



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**  
321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

**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.*

**JANUARY 2, 2024: BOARD OF EDUCATION REORGANIZATION & MEETING**  
**January 2024 through January 2025**

**Central Office**  
321 Village Road East, West Windsor, NJ 08550

**ACTION MAY BE TAKEN**

**7:30 PM Public Meeting – Multi-Purpose Room**

**Board of Education**

Rachel Juliana, President  
Graelynn McKeown, Vice-President  
Pooja Bansal  
Elizabeth George-Cheniara  
Louisa Ho  
Dana Krug  
Loi Moliga  
Shwetha Shetty  
Robin Zovich

**Student Representatives**

Mihir Shankar and Johnson Lin, High School North  
Eliana Du and Rachel Joseph, High School South

**Liaison Appointments**

New Jersey School Boards Association: Dana Krug  
Plainsboro Township Committee: Rachel Juliana  
Superintendent's Advisory Council: Dana Krug  
West Windsor Board of Recreation Commissioners: Dana Krug  
West Windsor Township Council: Louisa Ho  
West Windsor-Plainsboro Regional School District PTA-PTSA: Loi Moliga & Elizabeth George-Cheniara

**Administration**

David Aderhold, EdD, Superintendent of Schools  
Lee McDonald, EdD, Deputy Superintendent of Schools  
Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary  
Barbara Gould, EdD, Chief Academic Officer  
Charity Comella, Assistant Superintendent for Personnel /Affirmative Action Officer  
Patrick Duncan, Special Assistant for Labor Relations  
Kia Bergman, Director of Communications  
Susan Totaro, Chief Equity Officer

**I. CALL TO ORDER** by Board Secretary

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, 2023, and December 22, 2023 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.

**II. CONVENE**

This is the Reorganization Meeting of the West Windsor-Plainsboro Regional School District for the period January 2024 through January 2025. 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, to the *Home News Tribune*, *The Times*, and the West Windsor and Plainsboro Public Libraries. Copies of this notice also have been posted in the Board Office, filed with Plainsboro's and West Windsor's Township Clerks, placed in each of our schools, and posted on the district website.

**III. RESULTS** of the November 7, 2023, Election - Board Secretary

**IV. OATH OF OFFICE ADMINISTERED TO FOLLOWING INDIVIDUALS; EACH MEMBER WILL READ ALOUD THE STATE OF NEW JERSEY REQUIRED OATHS FOR SCHOOL BOARD MEMBERS**

1. Dana Krug, Board member for West Windsor
2. Shwetha Shetty, Board member for West Windsor
3. Loi Moliga, Board member for Plainsboro

**V. NOMINATIONS FOR PRESIDENT**

Election of President  
President Assumes Control of Meeting after Election

**VI. NOMINATIONS FOR VICE-PRESIDENT**

Election of Vice-President

**VII. It is recommended that** approval be given to designate Christopher J. Russo, EdD, as Board Secretary and as temporary chair to conduct officer elections for the period of January 2024 through January 2025.

**VIII. It is recommended that** members of the Board of Education authorize Christopher J. Russo, EdD, Board Secretary/Assistant Superintendent for Finance, or his designee, to advertise and solicit bids/quotes for the following commodities: audio-visual supplies, arts and crafts supplies, technology (hardware and software), office supplies, teaching supplies, photocopiers, paper products and related supplies, athletics supplies, plaques and awards, building and ground equipment, services and supplies, gasoline and diesel fuel, industrial art supplies, furniture, and leases. These bids, when accepted by the members of the Board of Education, will be encumbered against the budget.

- IX.** **It is recommended that** approval be given to designate Christopher J. Russo, EdD, or his designee, as Public Agency Compliance Officer (P.A.C.O.) under *N.J.A.C. 17:27-3.2* and appointment of purchasing agent and authorization to award contracts up to bid threshold and set quote threshold at 15 percent of bid threshold amount for the year.
- X.** **It is recommended that** approval be given to appoint Assistant Superintendent/School Business Administrator, Christopher J. Russo, EdD, as the West Windsor-Plainsboro Regional School District's Qualified State Purchasing Agent (*18A:18A-2b*) for the school year in accordance with the New Jersey State Statutes and be authorized to advertise for and received bids and purchase through state contracts wherever practical in the best interest of the Board of Education; and to authorize that West Windsor-Plainsboro Regional School District evoke the supplemental authority of *N.J.S.A. 18A:18A-3* and *18A:18A-4.3* to set the District's bid threshold to the statutory bid threshold of \$44,000 (quote threshold for local units with a QPA is \$6,600 - 15% of the \$44,000 QPA bid threshold).
- XI.** **It is recommended that** approval be given to designate Kia Bergman as Custodian of District Records under New Jersey Open Public Records Act (P.L.2001, Chapter 404) for the year.
- XII.** **It is recommended that** approval be given to designate responsibility for Integrated Pest Management and Asbestos to Thomas Daly or his designee the responsibility for HAZCOM, Right-To-Know, and Indoor Air Quality, and Environmental Regulations under the Public Employees Occupational Safety and Health Program Hazard Communication Standard (*N.J.A.C. 12:100-7*) for the year.
- XIII.** **It is recommended that** approval be given to designate Superintendent or designee as district liaison for the education of homeless children under Students At Risk of Not Receiving a Public Education (*N.J.A.C. 6A:17-2.5*); NJ Department of Children and Families, Division of Child Protection and Permanency (formerly Division of Youth and Family Services); and appointments of: 504 Committee Coordinator(s), ADA Officer, Issuing Officer for Working Papers, collection and maintenance of student records (*N.J.A.C. 6A:32-7.3*), and approval of Emergency Operations Plan, Crisis Intervention Procedures Manual, and Emergency Management Plan; for the year.
- XIV.** **It is recommended that** approval be given to designate Superintendent or designee as Title IX Coordinator under the Education Amendments of 1972, 20 U.S.C. (United States Code) Section 1681 et seq.; 34 C.F.R. (Code of Federal Regulations), Part 106, for the year.
- XV.** **It is recommended that** approval be given to designate Superintendent or designee to implement the approved safety and health plan in accordance with *N.J.A.C. 6A:19-6.5*, for the year.
- XVI.** **It is recommended that** approval be given to designate Lee McDonald, Deputy superintendent, as school safety specialist in accordance with state law (P.L. 2017 c. 162).
- XVII.** **It is recommended that** approval be given to designate Lee McDonald, Deputy Superintendent, as the Handle With Care (HWC) Point of Contact under Attorney General Law Enforcement Directive No. 2020-09.
- XVIII.** **It is recommended that** approval be given to designate Jill Liedtka as Treasurer of School Monies for the year.

