

BOARD OF EDUCATION MEETING MINUTES
May 8, 2018

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, 2018, and on May 4, 2018, 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, 2018, and on May 4, 2018, and sent to Plainsboro and West Windsor township clerks on January 3, 2018, and on May 4, 2018.

The meeting of the West Windsor-Plainsboro Board of Education was called to order by Board President Fleres at 6:40 p.m. in room C110-111 at the District Administration Building. Upon motion by Mr. Whitfield, seconded by Ms. Herts, and by unanimous voice vote of all present, the meeting adjourned immediately into closed executive session to discuss the following:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	Personnel Matters; Separation Agreement
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:	WWPSA and WWPEA Negotiations; Proposed WWPEA Sidebar Agreement
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:	Matters Involving Attorney-Client Privilege. MID-L-4293-17, 3:17-CD-0271
8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	Personnel Issues, and As Noted on the Agenda
9. Matters involving quasi-judicial deliberations, and specifically:	HIB Review

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

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| Mr. Anthony Fleres | Ms. Louisa Ho | Ms. Dana Krug |
| Ms. Carol Herts | Ms. Michele Kaish | Mr. Martin Whitfield |
| | Ms. Rachel Juliana | Mr. Yu “Taylor” Zhong |

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 was an executive session earlier, so the meeting has already been opened. He mentioned that there will be a couple of presentations this evening. Mr. Toscano shared that there were additional docket numbers added to the executive session agenda - those items are reflected in the chart above.

SUPERINTENDENT'S COMMENTS

Dr. Aderhold wished the WW-P teachers a happy Teacher Appreciation Week and thanked them for their service to our students and the community.

STUDENT REPRESENTATIVE COMMENTS

Dillon Henry, High School North student representative, thanked the Board and High School North Principal, Dr. Dauber, for giving him the opportunity to serve on behalf of his school. Mr. Henry reported the following: Advance Placement exams started Monday and testing continues until next Friday. The play, Camp Rolling Hills, which has a combined cast of High School North and High School South students, will be performed in the High School North auditorium at 7 p.m. on May 11, 12, and 19, 2018.

Alexandra Vena, High School South student representative, reported the following: High School South Advanced Placement exams have begun and will continue into next week. Last week was Decision Day and the Seniors were thrilled to wear their college gear. The Boy's Lacrosse team and the Girls' Softball team had their Senior Nights last night and both teams won. The student council election candidates were slated last night for the election taking place on Friday, June 8th. The Senior Prom will take place on Friday, June 8th. Alexandra thanked the Board for the opportunity to speak on behalf of High School South for the past year.

President Fleres thanked the student representatives for their service. Mr. Fleres and Dr. Aderhold presented the student representatives with a token of thanks on behalf of the district.

PRESENTATION ON CLASS III POLICE OFFICERS

Dr. Aderhold was joined by Lieutenant Fred Tavener and Chief Guy Armour from the Plainsboro Police Department and Lieutenant Mark Lee and Detective Dave Jelinski from the West Windsor Police Department to present information to the Board regarding Class III police officers. The team began the presentation by defining the position of Class III Police Officer, or Special Law Enforcement Officer (SLEO) – Class III, more commonly known as a School Resource Officer (SRO), and the history behind the development of the program. The presenters outlined the required training for these officers, the job responsibilities, and the roles they would play within the district. Class III Officers would work for and report to the Chiefs of Police. These officers would fulfill a “triad” role encompassing three primary functions: educator, informal counselor, and community policing. Law enforcement training and experience equip Class III's with specialized knowledge that helps them to perform their primary functions. A Board vote is anticipated for July or August 2018. If the Class III Officer program is approved, the program is anticipated to begin in the fall.

The Board engaged the presenters in a discussion of varying aspects of the Class III program.

Mr. Fleres thanked Dr. Aderhold and the police representatives from the West Windsor Township Police Department and Plainsboro Police Department for their presentation.

