

**BOARD OF EDUCATION MEETING MINUTES**  
**November 28, 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 November 22, 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 November 22, 2017, and sent to Plainsboro and West Windsor township clerks on January 3, 2017, and on November 22, 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 room C110-111 at the District Administration Building. Upon motion by Ms. Herts, seconded by Ms. Krug, and by unanimous voice vote of all present, the meeting adjourned immediately into closed executive session to discuss the following:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	
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 (Sidebar Agreement)</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:	<b>Food Services contract resolution, Maurice Hawk Property notices, Docket No. MID-L-005658-17</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:	
9. Matters involving quasi-judicial deliberations, and specifically:	<b>HIB Complaint Investigation</b>

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. Rachel Juliana | Mr. Yingchao “YZ” Zhang |
| Ms. Carol Herts    | Ms. Michele Kaish  | Mr. Yu “Taylor” Zhong   |
| Ms. Louisa Ho      | Ms. Dana Krug      |                         |

Board member Cheng was absent. Present also were: Dr. David Aderhold, Superintendent of Schools; Dr. Christopher Russo, Assistant Superintendent for Finance/Board Secretary; Mr. Gerard Dalton, Assistant Superintendent for Pupil Services/Planning; Mr. Martin Smith, Assistant Superintendent for Curriculum & Instruction; and, Ms. Charity Fues, Director of Human Resources. Also present was board attorney, Mark Toscano, Esq.

## **BOARD PRESIDENT'S COMMENTS**

Mr. Fleres explained that there will be two presentations this evening. There was a closed session earlier so the meeting was already called to order. Mr. Fleres gave the floor to Mr. Toscano to clarify the closed session topics. Mr. Toscano clarified which topics were discussed during closed session and which were not. The correct list of topics is reflected in the chart above.

## **SUPERINTENDENT'S COMMENTS**

Dr. Aderhold explained that each year, the District is required by law to have an independent auditor review our financial position and do controls check on our systems. We are pleased to have Scott Clelland of Wiss & Company here to give an overview of this year's audit.

### **PRESENTATION: June 30, 2017 Comprehensive Annual Financial Report**

Scott Clelland of Wiss & Company, LLP., school district auditor, presented a summary of the 2016-2017 school year audit results. Mr. Clelland and his team spent several hundred hours and many weeks reviewing records, balances, systems, and processes of the district in order to provide an opinion. In November, Mr. Clelland reviewed the Comprehensive Annual Financial Report (CAFR) in detail with the Finance Committee. The CAFR includes a non-modified audit opinion, which is the highest level of opinion that can be placed on an audit. In addition, the district reporting process has earned WW-P a certificate of excellence in financial reporting for nine consecutive years. The audit did not uncover any control weaknesses or material deficiencies, which is a reflection of the strength of the District's finance department. The District is in a strong financial position and all balances are within statutory levels. He reviewed some of the balance and reserve amounts, which are within statutory levels and contribute to the district's strong bond ratings. There were no audit findings this year, so no corrective action plan needed.

There was one question from a Board member regarding capital reserve limits. Mr. Fleres thanked Chris Russo, Larry LoCastro, and board office staff for work during the year to make the positive outcome possible. He also thanked Scott Clelland for his presentation. Dr. Aderhold thanked former Assistant Superintendent Larry Shanok, Larry LoCastro, Chris Russo, Lou Brottman, and the business office for their hard work.

### **PRESENTATION: 2018-2019 PROGRAM OF STUDIES**

Mr. Smith reviewed the proposed revisions to the 2018-2019 Program of Studies (POS). He explained that the POS will be presented tonight and additional discussions will take place at the next curriculum committee meeting. The final POS will be presented and voted on at the December 19 meeting. The approved POS will be posted on the district web-site in January and the scheduling process will begin in February.