**XIX. NAME FINANCIAL DEPOSITORIES**

**A. It is recommended that** approval be given to designate the following financial institutions as Depositories for School Funds:

- Bank of America
- Bank of New York Mellon
- The Bank of Princeton
- Citizens Bank, N.A.
- JP Morgan Chase Bank
- New Jersey Cash Management
- NJARM
- Oceanfirst Bank, N.A.
- PNC Bank
- Santander Bank, N.A.
- TD Bank
- US Bank
- Wells Fargo Bank, N.A.
- WSFS Bank

**B. It is recommended that** approval be given for the Assistant Superintendent for Finance or designee to designate bank accounts and authorized signatories.

**XX. ADOPT THE BOARD POLICIES NOW EXISTING**

**It is recommended that** approval be given to adopt all Board policies and regulations now existing, subject to review, recession, or addition during the year.

**XXI. ADOPT CURRICULA**

**It is recommended that** approval be given to adopt all existing curricula based upon the New Jersey Student Learning Standards (21st Century Life and Careers/Career Readiness, Life Literacies and Key Skills; Comprehensive Health and Physical Education; English Language Arts; Mathematics; Science; Social Studies; Technology/Computer Science & Design Thinking; Visual and Performing Arts, and World Languages), textbooks, and course offerings for the district and each school.

**XXII. ESTABLISH TIME, DATE, AND PLACE OF MEETINGS**

**It is recommended that** approval be given to:

a) Establish the time, date, and place of the meetings of the Board of Education, in which action may be taken, from February 2024 through January 2025, beginning at 7:30 p.m. at Central Office, Multi-Purpose Room as follows:

- February 06, 2024
- February 20, 2024
- March 19, 2024
- April 09, 2024
- April 30, 2024
- May 14, 2024

- May 28, 2024
- June 11, 2024
- June 25, 2024
- July 30, 2024
- August 27, 2024
- September 17, 2024
- October 08, 2024
- October 29, 2024
- November 19, 2024
- December 10, 2024
- January 7, 2025 Reorganization Meeting
- January 28, 2025

b) Establish the time, date, and place of two Special Meetings of the Board of Education for the purpose of Board Retreats, in which action will not be taken, at 6:00 p.m. at Central Office, Multi-Purpose Room, as follows:

- February 29, 2024
- December 17, 2024

Public Hearings: April 30, 2024, 2024-2025 Budget; May 14, 2024, Policy P2361-Acceptable Use of Computer Networks/Computers and Resources; June 11, 2024, Administrator Contracts & Salaries pursuant to P.L. 2007, Chapter 53; July 30, 2024, Semi-Annual District Harassment, Intimidation & Bullying Report; October 29, 2024, 2023-2024 Annual Report of Student Safety Data; and, January 28, 2025, Semi-Annual District Harassment, Intimidation & Bullying Report.

**XXIII.** **It is recommended that** approval be given to designate *The Times* and *The Home News Tribune* as the official newspapers for the school district.

**XXIV.** **It is recommended that** approval be given to adopt the rules and regulations of the New Jersey State Interscholastic Athletic Association as resolved in the July 11, 2000, Resolution for the High Schools' Athletic Departments.

**XXV.** **It is recommended that** approval be given to empower the Superintendent of Schools and the Board Secretary to implement the budget pursuant to policies and regulations of the New Jersey Board of Education and West Windsor-Plainsboro Regional Board of Education.

**XXVI.** **It is recommended that** approval be given to empower the Superintendent of Schools and the Board Secretary to audit and approve chart of accounts and demands for payment prior to presentation to the Board.

