

**MINUTES OF SPECIAL MEETING
FOR THE PURPOSE OF A BOARD RETREAT HELD
December 18, 2018**

In accordance with the State’s Sunshine Law, adequate notice of this Special 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 December 14, 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 December 14, 2018, and sent to Plainsboro and West Windsor township clerks on January 3, 2018 and on December 14, 2018.

The Special Meeting of the West Windsor-Plainsboro Board of Education was called to order by Board President Fleres at 6:30 p.m. in the multipurpose room at the District Administration Building. The following Board members were present:

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

Board members Isaac Cheng and Louisa Ho were absent. Present also were: Dr. David Aderhold, Superintendent of Schools; Dr. Christopher Russo, Assistant Superintendent for Finance/Board Secretary; Mr. James Earle, Assistant Superintendent, Pupil Services/Planning; and Mr. Martin Smith, Assistant Superintendent for Curriculum & Instruction.

Call to Order and Board President Comments

Mr. Fleres read the call to order and welcomed everyone to the meeting.

Superintendent’s Comments

Dr. Aderhold briefly shared some information regarding the recent student matter at High School South, the processes taken, and those still to come.

Welcome/Review Purpose and Outcomes

Dr. Aderhold welcomed everyone to the meeting to discuss the 2019-2020 Budget and reviewed the topics for this evening’s discussion, including the referendum projects, energy savings improvement project, and budget parameters. He also relayed that a closed session would be necessary at the end of the meeting to discuss confidential matters.

Mr. Isaac Cheng arrived at 7:00 p.m.

Referendum Projects

Dr. Aderhold asked Mr. George Duthie and Mr. Dave Macken to participate in a discussion regarding the referendum projects. Dr. Aderhold, Mr. Duthie and Mr. Macken shared information about the path moving forward regarding the projects included in the successful referendum. The design team and administration have been meeting at Community Middle School to work on the growth at that

school. The administration and design professionals have already met to discuss the fire alarm, HVAC and generator projects planned for several schools. There was a review of the projects, the scope of work to be included, logistical roles and responsibilities, bid timelines, and communications.

Energy Savings Improvement Project

Dr. Russo shared information regarding the Energy Savings Improvement Project (ESIP) process. The District has completed the Local Government Energy Audit (LGEA) and is now completing a RFP to secure an Energy Savings Company (ESCO). Results of the LGEA show that the District should be able to save approximately 30% on utility bills. That savings could be leveraged into new energy saving equipment that will perpetuate that savings. Noted energy savings measures (ECM’s) include LED lighting, occupancy sensors, demand control ventilation, variable speed motors, chiller replacements, HVAC improvements, low flow water devices, refrigeration controls, vending machine controls, and solar power purchase agreements.

Budget Timeline, Parameters, and Process

Dr. Russo shared some historical information regarding the District’s finances. He shared information regarding the budget timeline including the anticipated budget adoption on March 19 for submittal to the county office and the April 30 date for the budget hearing. It is anticipated that State aid will be announced on the fourth Thursday of February.

Budget parameters and the budget process were discussed. There will be increases to fixed cost as there are every year including salary increases, benefits, transportation, special services, technology, capital projects and contracted services for operations. There are anticipated staff increases for 19-20 in instructional areas as well as support and operations areas. Given the pending growth in the district, it is anticipated that a tax levy increase of 2% will be needed. Salary increases and health benefit increases will total more than 2% on the levy. Due to past years not spending, there is \$397,000+ in banked cap that will expire and should be used. The right to request this money in tax levy will expire if not used in 19-20. There is a total of \$1.4 million in un-used cap available to the District. \$1.03 million is available for use for two more years.

Adjourn into Closed Session

Board President Fleres expressed the need for the Board to go into executive session and read the following statement:

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 the following:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	Personnel Matters
7. Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	NJSIAA agreement

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.

BE IT FURTHER RESOLVED that the Board will not return to open session to conduct business at the conclusion of the executive session.

Upon motion by Ms. Krug, seconded by Ms. Juliana, with a voice vote of all Board members present voting yes, the Board of Education adjourned into closed executive session at 9:45 p.m.

At 9:55 p.m., the Board returned to public session.

Closing

The Superintendent and Mr. Fleres thanked everyone for their participation.