Mr. Smith noted revisions to many areas of the Program of Studies: Art, Computer Sciences, Engineering, Family & Consumer Science, Language Arts, Mathematics, Media, Music, Science, World Languages, and the Student Assistant Program. One of the recommendations from the Fine and Performing Arts program review conducted last year was that the Art Department offer classes where students can receive honors credit. The proposed change provides for students to study Drawing & Painting II at the CP or Honors level. The Computer Science course, Digital Media, is now available in grades 9-12 and the prerequisite has been eliminated. Graphic Computer Applications, previously a Computer Science course, has been moved to the Engineering Department and retitled 'Graphic Engineering', with an updated course description.

Family & Consumer Science is the new name of the former Life Skills Department. Within this department, Fashion Strategies has been renamed Creative Design and the course description has been updated to include interior design. In the Language Arts Department, the prerequisites for AP Literature & Composition have been clarified and the Reading and Writing Laboratory courses have been eliminated. In the Mathematics Department, a change in the sequence of courses is being proposed, specifically, Algebra II is recommended for 9<sup>th</sup> grade and Geometry in 10<sup>th</sup> grade, instead of the opposite. A new Media Department was created that encompasses existing courses related to media, including: Broadcast Writing, Advanced Broadcast Writing I, Advanced Broadcast Writing II, TV Production, Journalism, Advanced Journalism Honors, and Advanced Journalism Honors II. The Music Department, based on recommendations from the Fine & Performing Arts program review, would allow students to take the following courses at the CP or Honors level: Concert Choir, Chamber Choir, Symphonic Band, Wind Ensemble, Symphony Orchestra, and Philharmonic Orchestra. In addition, a Music Technology course would be created to address the increasing involvement of technology in music. In the Science Department, Conceptual Physics would be eliminated, AP Environmental Science would be added, and the prerequisites clarified for Advanced Topics in Physics. In the World Languages Department, pre-requisites were clarified for Spanish Language and Cultural Study. Finally, the Student Assistant Program, a program whereby students can provide clerical assistance to teachers or departments, isn't an academic program and therefore should not earn academic credit; however, it will continue to be listed on the student's transcript for recognition.

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

### **PUBLIC COMMENT**

Three members of the public spoke on the following topics: the elected, re-elected, and outgoing Board members, the audit results, and the program of studies.

### **COMMITTEE REPORTS**

All committees met on Tuesday, November 21, 2017.

#### **Administration & Facilities Committee**

Ms. Kaish reported that the Committee met and reviewed a variety of items, including: the administration's recommendation for summer 2018 project work; policy 7424 on Bed Bugs, which is being moved forward for first reading this evening; the proposed 2019-2020 academic calendar, which the Committee supports, the recent Parent University offering "how to parent in the age of social media", which was attended by over 100 parents; and the Memorandum of Agreement (MOA) with local law enforcement, which the Committee supports.

#### **Curriculum Committee**

Ms. Krug reported that the Committee reviewed the proposed changes to the 2018-2019 High School Program of Studies that were presented this evening. The committee also reviewed and discussed the newly revised 2016-2017 ESSA School Accountability Indicators, including participation rate, academic achievement, academic progress, graduation rate, and school quality. The ESSA reports will be officially released by the NJDOE at a future date. The committee reviewed the agenda items for this evening and recommends approval of the revised ESEA grant amounts, the disposal of some obsolete books, and several overnight field trips.

## **Finance Committee**

Ms. Ho reported that the Committee reviewed and recommends approval of the agenda items for tonight's meeting. The Committee discussed the following topics: the budget calendar for the next few months as well as general budget expectations; capital projects for the summer of 2018, as it is important to begin preliminary work on these projects so that the actual work can be done in the summer; challenges the district is experiencing obtaining plumbing permits and getting plumbing done through Aramark, creating a possible need to form a district Lead Plumber position; a proposed Food Service Resolution regarding a recent change in Department of Agriculture guidelines for procurement of Food Service Management Companies; and the need for a referendum in the near future to fund essential capital improvements (due to declining debt service payments, which may be possible to take on debt without an increase in the tax rate).

## **ADMINISTRATION**

An addendum was included to approve a sidebar agreement with the WWPEA for a stipend change.