**XXVII.** **It is recommended that** approval be given to empower the Superintendent of Schools and the Board Secretary to approve transfers of funds, except for transfers to and from surplus, between meetings of the Board of Education. Transfers approved shall be reported to the Board, ratified, and duly recorded in the minutes at the next Board Business Meeting.

**XXVIII.** **It is recommended that** approval be given to empower the Superintendent of Schools to authorize routine employment appointments between Board of Education meetings, with the understanding that formal action would be taken at the next voting meeting of the Board.

**XXIX.** It is recommended that approval be given to adopt the existing Nursing Services Plan, subject to review, revision, or addition during the year.

**XXX.** It is recommended that approval be given to adopt all board-approved job descriptions now existing, subject to review, revision, or addition during the year.

**XXXI.** It is recommended that approval be given to use the “Student Safety Data System Incident Report Form,” which is available on the state SSDS web page, for the year.

**XXXII.** **Affirmative Action Officers/Anti-Bullying Specialists/Statement of Assurance**

1. To adopt the following resolution:

Whereas, New Jersey public schools and the West Windsor-Plainsboro Regional School District are required to develop, submit, and implement a Comprehensive Equity Plan to identify and resolve all equity needs affecting its schools, pupils, or staff, as indicated in *N.J.A.C. 6:4-1 et.seq.*; and

Whereas, an Affirmative Action Officer is necessary to uphold the regulations pertaining to *N.J.S.A. 18A:36-20, 10:5, N.J.A.C. 6:4*, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and the Individuals with Disabilities Education Act of 1977; now, therefore be it

Resolved, that an Affirmative Action Officer be appointed with the West Windsor-Plainsboro Regional School District, for the school year, as follows:

- Charity Comella, District Affirmative Action Officer

2. To appoint a district anti-bullying coordinator and anti-bullying specialists for the West Windsor-Plainsboro Regional School District, for the year, as follows:

- Jessica Smedley, District Anti-Bullying Coordinator
- Jamie Crystal, High School North Anti-Bullying Specialist
- Chelsea Allen, High School South Anti-Bullying Specialist
- Ariana Efstathios, Community Middle School Anti-Bullying Specialist
- Wendy Alley, Grover Middle School Anti-Bullying Specialist
- Lisa Valeriani, Millstone River School Anti-Bullying Specialist
- Veronica Schumann, Village School Anti-Bullying Specialist
- Melody Khalifa, Village School Anti-Bullying Specialist
- Samantha St. Victor, Village School Anti-Bullying Specialist
- Michelle Obregon, Dutch Neck Elementary School Anti-Bullying Specialist
- Daniela Pareja, Dutch Neck Elementary School Anti-Bullying Specialist
- Kelly Marshall, Maurice Hawk Elementary School Anti-Bullying Specialist
- Marissa Efstathios, Maurice Hawk Elementary School Anti-Bullying Specialist
- Erica Anas, Town Center Elementary School Anti-Bullying Specialist
- Ellen Incollingo, J.V.B. Wicoff Elementary School Anti-Bullying Specialist
- C. Shannon Martin, Community Education Anti-Bullying Specialist

**XXXIII.** It is recommended that approval be given to empower the Superintendent of Schools and the Board Secretary to enter into agreements in accordance with *N.J.A.C. 6A:14-4.3(b)5*, with county special services school districts, educational services commissions, state operated educational facilities, and private schools for students with disabilities that have been approved by the Department of Education (according to *N.J.S.A. 18A:46-14* and *15*) for the purpose of special education placements.

**XXXIV.** It is recommended that approval be given to adopt the following resolution:

Whereas, during the fiscal year, there exists a need for a variety of specialized services; and

Whereas, funds are available for this purpose; and

Whereas, the Public School Contracts Law (*N.J.S.A. 18A:18A-5*) requires a resolution authorizing the award of contracts/agreements for "professional services" or "extraordinary unspecifiable services" (*N.J.S.A. 40A:11-5(1)(a)(ii)* and *40A:11-5(1)(m)*) without competitive bids; now therefore be it

Resolved, by the West Windsor-Plainsboro Regional Board of Education:

1. The Superintendent of Schools and Board Secretary are authorized to execute contracts and/or agreements with:

Business Office

Allen & Stults, Co., Inc. – Student Accident Insurance Broker of Record  
Brown & Brown Insurance – Health Insurance Broker of Record  
Certified Testing Laboratories, Inc. – Engineers & Land Surveyors Consultants  
Comegno Law Group, P.C. – School District Board Attorneys  
Fraytak Veisz Hopkins Duthie, P.C. - School District Architectural Consultants  
French & Parrello Associates – School District Engineering Consultants  
Kelter & Gilligo – School District Consulting Engineers  
McManimon, Scotland & Baumann, LLC, School District Bond Attorneys  
Methfessel & Werbel – School District Board Attorneys  
New Road Construction Management - Construction Manager of Record  
NV5 – School District Construction Materials Testing & Inspection Services  
Parker McCay, P.A. - School District Board Attorneys  
Montrose Environmental – School District Health & Safety Compliance Consultants  
Montrose Environmental – School District Asbestos Abatement Consultants  
Phoenix Advisors, LLC – School District Financial Advisors  
Phoenix Advisors, LLC – School District Disclosure Agent of Record  
PKF O’Connor Davies, LLP – School District Auditor  
Rue Insurance –School District Risk Management Broker of Record (extraordinary unspecifiable services)  
Schneider Electric - School District Energy Services Company (ESCO)  
Van Cleef Engineering Associates – School District Engineering Consultants

Vendors – Investment Accounts

457 Investment Accounts: AXA/Equitable Life Insurance Co., Voya Financial, Lincoln Investment Planning, MetLife Group Services, Valic/AIG Financial.

