

**MINUTES OF SPECIAL MEETING  
FOR THE PURPOSE OF A BOARD RETREAT HELD  
December 15, 2022**

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, 2022, and December 9, 2022 to the *Home News Tribune* and *The Times*, posted on the district website, placed in the Board Office and in each of the district schools, and sent to Plainsboro and West Windsor Public Libraries and Plainsboro and West Windsor township clerks.

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

Ms. Pooja Bansal	Ms. Rachel Juliana	Ms. Loi Moliga
Ms. George-Cheniara	Ms. Dana Krug	Ms. Shwetha Shetty
Ms. Louisa Ho	Ms. Graelynn McKeown	Ms. Robin Zovich

No Board members were absent. Present also were: Dr. David Aderhold, Superintendent of Schools; Dr. Christopher Russo, Assistant Superintendent for Finance/Board Secretary; Dr. Lee McDonald, Assistant Superintendent, Pupil Services/Planning; Dr. Pamela Nathan, Assistant Superintendent for Curriculum & Instruction; and Mr. Derek Mead, Assistant Business Administrator. Additional district administration present for this meeting included Ms. Susan Totaro, Special Assistant for Strategic Initiatives; Ms. Barbara Gould, Director of Counseling, Health, and Wellness; Dr. Christine Capaci, Director of Data, Assessment and Accountability; Ms. Lindsay Jablonski, Supervisor of Language Arts, K-5; Dr. Melissa Pearson, Supervisor of Mathematics, K-5; and Ms. Jessica Cincotta, High School South Principal.

**Call to Order and Board President Comments**

Ms. Juliana 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 2023-2024 Budget and reviewed the topics for this evening’s discussion.

Dr. Lee McDonald led a team-building exercise entitled ‘Scenes from the Story of Our Lives.’ All Board members and administrators participated.

**Presentation - Data in the Life of a Teacher**

Dr. Pamela Nathan introduced the first topic for discussion, Data in the Life of a Teacher. After a brief presentation, Dr. Melissa Pearson, Ms. Lindsay Jablonski, and Dr. Christine Capaci provided an interactive experience in which the Board of Education participated in analyzing internal student data from the perspective of a classroom teacher.

## **Presentation - Strategic Plan Updates**

Ms. Susan Totaro introduced the second topic for discussion, Strategic Plan Updates. Ms. Totaro shared updates and actions taken by district committees to implement West Windsor-Plainsboro's four strategic goals. Ms. Cincotta and Ms. Gould followed by highlighting the steps taken to implement the Equity Strategic Plan. Board members reflected on ways that they support the diversity, equity, and inclusivity strategic goal and on how the budget is a reflection of the district's vision.

## **Budget Considerations & Parameters**

Dr. Aderhold provided information on the 2023-2024 District budget. 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. The Superintendent shared the meaning of a fixed cost in the budget and highlighted the budget drivers. He reviewed the budget process and timelines. The preliminary budget is scheduled for adoption on March 14, and the public hearing on the budget is scheduled for April 25. Dr. Christopher Russo and Mr. Derek Mead assisted with the presentation of estimated budget stressors. Stressors include 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 tuition. Unknown budget contributors include state aid amounts, prescription and health care increases, and increases in special education services. The Board discussed the budget parameters and working within an increase of 2% plus banked cap.

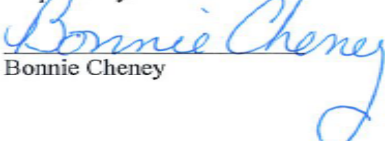
## **Closing**

At approximately 10:35 p.m., a motion to adjourn the meeting was made by Ms. Ho and seconded by Ms. Moliga. All Board members that were present voted in favor of adjourning the meeting.

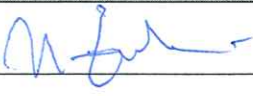
The meeting adjourned at approximately 10:35 p.m.

  
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Christopher Russo, Board Secretary

Prepared by:

  
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Bonnie Cheney

WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING DATE: December 15, 2022  
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