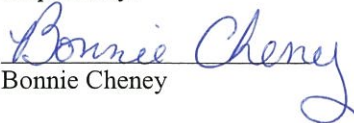
A motion to adjourn the meeting was made by Ms. Herts and seconded by Mr. Whitfield. All Board members that were present voted in favor of adjourning the meeting.

The meeting adjourned at approximately 9:56 p.m.



Christopher Russo, Board Secretary

Prepared by:


Bonnie Cheney

**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING DATE: December 18, 2018
PLEASE SIGN IN BELOW**

1	13	25
2	14	26
3	15	27
4	16	28
5	17	29
6	18	30
7	19	31
8	20	32
9	21	33
10	22	34
11	23	35
12	24	36

**MINUTES OF SPECIAL MEETING
FOR THE PURPOSE OF A BOARD RETREAT HELD
February 26, 2019**

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 February 20, 2019, and on February 22, 2019, to The Princeton Packet, and The Times. Copies of the notice also have been placed in the Board Office and in each of the district schools on February 22, 2019, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on February 22, 2019.

The Special Meeting of the West Windsor-Plainsboro Board of Education was called to order by Board President Kaish at 6:00 p.m. in room C110/111 at the District Administration Building. The following Board members were present:

Mr. Anthony Fleres
Ms. Carol Herts

Ms. Louisa Ho
Ms. Rachel Juliana
Ms. Michele Kaish

Ms. Dana Krug
Mr. Martin Whitfield

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, Mr. James Earle, Assistant Superintendent, Pupil Services/Planning.

Welcome/Review Purpose and Outcomes

Ms. Kaish thanked everyone for coming to the meeting to discuss the 2019-2020 budget.

Dr. Aderhold welcomed everyone to the meeting and read the District mission statement: *“Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.”* He reviewed the budget-related topics to be covered this evening, including the strategic plan, staff projections, programmatic considerations, capital projects, referendum projects, and the facilitation of agreements. The Superintendent explained that, in order to keep our mission and goals in the forefront of the budget discussion, Mr. Martin Smith would review the strategic goals that support the District’s mission statement and provide a video and slides showing various school events that capture the realization of those goals.

Mr. Yu ‘Taylor’ Zhong arrived at approximately 6:15 P.M.

Strategic Plan Activities/Examples:

The Board reviewed the individual supporting goals of the overall District strategic goal, *“We believe that every individual has intrinsic worth, that embracing diversity enriches and empowers our community, and that people reach their full potential when encouraged to believe it is possible. Therefore, building upon our tradition of excellence, we will guide and support our students’ growth, empowering them to value their individual learning journeys.”*

Mr. Martin Smith presented a video of the a capella group and slides showing various school events during the year. Mr. Smith reviewed the strategic goals and work completed to achieve success in each area. He provided examples via video and written articles of student and staff member work that provided evidence of real-world outreach. He explained that social-emotional issues are worked on in every class in everyday situations.

Mr. James Earle shared information regarding the Equity Initiative. The District has been a leader in this initiative in the state. Every administrative meeting has a professional development session regarding equity. The District has partnered with other Mercer County districts and Dr. Aderhold has a state-wide leadership role in this area.

Mr. Isaac Cheng arrived at approximately 7:55 p.m..

Overall Budget Proposed

Dr. Russo shared information regarding the proposed budget for the 2019-2020 school year. Information was provided regarding changes year-over-year for the district’s operating budget. The change in tax levy was suggested along with the increase in banked cap due to the health benefit spending growth limitation adjustment. The District has the ability to ask for an additional 3.3 percent, however, the budget as presented has a projected increase of 2.25 percent with a suggestion of increasing that amount to 2.6 percent for additional student support services. At a 2.25 percent increase, the District still has an additional \$1.7 million in banked cap. If an increase of 2.6 percent moves forward, there will be \$1.1 million in banked cap that is not being requested from taxpayers.

Staff Projections and Programmatic Considerations

Dr. Aderhold shared the growth in staff being requested in the 2019-2020 budget. There are two additional staff needed at the elementary level. There are also requests for staff growth positions at the elementary level due to the Dual Language Immersion Program, a nurse at Millstone River School and an assistant principal at Wicoff Elementary School. At the middle school level, there are requests for four additional teaching staff at Grover Middle School and one nurse at Community Middle School. At the high school level, there are two teaching faculty requested. There are four additional staff requested in the area of Special Education including teaching and service positions. In administration, there are two growth positions including an athletic director and a Buildings and Grounds assistant director. There are four additional stipends requested in the area of the middle school Music programs. There is a request for an additional two positions from University of Behavioral Health at Rutgers for student mental health support.