NOVEMBER 2018 FACILITIES REFERENDUM PRESENTATION

Dr. David Aderhold and district architect, Mr. George Duthie, AIA, presented information regarding the proposed 2018 Referendum. Dr. Aderhold explained that the district has been involved in a multi-year process of evaluating existing facilities, determining existing capacity, and estimating anticipated growth. During that time, the district has conducted the following studies: a detailed facilities condition review, a district-wide capacity/enrollment study, a demographic study including housing analysis, and a district facilities expansion study. He outlined the recent major construction projects already funded by the district at Village School (2015), Maurice Hawk Elementary School (2018) and Town Center Elementary School (2018). District reserve funds were allocated for these with no impact to the taxpayers. The affordable housing projections for West Windsor and Plainsboro, including the potential student yields from those additional housing units, were reviewed. Dr. Aderhold showed the current capacity at each district school and the projected capacity at each school including the potential growth. He reviewed the short- and long-term plans that have been developed for managing larger facilities projects, current capacity issues, and expected enrollment growth due to new housing. He stressed that as enrollment grows, the district will need to review programmatic needs to ensure maximum facilities utilization.

In the short term, the proposed referendum would address several issues including life safety, air quality, programmatic needs, and short-term and near-term residential growth. The critical capital projects that need to be addressed include: life safety/security projects and improvements to the indoor environment; program spaces including academic classrooms such as Performing Arts, Science, Technology, and Culinary Arts; and common spaces such as media centers and learning commons.

The proposed referendum would be for \$115 million for vote in November 2018, comprising approximately \$63 million for capital projects (rehabilitation) and \$52 million for additions/renovations. There would be a \$0 tax increase for construction due to retiring debt service payments (roll over), state aid (Estimated at 20 percent – 25 percent overall) and district funds in reserve due to past fiscal prudence. A visual was provided in the form of a chart showing the management of the tax impact over the next 14 years. The funding chart was created per recommendation of bond council, who recommends two notes followed by a bond referendum. Dr. Aderhold reminded the Board that the district is allowed to collect debt service in addition to the 2 percent cap; however, the district has been consistently mindful of the tax impact and has not utilized the debt service increase option. By using capital reserve funds, we have been able to keep the debt service tax impact flat. Currently we have decreasing debt payments which creates a tipping point where we can address our needs with minimal tax impact. Tax increases will continue to occur, as always, but by the district's estimations, we will be able to continue our practice of not utilizing the allowance of going above the 2 percent cap for debt service. Many improvements are eligible for 40 percent debt service aid, which helps this effort. Dr. Aderhold emphasized that if the district decides to take no action now, the tax increase needed to address these issues in the future would become unmanageable.

All district school buildings would be positively impacted by the proposed referendum projects as there are proposed projects for each school building. Dr. Aderhold outlined the renovations/additions proposed for each school:

At High School South, a 25,000 square foot two-story addition would house eight Science labs, a renovated front entrance, four classrooms for robotics and a dance studio. A renovation project of approximately 15,000 square feet would revamp the existing main office, creating offices for child study

team members and Guidance counselors, renovate the Culinary Arts and early childhood classrooms, update and reconfigure the Media Center, create a security vestibule, refurbish the Pirate Theater, add Robotics/Tech Labs, and renovate Lab 800A/B.

At High School North, renovations include: a 2,600 square foot addition for a security vestibule and a Performing Arts/Dance Studio and renovations to the Media Center, Culinary Arts rooms, and IEQ (Indoor Environmental Quality). North needs heating/cooling system replaced, including new boilers/chillers, new controls, and electrical upgrades.

Thomas Grover Middle School would receive a 22,000 square foot two-story addition housing nine classrooms consisting of three Science classrooms, three resource rooms, and three classrooms. Renovations would include creating a security vestibule, renovating three Science classrooms, and constructing a Robotics/Tech Lab.

Renovations at Community Middle School would include the creation of a security vestibule, updating six Science classrooms, creating a Robotics/Tech Lab, refurbishing the auditorium, expanding the cafeteria, renovating the main office, creating offices for child study team members, expanding the nurse's office and new locker rooms. An addition of 31,100 square foot would include a new gymnasium, a music room, a library, and twelve additional classrooms including four Science rooms.