Upon motion by Ms. Kaish, 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. 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 November 20, 2017, for the following case numbers: VES112017001; VES111917001; MHE111317001; HSS111317001; HSN111317001; and CMS110817001.

## **Consultants-Special Services**

2. Approve the following IDEA consultants at a rate of \$400 per day, not to exceed a total of 30 days from December 4, 2017, to May 30, 2018, to be paid through the IDEA grant:
  - a) Yvette Muniz, school psychologist
  - b) Suzanne McMaster, school psychologist
  - c) Karen Kelley, learning consultant
  - d) Cheryl Lowenbraun, school psychologist

## **Policy and Regulation: First Reading**

3. First reading of the following policy and regulation: P7424 / R7424 Bed Bugs.

## **School Calendar**

4. Approve the 2019-2020 school year calendar.

## **Uniform State Memorandum of Agreement Resolution**

5. The Uniform State Memorandum of Agreement Resolutions between the West Windsor-Plainsboro Regional School District Board of Education and Middlesex County Law Enforcement Officials and between the West Windsor-Plainsboro Regional School District Board of Education and Mercer County Law Enforcement Officials; and

Whereas, the Uniform State Memorandum of Agreement between West Windsor-Plainsboro Regional School District Board of Education and Law Enforcement Officials was established in 1988 by the State Board of Education and codified in *N.J.A.C. 6.29-10.1*; and

Whereas *N.J.A.C. 6.29-10.1* established statewide policies and procedures for ensuring cooperation between education officials and law enforcement agencies; and

Whereas, those policies and procedures are consistent with, and complementary to, the State Memorandum of Agreement approved by the Department of Law and Public Safety and the Department of Education (revised in 2015); and

Whereas, this agreement addresses the state’s evolving drug and alcohol problems and the problem of firearms and other weapons brought on to school property; now, therefore be it

Resolved, that the Uniform State Memorandum of Agreement between West Windsor-Plainsboro Regional School District and the Plainsboro Township Police Department be approved; and be it further

Resolved, that the Uniform State Memorandum of Agreement between West Windsor-Plainsboro Regional School District and the West Windsor Township Police Department be approved.

**WWPEA - Stipend**

6. Approve a sidebar agreement with the West Windsor-Plainsboro Education Association concerning the stipend for gymnastics chaperone/coach, increasing the stipend from \$70 per meet to \$100 per meet effective in the 2017-2018 school year.

**CURRICULUM AND INSTRUCTION**

Upon motion by Mr. Zhang, seconded by Ms. Krug, following a discussion on the ESSA Grant, and by roll call vote with all Board members present voting yes, the following board actions were approved:

**ESSA Grant**

1. Revise the original entitlement grant submission for the Fiscal Year 2018 “Elementary and Secondary Education Act” (ESEA) grant from the State of New Jersey, originally approved for submission on July 25, 2017, to \$706,087 to include prior year carryover as follows:

Title I	\$ 336,846
Title II Part A	\$ 143,172
Title III	\$ 114,246
Title III Immigrant	\$ 101,823
Title IV Part A	\$ 10,000

## **Disposal of Instructional Materials**

2. Approve the disposal of the following obsolete items in accordance with R7300.1:
  - a) 563 books from the High School South Media Center
  - b) 293 books from the Maurice Hawk Elementary School Library
  - c) 33 books from Millstone River School Library

All items meet the criteria: Are so outdated as to no longer serve as worthy instructional tools.

## **Overnight Field Trips**

3. Approve the following field trips:

### Grover Middle School/Community Middle School

- a) FTC and FRC Robotics Teams to Detroit, Michigan, from April 25, 2018, to April 28, 2018. The total cost is approximately \$700 per student. [Originally approved September 12, 2017; reapproving due to new location.]