Dr. Aderhold shared a Gaggle alert that the District received from a student discussing suicide; no names were identified.

At approximately 8:45 p.m., Mr. Taylor Zhong left the meeting.

Capital Projects

Capital outlay and capital projects for summer 2019 were discussed, including the High School South ball stopper, High School North bus parking modification, High School North salt storage, High School North roof restoration, High School North lock hardware, Grover Middle School roof coating, Village salt storage, Dutch Neck AC units and exterior door replacement, and annual summer buildings and grounds projects.

Mr. Taylor Zhong returned to the meeting at approximately 9:30 p.m.

Facilitation of Agreements

The facilitation of agreements section included the 2 percent tax levy plus health care adjustments and the use of banked cap. Prescription insurance experience is running at 100 percent plus. Health care benefits are coming off a 15-month rate lock. State aid will not be released until March 7. Budget concerns moving forward include future negotiations, food services contract expiration, Special Education program review, Media Center program review, global positioning systems on buses and minimum wage increases. Statewide teacher salary increases are coming in at 2.98 percent according to NJSBA. The \$15 minimum wage increase could increase the district's cost by \$600,000. The budget reviewed this evening has a tax levy increase of approximately 2.25 percent, however, with additional recommendations to support the struggling learners, it is recommended that we increase the budget to 2.6 percent.

At 10:30 p.m., by a motion by Mr. Cheng, seconded by Mr. Whitfield, and supported unanimously by all present, the Board of Education meeting was extended by one hour.

Summary of Budget

Dr. Aderhold shared those programs that would be included in the proposed budget if the District requests a 2.6 percent tax levy increase. There would be increases to the BSI program of four positions, implementation of an AVID program, an additional BCBA, a reading interventionist, and two Guidance counselors. Not included in any scenario is the buildings and grounds renewal, the food services renewal, the minimum wage increases, the Media Center program review, and the implementation of the Health and Physical Education program review recommendations.

There was a discussion regarding end-of-year reporting of the Class III Officers Program and what a report might include. There was a discussion regarding the concerns with an increase from 2.25 percent to 2.6 percent; such an increase would help address the equity issues that have been discussed in the District. There was concern over the mini-team concept and the way it affects the students since they are in a smaller social group. There was a discussion regarding additional staff at the middle school and how that would address class size issues, allow for improvement in offerings, and help with equity issues. A 2.6 percent increase would be necessary to address the class size issue in the middle school.

The group came to a consensus that the district should prepare the budget considering a move in the levy to a 2.45 percent increase. Allocations will be presented at future meetings. The Board will vote on a budget to be submitted to the County office on March 19, 2019, as state aid should be available on March 7. The public hearing on the budget will be on April 30, 2019 and any needed changes to the preliminary budget will be voted on at that time.

Closing

The Superintendent and Ms. Kaish thanked everyone for their participation.

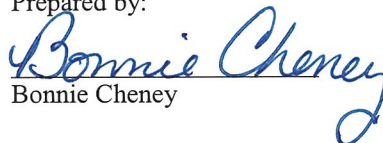
A motion to adjourn the meeting was made by Ms. Herts and seconded by Ms. Ho. All Board members that were present voted in favor of adjourning the meeting.

The meeting adjourned at approximately 11:30 p.m.



Christopher Russo, Board Secretary

Prepared by:


Bonnie Cheney

**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION SPECIAL MEETING DATE: February 26, 2019
PLEASE SIGN IN BELOW**

1	13	25
2	14	26
3	15	27
4	16	28
5	17	29
6	18	30
7	19	31
8	20	32
9	21	33
10	22	34
11	23	35
12	24	36

**BOARD OF EDUCATION
MINUTES OF SPECIAL MEETING
FOR THE PURPOSE OF A BOARD RETREAT HELD
June 13, 2019**

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 10, 2019, and on June 7, 2019, to The Princeton Packet, and The Times. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 25, 2019, and on June 7, 2019, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 25, 2019, and on June 7, 2019.