Wicoff Elementary School's plans include toilet room renovations, the creation of a security vestibule, Media Center renovations, IEQ controls upgrades, classroom HVAC upgrades (especially for basement rooms), and asbestos abatement. The planned new addition of 8,400 square feet includes four new Kindergarten classrooms, child study team offices, new student and staff bathrooms; and storage areas.

Proposed renovations at Dutch Neck Elementary School include toilet room renovations, creation of a security vestibule, adding a faculty staff room, Media Center upgrades, and installing bollards at the bus entrance.

Maurice Hawk Elementary School plans include Media Center renovations. Construction will begin in Summer 2018 on the Maurice Hawk addition previously approved separate from referendum.

Town Center Elementary School has already been allocated \$4.5 million dollars of capital reserve funding by the Board of Education toward an addition of ten classrooms. The referendum would include renovations for the Media Center and the creation of a security vestibule.

Media Center renovations and the creation of a security vestibule are included for Village School.

Millstone River School plans include the creation of a security vestibule, renovation of the Media Center, IEQ classroom ventilation improvements including the replacement of equipment, upgrading controls, and classroom HVAC upgrades.

Other district-wide upgrades include fire alarm upgrades at all schools except High School North, Grover Middle School, and the Board Office, and the installation of generators at High School South, Community Middle, Grover Middle, Village, and Millstone River Schools.

The Board discussed the proposed referendum projects with Dr. Aderhold and Mr. Duthie.

President Fleres thanked Dr. Aderhold and Mr. Duthie for their presentation.

PUBLIC COMMENT

Two members of the public spoke regarding the following topics: Split lunches, taxes, Class III Officers, other security measures, privacy issues, unintentional outcomes of incidents, and racial bias in disciplinary practices.

EXTENSION OF MEETING

A motion to extend the meeting by one hour was made by Ms. Herts and seconded by Ms. Krug. By voice vote, all Board members present voted in favor of extending the meeting until 11:30 p.m.

ADMINISTRATION

A motion was made by Mr. Whitfield, seconded by Ms. Kaish to approve Items 1 through 3. Following a discussion regarding the proposed discipline policy, a motion was made by Ms. Herts and seconded by Ms. Ho to table item 2. With six board members voting yes, and Ms. Krug and Mr. Fleres voting no, the following item was tabled until the next Board of Education meeting:

Regulation: Second Reading and Approval

- 2. Second reading and approval of the following regulation: 5600 Pupil Discipline/ Code of Conduct.

Upon the original motion by Mr. Whitfield, seconded by Ms. Kaish, following the removal of the tabled item number 2, and by roll call vote with all Board members present voting yes, the following board actions were approved:

Closed Captioning

- 1. To approve a contract with MyVRSpot for cable station closed captioning services for the 2018-2019 school year, at a cost not to exceed \$3,745.

School Security Drills

- 3. To acknowledge the following fire and security drills were performed in April 2018 in compliance with *N.J.S.A. 18A:41-1*:

<u>Fire Date</u>	<u>Security Date</u>	<u>School</u>
4/13/18	4/10/18	Dutch Neck Elementary School
4/10/18	4/19/18	Maurice Hawk Elementary School
4/11/18	4/17/18	Town Center Elementary School
4/10/18	4/19/18	J.V.B. Wicoff Elementary School
4/13/18	4/27/18	Millstone River School
4/12/18	4/26/18	Village School
4/10/18	4/13/18	Community Middle School
4/13/18	4/18/18	Thomas Grover Middle School
4/23/18	4/30/18	WW-P High School North
4/13/18	4/16/18	WW-P High School South

CURRICULUM AND INSTRUCTION (NONE)

FINANCE

Upon motion by Ms. Juliana, seconded by Mr. Zhong, with all Board members present voting yes, except Ms. Krug and Ms. Kaish, who voted yes on all but 6a, for which they abstained, the following board actions were approved:

Business Services

1. Payment of bills as follows:
 - a) Bills List General for May 8, 2018 (run on 5-02-18) in the amount of \$7,007,646.52.
 - b) Bills List Capital for May 8, 2018 in the amount of \$0.

Technology – Payroll System

2. Genesis Educational Services, Inc. to set-up and implement the Genesis School Payroll System Modules as part of the Genesis computer software system including maintenance and secure backup services for the 2018-2019 school year at a cost of \$50,000.