### High School North

- b) Model Congress to Yale University, New Haven, Connecticut, from November 30, 2017, to December 3, 2017. The cost of the trip is approximately \$390 per student. [Originally approved September 12, 2017; reapproving due to a date change.]
- c) Science Olympiad to MIT, Cambridge, Massachusetts, from January 19, 2018, to January 20, 2018. The cost of the trip is approximately \$150 per student.
- d) Science Olympiad to Cornell University, Ithaca, New York, from February 26, 2018, to February 27, 2018. The cost of the trip is approximately \$150 per student.
- e) Model Congress to Columbia University, New York, New York, from January 25, 2018, to January 28, 2018. The cost of the trip is approximately \$390 per student.
- f) Future Business Leaders of America to the FBLA State Leadership Conference in Atlantic City, New Jersey, from March 7, 2018, to March 9, 2018. The total cost of the trip is approximately \$300 per student.
- g) Washington Seminar to Washington D.C., from March 20, 2018, to March 24, 2018. The cost of the trip is approximately \$775 per student.
- h) Model Congress to University of Pennsylvania, Philadelphia, Pennsylvania, from March 22, 2018, to March 25, 2018. The cost of the trip is approximately \$418 per student.
- i) FTC and FRC Robotics Teams to Detroit, Michigan, from April 25, 2018, to April 28, 2018. The total cost is approximately \$700 per student. [Originally approved September 12, 2017; reapproving due to new location.]
- j) Science Olympiad to Colorado State University in Fort Collins, Colorado, from May 18, 2018, to May 20, 2018. The cost of the trip is approximately \$1,000 per student.

### High School South

- k) FRC Robotics Team to Mount Olive High School, Mount Olive, New Jersey, from March 9, 2018, to March 11, 2018. The cost of the trip is approximately \$175 per student.

- l) FRC Robotics Team to Lehigh University in Bethlehem, Pennsylvania, from March 23, 2018, to March 25, 2018. The cost of the trip is approximately \$400 per student.
- m) FTC and FRC Robotics Teams to Detroit, Michigan, from April 25, 2018, to April 28, 2018. The total cost is approximately \$700 per student. [Originally approved September 12, 2017; reapproving due to new location.]

#### Athletics

- n) High School South Cheerleaders to Orlando, Florida, for the UCA National Cheer Competition, from February 8, 2018, to February 12, 2018. The cost of the trip is approximately \$975 per student.

### **FINANCE**

A Finance Addendum was added for a Resolution on Food Service Cost Reimbursement Contracts.

Upon motion by Mr. Zhong, seconded by Ms. Juliana, following a question regarding Item 6, and by roll call vote with all Board members present voting yes, except Mr. Fleres who abstained from Item 1 and voted yes on all others, the following board actions were approved:

### **Business Services**

1. Payment of bills as follows:
  - a) Bill List General for November 28, 2017 (run on 11-20-17) in the amount of \$9,557,875.47.
2. Budget adjustments as follows:
  - a) 2017-2018 school year as shown on the expense account adjustments for October 2017 (run on 11-07-17) (Adjustment Numbers 206 - 255).
3. Accept the following reports, which will become a permanent part of the Board Minutes:
  - a) A-148 Report of the Secretary to the Board of Education as of September 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.
  - b) A-149 Report of the Treasurer of School Monies to the Board of Education as of September 30, 2017.

### **Audit Report – 2016-2017 School Year**

4. Accept the audit report for the 2016-2017 school year as prepared by Wiss & Company, LLP, for the Comprehensive Annual Financial Report (CAFR) and findings which was reviewed and discussed by the Board of Education for the year ending June 30, 2017.
5. There were no findings for the Board of Education to review in the reporting period ending June 30, 2017; therefore, filing a Corrective Action Plan is non-applicable.

**Bid Awards**

**Buildings & Grounds**

- 6. Award the November 17, 2017, Bid #058 Carpet Removal/VCT & Carpet Install 2017-2018 School Year, as recommended by Buildings & Grounds to The Flooring Solution, in the single overall contract bid award of \$69,750, contingent upon attorney review and final approval of bid documents.

