 Religion in Schools
- P3126 District Mentoring Program
- P3221 Evaluation of Teachers
- P3222 Evaluation of Teaching Staff Members
- P3223 Evaluation of Administrators
- P3224 Evaluation of Principals
  
- R3126 District Mentoring Program
- R3221 Evaluation of Teachers
- R3222 Evaluation of Teaching Staff Members
- R3223 Evaluation of Administrators
- R3224 Evaluation of Principals

**Administrator Contracts - Merit Goal Submission**

- 13. Authorize submission of the 2017-2018 merit goal action plan(s) with appropriate documentation for review and approval by the executive county superintendent for the following:
  - a) David Aderhold, EdD, Superintendent of Schools
  - b) Gerard Dalton, Assistant Superintendent, Pupil Services/Planning
  - c) Martin Smith, Assistant Superintendent, Curriculum & Instruction

**Legal Settlement**

- 14. A settlement dated August 22, 2017, for Special Services student 325998, as recommended by the Board attorney as discussed in Closed Executive Session.

**Consent Order**

- 15. The Consent Order in Agency Reference #75-4/17.

**CURRICULUM AND INSTRUCTION**

The following item was postponed and will be voted on at the September 12, 2017 meeting:

**Dual Language Immersion Program**

- 1. Approve the development of pilot dual language programs in Mandarin Chinese and Spanish for Kindergarten students in September 2018.

Upon motion by Mr. Zhong, seconded by Ms. Krug, following a brief comment by a board member regarding the Dual Language Immersion Program, and by roll call vote with all Board Members present voting yes, the following board actions were approved:

**Nonpublic Grant - Technology**

- 2. Accept Nonpublic Grants from the State of New Jersey, Department of Education, Division of Finance, for Nonpublic Technology Aid for fiscal year 2017-2018, as follows:

Children’s House of the Windsors	\$1,517.00
French American School of Princeton	\$6,179.00
Montessori Corner at Princeton Meadows	\$592.00
Montessori Country Day	\$1,036.00

- 3. The expenditure of the FY 2018 NJ Nonpublic School Technology Initiative as follows:

Montessori Corner	\$ 146.57
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**Evaluation Instruments**

- 4. The Charlotte Danielson Framework for Teaching (2013) as the evaluation instrument for all certificated staff, except administrators.
- 5. The Multidimensional Leadership Performance Rubric as the evaluation instrument for administrators.

## **FINANCE**

An addendum was added for one travel item.

Upon motion by Ms. Juliana, seconded by Ms. Herts, and by roll call vote with all Board Members present voting yes, except Mr. Fleres who abstained from item #1, the following board actions were approved:

### **Business Services**

1. Payment of bills as follows:

- a) Bill List General for August 22, 2017 (run on 8-17-17) in the amount of \$7,071,540.68.
- b) Bill List Capital for August 22, 2017 in the amount of \$0.

2. Budget transfers as follows:

- a) 2017-2018 school year as shown on the expense account adjustments for July 31, 2017 (run on 8-7-17) (Adjustment Numbers 001-080).

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 June 30, 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 June 30, 2017.

### **Nonpublic Grant - Textbooks**

4. Accept Nonpublic Grant from the State of New Jersey, Department of Education, Division of Finance, for Nonpublic Textbook Aid for fiscal year 2017-2018, as follows:

Children's House of the Windsors	\$2,246.00
French American School of Princeton	\$9,148.00
Montessori Corner at Princeton Meadows	\$ 876.00
Montessori Country Day	\$1,534.00

### **Equipment Disposal**

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

#### **Food Services**

Traulsen Freezer Model G22210 at Hawk, Serial #T177080698  
Ice Cream Counter, Delfield Model SCF-36 at Grover – 3

#### **Millstone River School**

Cafeteria Tables – 48-inch rectangular – 10  
Student Chairs, solid plastic with metal legs – 300  
Metal teacher desks – 3  
Wooden teacher desks – 1  
Computer Tables – 2

Grover Middle School  
Student Desks – 50

Technology

1505n printer - 2  
Acer monitor - 30  
Apple blade servers - 2  
Apple laser writer select  
AV cabinet  
BrotherHL-5340D printer  
Cannon Lide25  
Catalyst 2960  
CRT monitor - 3  
Dell 1320 printer - 2  
Dell 620s - 10  
Dell desktop computer - 35  
Dell laptop - 37  
Dell monitor - 14  
Dell poweredge 2950 - 2  
Deskjet 6980 - 4  
Dukane  
Epson 4490 photo scanner  
G4010 scanner - 2  
Hitachi CP-x251  
Hitachi cpx-2011  
Hitachi cpx-251  
Hitachi cpx-328  
HP 1022 printer  
HP 2015 - 2  
HP 2420 printer - 3  
HP 4200 printer  
HP 4200n printer  
HP color laserjet  
HP color laserjet 3600n