Professional Services – Supplemental Architectural Services

3. Authorize supplemental architectural services to the AIA Architect/Owner Agreement of Fraytak Veisz Hopkins Duthie, P.C., school district appointed architect, for professional services related to pre-referendum services at a cost of \$54,900, and referendum project services at a cost of 6% of construction costs for new construction and 6.5% - 7.25% (dependent on scope of work) of construction costs for rehabilitation and renovations projects, and to authorize and delegate the responsibility to prepare the plans and specifications for the architectural services related to certain referendum projects upon passage of the referendum in consultation with and under the supervision of the assistant superintendent for Finance/ Board Secretary, who has been delegated the responsibility to work with the architect for this purpose on behalf of the Board of Education, and such authorizations and delegations in accordance with the requirements of *N.J.S.A. 18A:18A-5*.
4. Authorize supplemental architectural services to the AIA Architect/Owner Agreement of Fraytak Veisz Hopkins Duthie, P.C., school district appointed architect, for professional services related to extended construction administration/observation services for the Maurice Hawk Addition/Renovation, for a total fixed fee not to exceed \$217,000. These services will be performed in consultation with and under the supervision of the assistant superintendent for Finance/ Board Secretary, who has been delegated the responsibility to work with the architect for this purpose on behalf of the Board of Education, and such authorizations and delegations in accordance with the requirements of *N.J.S.A. 18A:18A-5*.

Referendum Projects Submission

5. Approve the following resolution:

RESOLVED, that the West Windsor-Plainsboro Regional School District Board of Education approve the following Referendum projects be submitted to the State of New Jersey Department of Education for preliminary eligible cost determination:

School Name	Project	FVHD DOE Number
Community Middle School	Various Rehabilitation Projects	5063A 5715-140-18-1000
Dutch Neck Elementary School	Various Rehabilitation Projects	5063B 5715-030-18-1000
Thomas R. Grover Middle School	Various Rehabilitation Projects	5063C 5715-035-18-2000
WW-P High School North	Various Rehabilitation Projects	5063D 5715-025-18-1000
WW-P High School South	Various Rehabilitation Projects	5063E 5715-020-18-2000
Maurice Hawk Elementary School	Various Rehabilitation Projects	5063F 5715-040-18-1000
Millstone River Elementary School	Various Rehabilitation Projects	5063G 5715-150-18-1000
Town Center Elementary School	Various Rehabilitation Projects	5063H 5715-130-18-2000
Village Elementary School	Various Rehabilitation Projects	5063I 5715-160-18-1000
J.V.B. Wicoff Elementary School	Various Rehabilitation Projects	5063J 5715-050-18-3000
WW-P High School North	Addition and Renovations	5063K 5715-025-18-2000
WW-P High School South	Addition and Renovations	5063L 5715-020-18-3000
Thomas R. Grover Middle School	Addition and Renovations	5063M 5715-035-18-3000
Community Middle School	Addition and Renovations	5063N 5715-140-18-2000
J.V.B. Wicoff Elementary School	Addition and Renovations	5063O 5715-050-18-4000

BE IT FURTHER RESOLVED that the district’s architects, Fraytak Veisz Hopkins Duthie, P.C., be authorized to submit on behalf of the Board of Education the above referendum projects for approval by the New Jersey Department of Education.

BE IT FURTHER RESOLVED that amendments to the Long-Range Facilities Plan by Fraytak Veisz Hopkins Duthie, P.C. to incorporate the referendum projects be approved.

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.
 - a) Three district representatives to attend the Garden State Coalition of Schools 27th Annual Meeting on May 30, 2018, in Jamesburg, New Jersey, at a cost of \$65 per person, plus mileage.
 - b) One staff member to attend the New Jersey State League of Municipalities Mini One-Day Conference at the Conference Center at Mercer, West Windsor, New Jersey, on June 15, 2018, at a cost not to exceed \$110 plus mileage.