Other Single Overall Bid: Commercial Interiors Direct, Inc \$179,650

**Other Capital Projects Submission**

- 7. 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
Thomas Grover Middle School	Roof Renovations	5044	5715-035-18-1000
High School South	Toilet Room Renovations	5045	5715-020-18-1000
J.V.B. Wicoff Elementary	Moisture Remediation	5046	5715-050-18-2000
J.V.B. Wicoff Elementary	Gym Floor Replacement	5047	5715-050-18-1000

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**

- 8. Award the Student Transportation Contract-Multi Contract Number LARKSWIM to George Dapper, Inc for the 2017-2018 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>
LARKSWIM	High School North	\$ 80.40	32	\$ 24.00	\$2.50

- 9. Award the Student Transportation Contract-Multi Contract Number ALPHA12 to Good Dove, LLC for the 2017-2018 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>
ALPHA12-2	Alpha School	\$223.00	63	\$ 75.00	\$ 2.00

10. Award the Student Transportation Contract-Multi Contract Number TGMS to A-1 Limousine, Inc. for the 2017-2018 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>
TGMS-2	Thomas Grover Middle School	\$140.00	131	N/A	\$ 2.85

11. Award the Student Transportation Contract-Multi Contract Number NBHS to A-1 Limousine, Inc. for the 2017-2018 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>
NBHS	Northern Burlington County Regional HS	\$237.50	79	N/A	\$ 2.85

12. Award the Student Transportation Contract-Multi Contract Number DOTSHUTTLE to A-1 Limousine, Inc. for the 2017-2018 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>
DOTSHUTTLE	Department of Transportation	\$ 165.00	48	N/A	\$ 2.85

Bid Awards - Public Routes

13. Award the November 15, 2017, Bid Number PUB17-4, 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 RB-PUB17-4 to Rick Bus Company:

<u>Route</u>	<u>Destination</u>	<u>Cost per Diem</u>	<u>#Days</u>	<u>Aide per Diem</u>	<u>Inc/Dec</u>
TCPS3P	Town Center Elementary	\$ 131.00	131	\$ 41.00	\$ 3.00
RBV12	Rugby School	\$ 380.00	137	\$ 90.00	\$ 3.00

- b) Student Transportation Contract-Multi Contract Number DB-PUB17-4 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>
MH54A	Maurice Hawk Elementary	\$ 294. 43	131	\$ 48.00	\$ 2.50

Quotes – School Related Activities

14. Award the 2017-2018 Student Transportation Contract – School Related Activities, Multi Contract Number 18468 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>
18468	Lawrence High School	\$198.69	1	\$88.44

## **Food Service Cost Reimbursement Resolution**

### 15. Approve a resolution concerning food service cost reimbursement:

Whereas, the Department of Agriculture sent a notice on June 14, 2017, to New Jersey school districts participating in the National School Lunch Program announcing a significant change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools; and

Whereas, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a “cost reimbursement basis” to a “fixed price basis” for contract awards; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education has engaged staff and the community year after year to provide a local food service program that addresses and meets the needs of our students; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education credits the current “cost reimbursement” procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its students; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education declares that the “fixed price” procurement system would dramatically reduce the school district’s ability to change or alter its food service operations without the need to rebid for food service management services; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education further declares that the “fixed price” procurement method would impact the quality of the meals served to its students and, therefore, impact the participation of students in its breakfast and lunch programs; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education further declares that the “fixed price” procurement method may limit the number of competitive proposals received by boards of education; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education rejects the Department of Agriculture’s underlying reasons for making this change without giving New Jersey school districts the opportunity to address their concerns in an attempt to keep this procurement method in place; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education prefers an optional procurement system for securing food service management companies whereby the district could choose either “cost reimbursement” or “fixed price” as the basis for contract awards; now, therefore, be it

Resolved, that the West Windsor-Plainsboro Regional School District Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding food service management contracts to a “fixed price” basis and allow the option of continuing to use a “cost reimbursement” procurement model; and, be it further

Resolved, that copies of this resolution shall be forward to: New Jersey Association of School Business Officials, New Jersey Secretary of Agriculture, local legislators, New Jersey School Boards Association, New Jersey Association of School Administrators, New Jersey Principals and Supervisors Association, and New Jersey Parent-Teacher Association.