The Special Meeting of the West Windsor-Plainsboro Board of Education was called to order by Board President Kaish at 6:00 p.m. in room C110/C111 at the District Administration Building. The following Board members were present:

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

Board member Isaac Cheng was absent. Present also were: Dr. David Aderhold, Superintendent of Schools; Dr. Christopher Russo, Assistant Superintendent for Finance/Board Secretary; Mr. James Earle, Assistant Superintendent for Pupil Services/Planning. Also present were guests of the Board, Dr. Pamela Nathan, appointed Assistant Superintendent for Curriculum & Instruction, and Dr. Edward Fergus, Assistant Professor, Temple University.

Welcome/Review Purpose and Outcomes

Ms. Kaish welcomed everyone to the meeting. She explained that the first portion of the meeting would be comprised of professional development training from Dr. Edward Fergus for Board members and senior administrators regarding equity in education. The second portion of the meeting would encompass discussions regarding 2019-2020 Board of Education goals and implementation of the strategic plan.

Equity Discussion and Presentation with Dr. Eddie Fergus

Dr. Aderhold prefaced the presentation by sharing information regarding goals, including equity in education. Dr. Aderhold introduced and welcomed Dr. Edward Fergus to present information regarding equity to the Board and district administrators. Dr. Fergus presented his research and experiences in other school districts to the Board. He then led the Board and public members in an equity assignment that separated the attendees into different groups. Each group then shared their results. Comparisons were made of those results and similarities were determined. These similarities will be the basis of future work.

Mr. Earl shared what the district administration and staff have been working on for the past 2 years with respects to equity. Dr. Fergus shared that the “similarities” found in the above paragraph could be used as the measure of success of the Equity Goals that have created by administration and staff. The three, Dr. Fergus, Dr. Aderhold and Mr. Earl have led countywide discussions and work in equity. The next step for the board will be to review current data showing the disparity in

the district. The information uncovered would be shared with the public and used for the future. It would be the board's decision whether to move forward with this equity initiative and creating policy. Students have led discussions in this area and would need to be part of the conversation.

Ms. Kaish and Dr. Aderhold thanked Dr. Fergus for his presentation and for leading the discussion on equity. The Board found the evening's work with Dr. Fergus rewarding. The board expressed the desire to unpack data and have additional meetings on equity in the future to move the conversation forward.

2019-2020 Goals

Dr. Aderhold led the conversation on the 2019-2020 Board of Education goals and implementation of the strategic plan. He shared copies of the goals with the attendees and explained how the strategic goals are being implemented throughout the District. The Board members and administration engaged in a discussion regarding the goals and the implementation plan.

Adjourn to Executive Session

At approximately 9:55 p.m., upon motion by Mr. Whitfield, seconded by Mr. Zhong, and by unanimous voice vote of all present, the meeting was extended by one hour. All district administrators left the room with the exception of Dr. Aderhold. Board President Kaish expressed the desire of the Board to adjourn into executive session. Ms. Kaish agreed to record the minutes in Dr. Russo's absence. Ms. Kaish read the following statement:

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:

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: Superintendent Evaluation.

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.

BE IT FURTHER RESOLVED that the Board will not return to open session at the conclusion of the executive session.

Upon motion by Ms. Juliana seconded by Ms. Ho, with a voice vote of all Board members present voting yes, the Board adjourned into closed executive session at approximately 9:56 p.m.

The Board returned to open public session at 10:55 p.m.

Closing

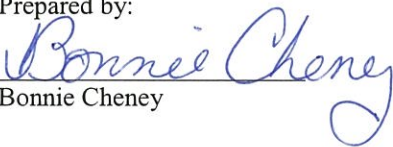
A motion to adjourn the meeting was made by Mr. Fleres and seconded by Ms. Krug. All Board members that were present voted in favor of adjourning the meeting.

The meeting adjourned at approximately 10:55 p.m.



Christopher Russo, Board Secretary

Prepared by:



Bonnie Cheney

WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING DATE: June 13, 2019
PLEASE SIGN IN BELOW

1	Gregg White	13	25
2	Lori Marabelle	14	26
3	Joy Horton	15	27
4		16	28
5		17	29
6		18	30
7		19	31
8		20	32
9		21	33
10		22	34
11		23	35
12		24	36