403(b) and Roth 403(b) Investment Accounts in accordance with the district’s 403(b) plan’s adoption agreement: Appendix I: AXA/Equitable Life Insurance Co., Voya Financial, Lincoln Investment Planning, MetLife Group Services, and Valic/AIG Financial.

Vendor – Disability Insurance  
Hartford Insurance Company  
Prudential

**Central Office**

Legal – Human Resources  
Gurnani & Gurnani  
Bhagwati & Bhagwati

Medical

Center for Behavioral Health MD, PA  
Dr. Rajeswari Muthuswamy, MD  
Dr. Adam Naddelman, Medical Services Director  
Dr. Joseph Dorfman, Medical Inspector  
Dr. Emil Matarese, Comprehensive Neurologic Associates  
Interstate Mobile Care (Transportation)  
Lawrence Orthopedic Group  
Penn Medicine Princeton Medical Center  
Princeton Nassau Pediatrics  
Robert Wood Johnson Medical Center  
University Orthopedic Associates

Medical - Athletics (medical coverage for home football games.)

Dr. William Rossy (Princeton Orthopedic Associates)  
Mr. Mark Pressman (Princeton Orthopedic Associates)

**Special Services – Consultants/Evaluators**

- a) AC Psychological Services, LLC, Dr. Alyssa B. Catuogno, Psy. D. NCSP
- b) Advancing Opportunities
- c) Alfred I. DuPont Hospital for Children Nemours Foundation
- d) Apex Learning
- e) Arc Mercer, Inc.
- f) Arc of New Jersey (Project Hire)
- g) Arin International, LLC (Amea Shah)
- h) ASL Interpreter Referral Services, Inc.
- i) Attachment Trauma Center Institute
- j) B A Vision Education Services
- k) Bayada Home Health Care, Inc.
- l) Behavior Therapy Associates
- m) Beyond Communications, Inc.
- n) BMW Enterprises, Inc.
- o) Marcia L. Baden, PH.D. Licensed Psychologist
- p) Brett DiNovi & Associates, LLC
- q) Bridges to Employment, a division of Alternatives, Inc.
- r) Brookfield School, Jefferson Health Program
- s) Carnegie Healthcare
- t) Center for Hearing & Communications
- u) The Center for Neurological and Neurodevelopmental Health, CNNH
- v) Children's Specialized Hospital
- w) CHOP Educational Services



- x) CHOP Specialty Care Center in Princeton
- y) Communication Technology Resources
- z) Community Options, Inc.
- aa) Cross Country Clinical Educational Services
- bb) Delta-T Group North Jersey, Inc.
- cc) Demonte Therapy Services, OT and PT Services
- dd) Douglass Developmental Disabilities Center
- ee) Eden Autism Services
- ff) Educational Audiology Resources
- gg) Education Inc.
- hh) Educational Services Commission of NJ
- ii) Educational Services Commission of Morris County
- jj) Educere LLC
- kk) Eileen Tresansky, Accredited Training Fellow of Orton- Gillingham Academy
- ll) Family Resource Associates, Lifeworks
- mm) FJC Fiscal Scholarship Program ( Lighthouse Guild Braille Transcription)
- nn) G&A Medical Associates LLC (Developmental Pediatrics of Central Jersey)
- oo) Graham Behavioral Services
- pp) Elliot Gursky, MD & Associates
- qq) Hackensack Meridian Health, JFK Rehabilitation Institute
- pp) Hampton Behavioral Health Center
- qq) High Step Summer Program Division of Behavior Therapy Associates
- rr) Homecare Therapies, Inc. LLC
- ss) Hunterdon Care Systems Developmental Pediatric Assn.
- tt) Inlingua Services
- uu) Interim Health Care
- vv) It Takes A Village Speech Therapy
- ww) KDH Enterprises, Inc.
- xx) Kidspace Educational Services
- yy) Learning Tree Multicultural/Multilingual Evaluation & Consulting, Inc.
- zz) LearnWell Educational Services (formally Education Inc.)
- aaa) Life Insight
- bbb) Loving Care Agency, Inc./Aveanna Healthcare
- ccc) MDW Education Services, Marilyn Winograd, Teacher of the Blind & Visually Impaired
- ddd) Mercer County Community College
- eee) Mercer County Special Services
- fff) Mindspace Psychiatry, LLC Dr. Padma Palvai
- ggg) Monmouth Ocean Educational Services Commission
- hhh) Neuroscience Associates and Dr. Kavita Sinha
- iii) Newborn Nurses (NBN Group)
- jjj) Newgrange Educational Outreach Center
- kkk) New Hope Psychological Services, LLC
- lll) Occupational Therapy Associates of Princeton
- mmm) Out of Sight Teaching LLC
- nnn) Oxford Consulting Services
- ooo) Positive Steps Pediatric Occupational Therapy Center
- ppp) Princeton Center for Educational Assessments
- qqq) Princeton Family Care Associates, LLC
- rrr) Princeton Healthcare System/Occupational Medicine Services
- sss) Princeton Mental Health (Dr. Bhalla)
- ttt) Princeton Speech and Language

- uuu) Professional Educational Services, Inc.
- vvv) Rancocas Valley High School
- www) Rutgers University Behavioral Healthcare
- xxx) Silvergate Prep School LLC
- yyy) Somerset County Educational Services Commission
- zzz) The Speech Tree - Feeding Evaluation
- aaaa) State of New Jersey Katzenbach School for the Deaf
- bbbb) Summit Speech School
- cccc) United Therapy Solutions, (formerly Tiny Tots, Inc)
- dddd) Village Counseling Services
- eeee) Vista Rehab Services
- ffff) We Make, Autism at Work
- gggg) Youth Consultation Service
- hhhh) YWCA Princeton/Plainsboro Aquatic Outreach Program

CEIS Special Education Teacher Consultant

- a) Susan Mitcheltree

Special Services – Interpreters

- a) Jun Zheng (Mandarin)
- b) Neera Kothary (Gujarati)
- c) Sandhya Telluri (Telugu)- Sankay Systems
- d) Yvette Roche Muniz (Spanish)

Special Services – Learning Consultants

- a) Amanda Lamoglia
- b) Deborah Canciello
- c) Karen J. Noble, Teacher of the Deaf & Hard of Hearing
- d) Susan Kemler Sibree
- e) Elise Hobson M. Ed. NCED

Special Services – Neurodevelopmental Pediatricians

- a) Dr. Vanna Amorapanth

Special Services – Physical Therapists

- a) Joan Cochrane Greene (Versatile Physical Therapy NJ)
- b) Clare Fannon

Special Services – Psychiatrists

- a) Dr. Jackie Chen (Chinese Bilingual)
- b) Dr. Elliot Gursky
- c) Dr. Pamela F. Moss

Special Services – Psychologists

- a) Barbara Sterlin-Blanc (Haitian Creole)
- b) Yvette Roche Muniz

Special Services – Selective Mutism Specialist

- a) Dr. Elisa Shipon-Blum

Special Services – Social Workers

- a) Jill Gennari

Special Services – Speech Language Specialists

- a) Lori Henicle-Kleppe
  - b) Melissa Phillips, Teacher of the Deaf and Hard of Hearing
  - c) Kristin Patterson-Maas, Part-Time/Short-Term Speech Services
2. These contracts/agreements are awarded without competitive bidding as "professional services" or "extraordinary unspecifiable services" under the provisions of the Public School Contracts Law.

**REGULAR BUSINESS ITEMS**

**XXXV. PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments
- C. Student Representative Reports
- D. Board of Education Annual Ethics Training

**XXXVI. FIRST OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to 3 minutes in accordance with Board policy 0167. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

**XXXVII. BOARD OF EDUCATION COMMITTEE REPORTS** (*None*)

**XXXVIII. MEETING**

**A. ADMINISTRATION**

*To be voted on 01/02/24:* Recommend approval of the following resolutions:

**Harassment, Intimidation, and Bullying**

- 1. Affirm the superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated December 12, 2023, for the following case numbers: 255908-MRS-11302023; 255906-MRS-11302023; 255809-MRS-11292023; 255719-MRS-11282023; 255596-VS-11262023; 255519-MRS-11212023; 255509-MRS-11212023; 255470-MRS-11212023; 255347-MHE-11202023; 255215-GMS-11172023; 255003-GMS-11142023; 254888-TCE-11132023; 254799-GMS-11082023; 254725-MRS-11072023; 254710-GMS-11072023; 254667-HSS-11062023; 254573-HSS-11032023; and 254406-GMS-11022023.
- 2. Review superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated January 2, 2024, for the following case numbers: 256208-MHE-12062023; 256188-GMS-12062023; 256117-HSS-12052023; 255836-CMS-11292023; 255808-MHE-11292023; and 255799-MHE-11292023.

### **School Board Recognition Month**

3. January is School Board Recognition Month in New Jersey and the district would like to acknowledge, with gratitude, the school board members for their contributions to the success of the district and our students for the time they volunteer to set policy and oversee the operations in our schools and to recognize the following resolution:

Whereas, January is School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education is 1 of more than 581 local school boards in New Jersey who sets policies and oversees operations for public school districts; and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

Whereas, New Jersey's local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers, and parents for the betterment of public education; and

Whereas, boards of education strive to provide the resources necessary to meet the needs of all students; and

Whereas, boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; now, therefore be it

Resolved, that we recognize January as School Board Recognition Month and honor the following individuals: **Pooja Bansal, Elizabeth George-Cheniara, Louisa Ho, Rachel Juliana, Dana Krug, Graelynn McKeown, Loi Moliga, Shwetha Shetty, and Robin Zovich.**

### **Professional Services**

4. Authorize an agreement with Parchment to provide District Records Services at a cost not to exceed \$1,500 for the 2023-2024, 2024-2025, and 2025-2026 school years.

### **B. CURRICULUM AND INSTRUCTION (*NONE*)**

### **C. FINANCE**

*To be voted on 01/02/24:* Recommend approval of the following resolutions:

### **Business Services**

1. Payment of bills as follows:
  - a) Bills List General for January 2, 2024 (run on 12-14-23) in the amount of \$7,416,466.95.

- b) Bills List General for January 2, 2024 (run on 12-18-23) in the amount of \$214,826.18.
- c) Bills List Capital for January 2, 2024 (run on 12-19-23) in the amount of \$6,362.77.

**Professional Services - Construction**

- 2. Whereas, the Public School Contracts Law (N.J.S.A. 18A:18A-5) requires a resolution authorizing the award of contracts/agreements for "professional services" or "extraordinary unspecifiable services" [N.J.S.A. 40A:11-5(1)(a)(ii) and 40A:11-5(1)(m)] without competitive bids;

Now therefore be it Resolved, by the West Windsor-Plainsboro Regional Board of Education that the Board Secretary is authorized to execute agreements with NV5-Northeast for School District Construction Materials Testing & Inspection Services at the following rates: Full Day Soil Inspection \$335; Half Day Soil Inspection \$245; Reinforcing Inspection \$355; Full Day Concrete Inspection \$305; Half Day Concrete Inspection \$215; Floor Flatness Inspection \$655; Full Day Masonry Inspection \$550; Half Day Masonry Inspection \$400; Fireproofing Inspection \$505 per visit; Full Day Multi Discipline Inspection \$405; Structural Steel Inspection \$630; Professional Engineer \$148/hour; Project Manager \$97/hour; Laboratory Testing Services from \$15.50 - \$177 each; and, travel at 0.63/mile with tolls and parking at cost, for a total not to exceed \$200,000 through December 31, 2024.

**Procurement of Goods and Services**

- 3. Whereas N.J.S.A. 40A:11-11(5) which authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration;

Whereas the Board of Education of the West Windsor-Plainsboro Regional School District, pursuant to Title 18A: 18A-10, and N.J.A.C. 5:34-7.29(c), in order to procure goods and services to meet the needs of the school district on a timely basis, will utilize state contract vendors who agree to sell goods and services to the Board of Education in accordance with all conditions of the individual state contract that may or may not exceed the bid threshold in the aggregate.

Whereas, in accordance with NJSA 18A:18A-10, the Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property. The Board of Education may also use, without advertising for bids, or having rejected all bids obtained pursuant to advertising, the Federal Supply Schedules of the General Services Administration or schedules from other federal procurement programs promulgated by the Director of the Division of Purchase and Property in the Department of the Treasury pursuant to section 1 of P.L.1996, c.16 (C.52:34-6.1), subject to the conditions stated in the statutes. Therefore,

**Be it Resolved** by the Board of Education, in accordance with the New Jersey Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and Public School Contracts Law N.J.S.A. 18A:18A-1 et seq, that West Windsor-Plainsboro Regional School District may purchase any goods or services pursuant to a contract or contracts awarded through the identifiers:

CK09-MERCER - Authorized by Mercer County resolution 2007-252,  
 contracting units located within the geographic boundary of Mercer County  
 ESCNJ - The Educational Services Commission of NJ/NJ State Approved Co-  
 op #65MCESCCPS  
 HCESC - Hunterdon County Educational Services Commission Cooperative  
 Purchasing System  
 SOCCP - Somerset County Cooperative Pricing System (#2SOCCP)  
 ESC of Morris County - 26-EDCP  
 PEPPM - (a technology cooperative purchasing program) Administered by the  
 Central Susquehanna Intermediate Unit (CSIU).

**Be it Further Resolved** by the Board of Education, in accordance with of N.J.S.A. 52:34-6.2 et.seq, may make purchases and contract for services through the use of a nationally recognized and accepted cooperative purchasing agreement that has been developed utilizing a competitive bidding process by another contracting unit within the State of New Jersey, or within any other state, when available, to continue participation in the following National Cooperative Pricing Agreements for supplies and materials, time and material bids, energy aggregation and such other items that two or more participating contracting units in the system agree can be purchased on a cooperative basis:

Omnia Partners/Opus  
 Sourcewell

The duration of the contracts between the West Windsor-Plainsboro Regional School District and the awarded vendors shall be for the **2023-2024** school year as amended from time to time by the Division of Purchase and Property in the Department of the Treasury or cooperative purchasing programs.

**Solar Renewable Energy Certificates**

4. Authorization for Sale of Solar Renewable Energy Certificates (SRECs) in accordance with the following notice to bidders:

The West Windsor-Plainsboro Regional School District is soliciting bids for the sale of its Solar Renewable Energy Certificates. The auction will take place over the internet using the FlettExchange, an online auction, located at [www.flettexchange.com](http://www.flettexchange.com). [The online auction shall take place on January 17, 2024 between the hours of 11:00 a.m. and 12:00 p.m.]. Furthermore, the Board of Education authorizes entering into an agreement with the Flettexchange for the sale of the SREC’s.

**Cooperative Purchase Over the Bid Limit**

5. Authorize the following purchase from Global Industrial Equipment utilizing Outdoor Furniture & Accessories Cooperative Bid #HCESC-Cat-22-04 awarded through May 9, 2024 for the purchase of outdoor tables and chairs utilizing Food Service Funds.

Quantity	Description	
15	46" Round Picnic Table, Blue	
10	Bridgeport 6' Folding & Stackable Picnic Table, Gray	
12	24" High Metal Indoor-Outdoor Counter Height Stool Black	
	Total Not to Exceed	\$16,719.47

6. Authorize the following purchase from School Health Corp per for a total not to exceed \$8,120.00.

<u>Quantity</u>	<u>Description</u>		
9 PKS	Generic Epinephrine Auto-Injector, 0.15 mg, 2/pack		
7 PKS	Generic Epinephrine Auto-Injector, 0.3 mg, 2/pack		
Total Not to Exceed			\$8,241.84

7. Authorize the following emergency order from F.W. Webb utilizing Industrial & Hardware Supplies & Tools Cooperative Bid HCESC-CAT-23-10 for Health & Safety Issue at Millstone River Elementary School.

<u>Quantity</u>	<u>Description</u>		
1	Bradford White Water Boiler Brute Delux Floor 750k BTU		
Total Not to Exceed			\$9,547.00

8. Authorize the following emergency order from Firstline Locksmith, LLC utilizing Locksmith Services and Associated Parts Cooperative Bid CK09MERCER2023-07 through August 1, 2024 for Health & Safety Issue at Grover Middle School.

<u>Quantity</u>	<u>Description</u>		
1	Furnish and Install Norton 6000 Series Power Operator		
1	Troubleshoot and Temp Repair		
Total Not to Exceed			\$11,616.00

**Cooperative Purchase Over the Bid Limit – Special Services**

9. Authorize a purchase utilizing ESCNJ Cooperative Contract #65MCESCCPS, Furniture & Accessories Bid #22/23-08, to Virco, Inc., Conway, AR, as awarded through July 1, 2024, to furnish and install, at New Jersey Prevailing Wage rates, tables and file cabinets at 72 Grovers Mill Road for a total amount not to exceed \$18,332.61.

**Transportation**

**Cancellation – To and from School Quote**

10. Cancel 2023-2024 Student Transportation Contract – Multi Contract Number NC61A route NC61A awarded to R&M Transportation on December 12, 2023. Final route cost is \$4,912.00

**Quotes – To and From School**

11. Award the 2023-2024 Student Transportation Contract – Multi Contract Number NC61A to Garas Trans, LLC. 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>
NC61A	High School North	\$492.00	40	\$60.00	N/A

Quotes – School Related Activities

12. Award the 2023-2024 Student Transportation Contract – School Related Activities, Multi Contract Number 27939 to Sheppard Bus as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
27939	Massachusetts Institute of Technology. Cambridge, MA	\$3,430.00	1	N/A

13. Award the 2023-2024 Student Transportation Contract – School Related Activities, Multi Contract Number 28006 to Sheppard Bus as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
28006	Massachusetts Institute of Technology. Cambridge, MA	\$3,430.00	1	N/A

14. Award the 2023-2024 Student Transportation Contract – School Related Activities, Multi Contract Number 27956 to Rick Bus Company as follows:

<u>Trip ID#</u>	<u>Destination</u>	<u>Cost Per Bus</u>	<u># Buses</u>	<u>Adj Cost Per Hour</u>
27956	Robert Wood Johnson Medical School. Piscataway, NJ	\$584.93	1	\$111.11

**Travel and Related Expenses Reimbursement**

15. 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. To approve the following:

- a) One District staff member to attend Principles of Public Purchasing 3 online class through Rutgers University from January 12, 2024 through March 15, 2024 at a cost not to exceed \$944, no travel. This class is required to achieve Registered Public Purchasing Specialist certification as required for position.

**D. PERSONNEL**

*To be voted on 01/02/24:* Recommend approval of the following resolutions:

**Personnel Items**

1. Approve the following Personnel items:



- A. Administrators
- B. Certificated Staff
- C. Non-Certificated Staff
- D. Substitutes/Other
- E. Extracurricular/Extra Pay
- F. Community Education Staff
- G. Emergent Hiring

**XXXIX. APPROVAL OF BOARD OF EDUCATION MINUTES (NONE)**

**XL. BOARD LIAISON REPORTS**

**XLI. NEW BUSINESS**

**XLII. SECOND OPPORTUNITY FOR PUBLIC COMMENTS**

The Board invites comments from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes in accordance with Board policy 0167. All statements shall be directed to the presiding officer. This public comment period shall be limited to 15 minutes.

**XLIII. RECESS INTO CLOSED EXECUTIVE SESSION**

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:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	
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:	
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:	
9. Matters involving quasi-judicial deliberations, and specifically:	

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, if necessary.