Transportation

Cancellation – Quote

- 7. Cancel 2017-2018 Student Transportation Contract – Multi Contract Number CRSEDAN, route CRSEDAN awarded to A-1 Limousine, Inc. on February 13, 2018. Total route cost is \$16,049.39.
- 8. Cancel 2017-2018 Student Transportation Contract – Multi Contract Number MRSHUTTLE, route MRSHUTTLE awarded to Rick Bus Company on November 14, 2017. Total route cost is \$3,116.00.
- 9. Cancel 2017-2018 Student Transportation Contract – Multi Contract Number PACSHUTTLE, route PACSHUTTLE awarded to Rick Bus Company on November 14, 2017. Total route cost is \$2,132.00.

Adjustment – Quote

- 10. Adjust Number of days on Student Transportation Contract – Multi Contract Number KWCM, route number KWCM awarded to A-1 Limousine, Inc. on March 6, 2018 to 23 days. Final route cost is \$6,683.80.

Cancellation – School Related Activities

- 11. Cancel 2017-2018 Student Transportation Contract – School Related Activities, Multi Contract Number 18786, awarded to Academy Express, LLC. approved on February 13, 2018. Total trip cost \$13,300.00.

Quote – School Related Activities

- 12. Award the 2017-2018 Student Transportation Contract – School Related Activities, Multi Contract Number 18786 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>
18786	Hershey Park	\$ 1,695.00	10	N/A

Quote –To and From School

- 13. Award the Student Transportation Contract-Multi Contract Number SJCOR5 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>
SJCOR5	Various	\$ 137.50	37	N/A	\$ 3.00

Contract Amendment – To and From School

- 14. Amend the award for Route WWLARKWC, originally awarded on June 27, 2017 to Rick Bus Company, Multi Contract Number RB-PUB14-4 for the 2017-2018 school year to increase the number of days to 85. The final adjusted route cost is \$10,234.00.

Bus Evacuation Drills – Spring

15. Acknowledge the following bus evacuation drills were performed in compliance with *N.J.A.C. 6A: 27-11.2*:

Date	Time	School	Location	Routes	Overseer
04/26/18	7:25	HS North	90 Grovers Mill Rd	HN1-32/NC50-58	J. Dauber
04/24/18	8:40 12:40	Maurice Hawk	305 Clarksville Rd	MH1-18/MH52-53 MHK90-94	T. Buell
04/23/18	8:40	Millstone River	75 Grovers Mill Rd	MR1-24, MR50-54	R. Bonino
04/30/18	8:40 12:40	Wicoff	510 Plainsboro Rd	WE1-10/WE51-52 WEK90-91	M. Wellborn
04/23/18	8:40 12:40	Town Center	700 Wyndhurst Dr	TC1-17/ TC50-57 TCK90-92	J. Bowes
04/26/18	7:25	CMS	95 Grovers Mill Rd	CM1-26/NC50-58	S. Carter
04/26/18	7:25	TGMS	10 Southfield Rd	TG1-25/TG50-51	L. Thomas
04/30/18	8:40	Village	601 New Village Rd	VE1-20, VE51	B. Gould
04/26/18	7:25	HS South	346 Clarksville Rd	HS1-26/HS50-54	D. Lepold
04/23/18	8:40 12:40	Dutch Neck	392 Village Rd E	DN1-18/DN50 DNK90-93	D. Argeese

PERSONNEL

West Windsor-Plainsboro Regional School District Board of Education on May 4, 2018, provided an e-mail notification that if an employee’s name appears on the Personnel Agenda for the May 8, 2018 Board of Education meeting, the WW-P Board of Education may discuss the recommended action related to that 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 stating that the employee is requesting any such discussion take place in public. If the WW-P Board of Education intends to discuss a matter specifically pertaining to a staff member’s employment, they will be sent an individualized RICE notice.

Three personnel addendums were added to include: 1) Personnel Items: B. Certificated Staff – two resignations; C. Non Certificated Staff – one appointment and reappointment; E. Stipend Athletic – one change; E. Stipend Non-Athletic – one change; F. Community Education – several appointments, a change, and a rescind; 2) a separation agreement; and 3) a resignation.

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

Guidance Intern

1. To approve a Guidance intern placement for spring 2018 for Joseph Bensky (The College of New Jersey).

Personnel

2. Personnel Items: