

**PUBLIC HEARING ON HARASSMENT, INTIMIDATION, AND BULLYING
AND BOARD OF EDUCATION MEETING MINUTES
July 24, 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 July 20, 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 July 20, 2018, and sent to Plainsboro and West Windsor township clerks on January 3, 2018, and on July 20, 2018.

The meeting of the West Windsor-Plainsboro Board of Education was called to order by Board Vice-President Kaish at 6:45 p.m. in room C110-111 at the District Administration Building. Upon motion by Mr. Whitfield, 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:	Personnel Matters
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:	OCR 02-18-1136
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 as Noted on Agenda
9. Matters involving quasi-judicial deliberations, and specifically:	

The meeting reconvened to public session at 7:33 p.m. in the multipurpose room. The following Board members were present:

Ms. Carol Herts
Ms. Louisa Ho

Ms. Rachel Juliana
Ms. Michele Kaish

Ms. Dana Krug
Mr. Martin Whitfield

Board President Anthony Fleres and Board members Isaac Cheng and Yu “Taylor” Zhong 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 for Curriculum & Instruction; and Ms. Charity Fues, Director of Human Resources. Also present was board attorney, Jeffrey Caccese, Esq.

BOARD PRESIDENT'S COMMENTS

Ms. Kaish thanked everyone for coming to the meeting. She mentioned that there was a closed session earlier so the meeting had already been called to order.

SPECIAL PUBLIC HEARING ON HARASSMENT, INTIMIDATION, AND BULLYING

The Special Public Hearing on Harassment, Intimidation and Bullying opened at 7:33 p.m.

Dr. Aderhold introduced Lee McDonald, Director of Guidance and Anti-Bullying Coordinator, to present the semi-annual report on harassment, intimidation, and bullying (HIB), as required by the State of New Jersey.

Mr. McDonald opened the presentation by reviewing the definition of HIB and how factual evidence of findings is defined. He compared the district's investigations and confirmed HIB incidents data from 2016-2017 with that of 2017-2018. He then reviewed the HIB Findings for a six-month period starting from January 2018 through June 2018, including a categorization of the investigations. He also reviewed the trends over the past six months, including where and when HIB incidents happen most often. Mr. McDonald explained that there was an increase in parent reporting of HIB incidents and a decrease in social media incidents, both of which he attributed to the proactive programs made available by the district. When comparing the WW-P data vs. the NJDOE data, WW-P has comparable numbers of incidents, types of incidents, and distinguishing characteristics as similar districts. WW-P has a higher confirmed HIB rate, most likely due to the way we report and our extensive investigation process. Some of the recommendations to the Board as a result of the HIB report are as follows: continuation of school climate data cycle and action planning, review of anti-bullying program, improve parent/community HIB awareness, leverage strategic plan implementation, equity collaboration, Dr. Fergus, and School Counseling Diversity curriculum.

Mr. McDonald spoke about the Department of Education's Anti-Bullying Rubric (ABR) and school grading system. ABR is a district's self-assessment checks and balances to address HIB incidents. He explained how the grading system works, and the grades determined through self-assessment by the School Safety Team. Across the board, WW-P met or exceeded all of the requirements for the 2017-2018 school year. There were some revisions to the code as of July 1, 2018 and administration is in process of updating district policies to reflect these changes.

The NJ School Climate Survey was reviewed. Mr. McDonald explained that the survey was created in 2012 by NJDOE in collaboration with the Bloustein Center for Survey Research at Rutgers University. It includes student, parent, and faculty questionnaires based on a five point Likert scale. The School Climate Survey assists with the HIB anti-bullying rubric, creating best practices, gathering stakeholder feedback and school climate initiatives. He explained that the Village School Peer Mediation has been successful in teaching problem resolutions by building a pre-emptive skill set to proactively prevent HIB situations.

The presentation ended with Mr. McDonald's review of the district's mission statement: WW-P is committed to providing all students with a safe learning environment that is free from harassment, intimidation, and bullying (HIB). This commitment is an integral part of our comprehensive efforts to provide learning, and to prevent and eliminate all forms of HIB through the following practices: adhering to the 2011 New Jersey Anti-Bullying Bill of Rights legislations; training all staff to identify, report, and address HIB behaviors in a timely fashion; and proactively educating parents, students, Board of Education members, and the community to establish HIB expectations and the communication of our commitment to safety and respectful behavior for all.

The Board engaged Mr. McDonald in a discussion regarding various aspects of HIB reporting and prevention. Ms. Kaish thanked Mr. McDonald for his presentation on behalf of the Board.

SPECIAL OPPORTUNITY FOR PUBLIC COMMENT ON HARASSMENT, INTIMIDATION, AND BULLYING

There were no public comments at this time.

APPROVAL OF THE REPORT

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

1. Accept the “January 1, 2018, to June 30, 2018, District Semi-Annual Report of Harassment, Intimidation, and Bullying” as required by the New Jersey State Department of Education under the Anti-Bullying Bill of Rights Act (P.L. 2010, c.122).
2. Verify that the School District and School Grade Report issued by the New Jersey Department of Education was reviewed as required by the Anti-Bullying Bill of Rights Act (P.L. 2010, c.122) and that this report was posted on the district’s web site pursuant to *N.J.S.A. 18A:17-46*.

The Special Public Hearing on Harassment, Intimidation and Bullying adjourned at 7:53 p.m. The regular board meeting reconvened immediately.

SUPERINTENDENT’S COMMENTS

Dr. Aderhold congratulated the business office for receiving the Certificate of Excellence from ASBO International for the 10th year. He reviewed the site work at Maurice Hawk Elementary School. He mentioned the Town Center expansion bid opened yesterday and will be awarded at the August meeting. Dr. Aderhold explained that the potential referendum question will need to be voted on at the August meeting for the November 6, 2018 public vote. In order to ensure a quorum at that meeting, the August meeting has been moved to August 28. On the administrative front, Mr. Earle will officially start his position as Assistant Superintendent of Pupil Services/Planning on August 13. In addition, there are several new administrators for approval on tonight’s agenda that are in the audience this evening, including: Gene Mercoli, Julius Clark, and Karen Abrams.

PERSONNEL

Ms. Kaish requested that the following items be voted on out of order:

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

Personnel

1. Personnel Items: Administration

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
A. Administration								
Appoint								
Clark, Julius	Appoint	Assistant Principal		\$119,699.00 (prorated)	CMS	TBD	6/30/19	Appoint as Assistant Principal, pending employment verification, replacing Daniel Savarese, who resigned. (Tenure date: TBD)
Mercoli, Gene	Appoint	Comptroller		\$148,000.00 (prorated)	CO	TBD	6/30/19	Appoint as Comptroller, pending employment verification, replacing Lawrence LoCastro, who resigned. (Tenure date: TBD)
Change								
Earle, James	Change	Asst. Superintendent for Pupil Services / Planning		\$175,000.00 (prorated)	CO	8/13/18	6/30/19	Change start date from TBD to 8/13/18. Change tenure date from TBD to 8/14/22.
Abrams, Karen	Change	Supervisor of Special Services (Grades 4-8)		\$116,685.04 (prorated)	CO	7/25/18	6/30/19	Change from School Psychologist to Supervisor of Special Services (Grades 4-8), replacing Kristen Hanson, who resigned. (Tenure date: 9/23/21)
Payment								
Dalton, Gerard	Payment	Asst. Superintendent for Pupil Services / Planning		\$3,646.18	CO	7/25/18	7/25/18	Payment for unused vacation days, as per contract.
Resignation								
Hanson, Kristen	Resign	Supervisor of Special Services		N/A	CO	7/27/18	7/27/18	Resign from position.

PUBLIC COMMENT

One member of the public spoke regarding the second reading of policy #1124 – Benefits Covering Non-affiliated School Security Officers.