HP Compact  
HP deskjet 6988  
HP laserjet 2200Dn  
HP laserjet 40250  
HP LaserJet CP350n  
HP office jet 6500  
HP D4360  
IBM wheel writer 1000  
Keyboards - 23  
Lenovo thinkcentre - 2  
Mac mini  
Macbook - 3  
Monitors misc - 55  
OKI B6300  
Optiplex Desktop 6205 - 2  
Optiplex Desktop 745 - 14  
Optiplex Desktop 755 - 6  
Optiplex Desktop gx 520 - 6  
Optiplex Desktop gx 620  
Pair of desktop speakers  
Panasonic color video monitor  
Tensor 13w lamp  
Tripplite video splitter  
UPS unit - 2  
VCR - 2  
VGA multiplier  
VGA splitter  
Webcam  
Wired speaker  
Zebra p310

**Travel and Related Expenses Reimbursement**

6. 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) Two district administrators to attend Visible Learning and Foundation Day at Hofstra University, Hempstead, New York, on October 10, 2017, at a cost of \$655 including travel expenses per person.
  - b) One Guidance counselor to attend Campaign Connect School Climate Facilitator Training in Monroe, New Jersey, from August 16-17, 2017, at a cost of \$500 plus mileage.[This item is being approved retroactively.]



- c) One purchasing specialist to attend the Point-Counterpoint Symposium in Neptune, New Jersey, on September 15, 2017, at a cost of \$125 plus mileage.
- d) Two secretaries to attend MS Excel 2016 I and MS Excel 2016 II Workshops at Mercer County Community College, West Windsor, New Jersey, on December 5-7, 2017, and on December 12-14, 2017, at a total cost of \$1,060 plus travel.
- e) Three teachers to attend Responsive Classroom for Elementary Educators in Randolph, NJ, from August 7-11, 2017. Total cost not to exceed \$550 per person. [This item is being approved retroactively.]

**Transportation**

Addendums – Additional Mileage

- 7. Award 2017-2018 Student Transportation Contract Addendum Multi-Contract Number RB-PUB16-1, route TG25, awarded to Rick Bus Company on June 27, 2017. Original route cost \$129.39 per day for 180 days, with an adjustment of \$65.00 per day additional mileage for 180 days for an adjusted route cost of \$194.39 per diem. The final adjusted cost is \$34,990.20.

Quotes – School Related Activities

- 8. Award the 2017-2018 Student Transportation Contract – School Related Activities, Multi Contract Number 18174 to Rick Bus Company as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
18174	Oak Tree Rd. Edison NJ	\$ 452.00	2	\$0.00

Quotes – School Related Activities

- 9. Award the 2017-2018 Student Transportation Contract – School Related Activities, Multi Contract Number 18053 to A-1 Limousine, Inc. as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
18053	Delaware and Williamsburg VA	\$3,747.75	3	\$ 92.16

Cancellation – Renewal

- 10. Cancel 2017-2018 Student Transportation Contract Renewal – Multi Contract Number DA-PUB14-4, route VIPS1P awarded to George Dapper, Inc on June 27, 2017. Final adjusted route cost is \$0.00

**PERSONNEL**

West Windsor-Plainsboro Regional School District Board of Education on August 18, 2017, provided an e-mail notification that if an employee’s name appears on the Personnel Agenda for the August 22, 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 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.

Three personnel addendums were added: 1) Separation Agreement for employee #7948, 2) Personnel Item B. Certificated Staff - leave of absence, and 3) Personnel Items B. Certificated Staff – several changes, one leave of absence and one rescind; C. Non Certificated Staff – two appointments, two changes and one resignation; D. Substitution/Others – one rescind; E. Extracurricular/Extra Pay – three additions and one rescind; and F. Community Education – one resignation.

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

**Comprehensive Equity Plan**

1. The Comprehensive Equity Plan Annual Statement of Assurance for the 2017-2018 school year.

**Student Teachers**

2. The following student teachers for fall 2017, with no requirement for edTPA videotaping, pending background clearances:
  - a. Charles Wiebel: High School South (Rutgers University)
  - b. Ben Young: High School South (Rutgers University)

**Guidance Interns**

3. The following Guidance interns for fall 2017, with no requirement for edTPA videotaping, pending background clearances:
  - a. Amanda Witkowski: Maurice Hawk Elementary School (The College of New Jersey)
  - b. Christine Isola: High School South (The College of New Jersey)

**Separation Agreement**

4. A separation agreement between the Board of Education and Employee #7948 with resignation effective August 31, 2017.

**Personnel**

5. Personnel Items:

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
<b>Change</b>								
Cincotta, Jessica	Change	Assistant Principal		N/C	HSN	8/21/17	6/30/18	Change start date from TBD to 8/21/17. Change tenure date from TBD to 8/22/21.