

**MINUTES OF SPECIAL MEETING
FOR THE PURPOSE OF A BOARD RETREAT HELD
December 18, 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 December 13, 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 December 13, 2019, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 25, 2019, and on December 13, 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 the multipurpose room at the District Administration Building. The following Board members were present:

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| Mr. Isaac Cheng | Ms. Louisa Ho | Ms. Dana Krug |
| Mr. Anthony Fleres | Ms. Rachel Juliana | Mr. Martin Whitfield |
| | Ms. Michele Kaish | |

Board members Carol Herts 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. James Earle, Assistant Superintendent, Pupil Services/Planning; and Dr. Pamela Nathan, Assistant Superintendent for Curriculum & Instruction. Newly elected Board members Graelynn McKeown and Robin Zovich also attended as guests.

Call to Order and Board President Comments

Ms. Kaish read the call to order and welcomed everyone to the meeting.

Welcome/Review Purpose and Outcomes

Dr. Aderhold welcomed everyone to the meeting to discuss the 2020-2021 Budget and reviewed the topics for this evening’s discussion.

Review of Goals

Dr. Nathan reviewed strategic planning and responsive planning, sharing how important it is to the budgeting process. Responsive planning requires continued discussion with respect to the mission of the entity and the needs of the community. She also reviewed the goals of the Board of Education.

Dr. Aderhold shared that several years ago, the Board made the decision to fund the realization of the Board’s goals. He gave a quick update of current work in this area.

District Financial Overview

Dr. Aderhold provided information on the District financial overview and other financial concepts. He explained that a school budget is a planning tool that considers contingencies, manages risk, considers safeguards and buffers, reflects district values, and is fiscally responsible. He reviewed the budget process and timelines. There will be a Board retreat on February 20 to discuss the budget further. The

preliminary budget is scheduled for adoption on March 18 and the public hearing on the budget is scheduled for April 28.

Dr. Russo shared information on the financial position of the school district.

Referendum and Construction

Mr. Earle reviewed the current and upcoming referendum construction projects. He listed the projects, estimated cost, and timelines.

Dr. Russo shared information regarding the Energy Savings Improvement Plan (ESIP) and outlined the district's progress in the ESIP process. He reviewed the plan's proposed Energy Conservation Measures (ECMs) to be undertaken across the district.

Buildings and Grounds

Dr. Aderhold shared information regarding the buildings and grounds subcontracting. The Board discussed various ideas regarding the upcoming renewal. Some ideas included: 1) remaining 100% outsourced, 2) bringing the maintenance group in-house along with the operations foreman while keeping the cleaning group outsourced, or 3) bringing all of the building and grounds employees in-house.

Budget Considerations & Parameters


Dr. Aderhold shared information regarding budget considerations. There will be increases to fixed cost, as there are every year, including increases in salaries (some from the minimum wage increase), benefits, transportation, special services, staffing, and costs of capital projects. Instructional considerations include a change in the middle school schedule, additional ELL/ESL classes, improved technology electives, and improvements for the media centers. Unknown budget contributors include state aid amounts, prescription and health care increases, and the impacts of a potential health care bill. The Board discussed the budget parameters and working within an increase percentage of 2.45% (2% plus a percentage of banked cap).

Closing

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

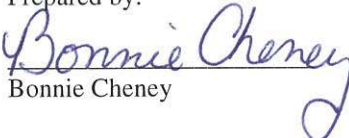
A motion to adjourn the meeting was made by Ms. Juliana and seconded by Ms. Ho. All Board members that were present voted in favor of adjourning the meeting.

The meeting adjourned at approximately 9:50 p.m.



Christopher Russo, Board Secretary

Prepared by:


Bonnie Cheney

No member of the public

**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING DATE: DECEMBER 18, 2019
PLEASE SIGN IN BELOW**

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**MINUTES OF SPECIAL MEETING
FOR THE PURPOSE OF A BOARD RETREAT HELD
February 20, 2020**

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, 2020, and on February 14, 2020, to the Home News Tribune, and The Times. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 24, 2020, and on February 14, 2020, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks on January 24, 2020, and on February 14, 2020.

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 the multipurpose room at the District Administration Building. The following Board members were present:

Ms. Rachel Juliana
Mr. Anthony Fleres

Ms. Graelynn McKeown
Ms. Michele Kaish
Ms. Dana Krug

Mr. Martin Whitfield
Ms. Robin Zovich

Board members Louisa Ho and Isaac Cheng 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; Dr. Pamela Nathan, Assistant Superintendent for Curriculum & Instruction; and Mr. Derek Mead, Comptroller.

Welcome/Review Purpose and Outcomes

Ms. Kaish thanked everyone for coming to the meeting to discuss the 2020-2021 budget.

Dr. Aderhold welcomed everyone to the meeting and explained that the District mission should be kept in the forefront of budget discussions. He 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 an update on mental health and wellness initiatives, a district financial overview, construction and referendum updates, buildings and grounds, and budget parameters.