COMMITTEE REPORTS

Administration & Facilities Committee

Mr. Whitfield reported that the Committee met on Tuesday, July 17, 2018. The Committee discussed the property line at Community Middle School within Lot 3, Block 1901 of the Plainsboro Township Tax Map. Upon review, it was determined that the maintenance responsibility for the driveway is that of the owner of lot 4. The Committee reviewed the proposed 2018 – 2019 District Goals and the addition to Goal #4 to include the Energy Savings Improvement Process (ESIP). Efforts continue to update the policy manual. The A&F Committee joined the Finance Committee to review a draft of the public question for a referendum. While together, the two committees also reviewed a comprehensive safety and communication program that included the addition of classroom phones, IP strobes, outdoor speakers, outdoor signage, indoor and exterior cameras, upgrades to access controls, an increase in the number of

switches, and the utilization of a visitor management system. Administration shared the timelines for bidding of the Town Center Elementary School expansion project with the committees. The Superintendent updated the committee on the approval status of the shared service agreement for Class III Police Officers. The Committee was informed that the hiring process for the Special Education Supervisor for grades 4 – 8 and the Assistant Principal for Community Middle School have concluded with recommended candidates being voted upon this evening. The Superintendent discussed student suspension data for the 17-18 school year. The data shows that there were 152 total suspensions issued to 98 different students, or 1.8% of the secondary student population. Due to the relatively low number of suspensions by school, there is no evidence of bias within the subgroup data. The Committee briefly discussed updates to HIB laws and the future need to update our district policy. The Committee reviewed and recommends the approval of a new job description entitled Director of Counseling, Health, and Wellness. The Committee reviewed the submission of the Superintendent's 2018-2019 merit goals and recommends them to the BOE for their approval and submission to the Executive County Superintendent.

Curriculum and Instruction

Ms. Krug reported that the committee met on July 17, 2018, when they reviewed the results of the AP exams. The Committee also reviewed the district goals and 2018-2019 merit goals for the Assistant Superintendent for Curriculum & Instruction and recommends their submission to the county office. The Committee discussed the upcoming summer professional development. The committee also discussed and supports the approval of three job descriptions: Support Specialist for Systems, Support Specialist for Portable Devices, and Support Specialist for Repair Services. The Committee reviewed and recommends approval of the following items on tonight's agenda: the Charlotte Danielson framework to serve as the evaluation instrument for the district for 2018-2019, NJPE for Professional Learning to serve as the evaluation instrument for administrators for 2018-2019, several professional development consultants, a StarTalk Chinese summer program consultant/trainer, the purchase of additional Swivl Pro licenses, entering into an agreement with NWEA to supply MPA reading fluency assessments for students, an ESEA grant submission, the Fall 2018 Adult, Youth and After School Enrichment programs, Disposal of obsolete books from the Village and Wicoff media centers, and several professional development travel requests and programs for the 2018-2019 school year.

Finance Committee

Ms. Ho reported that the Committee met on Tuesday, July 17, 2018, and reviewed and supports the following agenda items: the monthly finance reports; a professional services rate update; equipment disposal; SREC sales; a transportation mileage addendum; and the required annual contract review. The committee discussed the bid for the High School South Ball Stopper, which will be rejected because it is significantly over budget and the district will seek other options. The district sold 117 solar renewal energy credits (SRECs) for \$24,000; the district sells SRECs twice a year. Administration shared with the Committee that staff are currently closing out the 2017-2018 fiscal year and the audit should start mid-July. Summer Capital Projects are moving along. The Finance Committee joined the A&F Committee to discuss the wording of the public question for a referendum. More discussion will occur with Bond Council. The administration presented information about a proposal to invest in additional cameras, classroom phones, door access equipment, indoor strobes, signage, and paging to improve communication and security within the schools and the Committee was generally in support of that initiative. The Cherry Valley Farm Cooperative has received a grant and wishes to work with the district on planning sustainable farm-to-school initiatives, to which the district has agreed. The Committee reviewed the June 2018 Sodexo report and expressed displeasure with the approach taken in the report. The District has won the Certificate of Excellence in Financial Reporting for the tenth straight year from the Association of School Business Officials and the Committee congratulates the finance staff for their efforts and especially Larry LoCastro.