Update on Mental Health and Wellness Initiatives:

Dr. Aderhold shared information regarding the District's mental health and wellness initiatives. The District has contracted with University Behavior Health Care (UBHC) to provide additional services to children in crisis. They can arrange for medical support immediately and help parents through the health insurance process. There are four (4) Master's level clinicians that are trained in all areas of mental health support. The District has implemented Gaggle, which screens communications that occur on District provided devices and network. There have been 319 alerts to current date regarding mental health concerns or inappropriate behavior using this equipment. The District has provided staff professional development regarding mental health. The District provides information to parents through Parent University. First Year Experience (FYE) is a program offered to freshman to help in the transition to the high school. Youth Mental Health First Aid is a program offered to support parents. The District has a Wellness Committee and School Based Wellness Days.

The District works on the Social Emotional Learning (SEL) of all students. We work with Pure Edge to work on Social Emotional Wellness of staff and students. UBHC offers SEL support as well. The District uses the Columbia-Suicide Severity Rating Scale (C-SSRS) questionnaire used for suicide assessment. The District uses money provided by Aetna Health Care to provide an Employee Assistance Program (EAP) for staff mental health support. We contract with Mindful Schools and Headspace for SEL support. SEL is contained in all curriculum, instruction and assessment activity.

District Financial Overview

Dr. Aderhold reviewed “what is a school budget”. The District is expecting State aid numbers on February 25. The budget will be submitted to the county office of education for their review after the March 10 regular meeting. The public hearing on the budget will be April 28.

The District has received the Certificate of Excellence for the CAFR for eleven (11) consecutive years. It also won the Meritorious Budget Award for excellence in the preparation and issuance of a budget for six (6) consecutive years.

The administration has created a budget under the assumption discussed in the last budget retreat at a tax levy increase of 2.45% or an increase of \$4,063,637. It is imperative that the District create a budget to that level as we have some substantial increases projected for 2020-2021. The increases include a health care increase of \$1.1million, salary increases of \$2.3 million, and a transportation increase of \$1.2 million. The Energy Savings Plan will require upfront funding of \$615,000 as the energy savings equipment will not be operational until later in the year. In addition, there is a projected special education increase of \$1.9 million due to salary increases and the Project Freedom development, which has already sent nine students to the District with an anticipated increase for next year \$1.5 million in tuition and services. These were the first families to move in and many more will follow due to the design of the community.

Other considerations in building the budget with respect to the tax levy increase is that the District will not generate additional banked cap with this budget so the District’s spending authority will erode over the next two years. This will affect the District’s ability to fund programs in the future unless circumstances change.

Instructional considerations for growth include additional staff as follows: one elementary teacher at Dutch Neck, two high school teachers, two special education teachers, Autism programs at Millstone River and Community Middle schools, one BCBA, two Instructional Assistants, and an endocrinologist on contract. There is an additional appropriation for improved media centers as per the Media Center Program Review. An additional appropriation is needed to implement the District’s communication plan as well.

The appropriations include capital projects such as: High School North and Grover Middle School partial roof coating, exterior door replacements at Dutch Neck, lock hardware throughout the District, Community Middle School parking lot expansion, the District’s share of the Energy Savings Improvement Program infrastructure financing, a High School North composter, a ball stopper at High School South, and the annual summer projects list.

The Energy Savings Improvement Program is moving along. This spring the LED replacement program will begin. During the summer of 2020, the High School South and Dutch Neck air conditioner replacement will begin.

Construction and Referendum Updates

Dr. Aderhold reviewed the progress of current construction along with referendum project planning. The Town Center project received a temporary Certificate of Occupancy and two of the new classrooms are

occupied. The Maurice Hawk project has issues that have required legal representation. There are issues with the flooring including the cracking of tiles and that the abutment of adjoining floors do not match. Also, there are concerns with the installation of luxury vinyl tile (LVT) flooring in the classrooms.

Dr. Aderhold shared that the fire alarm work at Dutch Neck is continuing. Work at the Grover Middle School is progressing ahead of schedule. Bids have been received for the High School North and Millstone River Elementary School air conditioning projects and are under legal review. The bids are out for the vestibule construction and the expansion project at Community Middle School with a due date in early March. The High School South site work bid is ready to be advertised. Also ready for advertisement is the media center and toilet room renovations bid. The High School South expansion project is ready to be sent to the Office of State Comptroller for their review. The High School North dance studio and work at the Wicoff school will follow.

Buildings and Grounds

Dr. Aderhold and Dr. Russo shared information regarding the custodial and maintenance RFP. Proposals have been received for custodial and facilities services. A committee of administrative, board, and staff members reviewed the proposals. Due to the minimum wage increase, the employees unionizing, and the increased health benefit costs, there will be a significant increase in the cost of these services. The administration is looking at a hybrid model which includes bringing the maintenance staff and building head custodians in-house. The administration has reviewed several models for the 2020-2021 program from complete outsourcing to a mixed model.

Budget Parameters


After discussion of the items listed above, the direction to administration was to create a budget with an anticipated tax levy increase of 2.45% for the 2020-2021 school year.

Closing

The Superintendent and President Kaish thanked everyone for their participation.

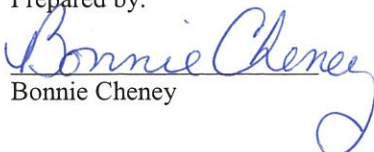
A motion to adjourn the meeting was made by Mr. Fleres and seconded by Ms. Krug. All Board members that were present voted in favor of adjourning the meeting.

The meeting adjourned at approximately 9:50 p.m.



Dr. Christopher J. Russo, Board Secretary

Prepared by:


Bonnie Cheney

**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING DATE: FEBRUARY 20, 2020
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