**XLIV. ADJOURNMENT**



# WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

## AUTOMATED PERSONNEL AGENDA REPORT

**Agenda Date: 1/2/2024**

**Deadline for next Agenda: 1/10/2024**

### Abbreviation Chart

AAPPL	Assessment of Performance toward Proficiency in Languages
AP	Advanced Placement
AVID	Advancement Via Individual Determination
CC	Child Care
CE	Community Education
CJ PRIDE	Central to Jersey Program for the Recruitment of Diverse Educators
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
DLI	Dual Language Immersion
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
EFMLEA	Emergency Family and Medical Leave Expansion Act
EPSLA	Emergency Paid Sick Leave Act
ESL	English Second Language
ESSER	Elementary and Secondary School Emergency Relief
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Comella at [charity.comella@wwprsd.org](mailto:charity.comella@wwprsd.org)  
or at the WWP School Board Office: 609-716-5000 ext. 5015.

# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>A. Administration</b>								
None								
<b>B. Certificated Staff</b>								
<b>Appoint</b>								
Goswami, Ozlem	Appoint	Teacher ESL	0BA	\$61,000.00 (prorated)	WIC	TBD	6/30/24	Appoint as Teacher ESL, pending employment verification, replacing Yuko Kravis who retired. (Tenure date: TBD)
<b>Change</b>								
Biancosino, Gabriele	Change	Teacher Special Education 120%	14MA	\$94.00/day	HSN	11/14/23	12/18/23	Change end date from TBD to 12/18/23 for additional per diem payment for an extra section.
Giordano, Aleksandra	Change	Teacher Social Studies 120%	6MA	\$69.35/day	HSN	11/13/23	12/18/23	Change end date from TBD to 12/18/23 for additional per diem payment for an extra section.
Hannon, Christa	Change	Teacher Social Studies 120%	8MA	\$73.35/day	HSN	11/13/23	12/18/23	Change end date from TBD to 12/18/23 for additional per diem payment for an extra section.
Lagomarsino, Ryan	Change	Teacher Special Education 120%	7MA+30	\$73.35/day	HSN	11/15/23	12/18/23	Change end date from TBD to 12/18/23 for additional per diem payment for an extra section.
Massari, Francesca	Change	Teacher Spanish/AVID 120%	5MA	\$68.00/day	HSN	11/17/23	12/18/23	Change end date from TBD to 12/18/23 for additional per diem payment for an extra section.
Crawford, Nancy	Change	Speech Language Specialist		N/A	TC	1/5/24	1/5/24	Change end date from 1/15/24 to 1/5/24.
Sternotti, Taylor	Change	Teacher Mathematics Interventionist		N/A	CMS	1/19/24	4/18/24	Change FMLA/NJFLA/CC from 1/10/24-4/9/24 unpaid, with benefits to 1/19/24-4/18/24, unpaid, with benefits. (RTW: 4/19/24)
Baer, Debra	Change Location	Teacher Reading Recovery		N/C	CMS	1/3/24	6/30/24	Change location from 100% TC to 100% WIC.
<b>Leave of Absence</b>								
Kabak, Amy	Leave- FMLA/NJFLA/CC	Teacher Elementary		N/A	TC	9/1/24	11/22/24	FMLA/NJFLA/CC: 9/1/24-11/22/24 unpaid, with benefits. (RTW: 11/25/24)
Witkowski, Amanda	Leave- FMLA/NJFLA/CC	Teacher Elementary		N/A	MH	5/20/24	10/18/24	FMLA/NJFLA/CC: 5/20/24-10/18/24 unpaid, with benefits. (RTW: 10/21/24)
Liu, Yanqing	Leave- CC Extend	Teacher Science		N/A	GMS	9/1/24	6/30/25	Extend CC leave for 3rd year. (RTW: 9/1/25)



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Stonaker, Erika	Leave- CC Extend	Teacher Elementary		N/A	TC	9/1/24	6/30/25	Extend CC leave for 2nd year. (RTW: 9/1/25)
<b>Resignation</b>								
Elfo, Brianne	Resign	Teacher Elementary		N/A	MH	6/30/24	6/30/24	Resign from position.
Hartley, Robert	Resign	Teacher Elementary		N/A	VIL	6/30/24	6/30/24	Resign, after 25 years in the District, for the purpose of retirement.
<b>C. Non Certificated Staff</b>								
<b>Appoint</b>								
Kumari Mahale, Jyothsna	Appoint	Instructional Assistant	1	\$19.17/hr.	HSN	TBD	6/30/24	Appoint as Instructional Assistant, pending employment verification, for 7.25 hrs/day, growth position.
Thakkar, Chandni	Appoint	Cafeteria Aide	0	\$15.43/hr.	MH	TBD	6/30/24	Appoint as a Cafeteria Aide, pending employment verification, for 3.5 hrs/day, replacing Melinda Rivera who resigned.
Ueda, Sawako	Appoint	Cafeteria Aide	0	\$15.43/hr.	MR	TBD	6/30/24	Appoint as a Cafeteria Aide, pending employment verification, for 3.5 hrs/day, replacing Rinkoo Thakkar, who transferred.
<b>Change</b>								
Chmielowicz, Henry	Change	Computer Support Specialist-Temporary		\$40,950.00 (prorated)	DIST	12/20/23	TBD	Change start date from TBD to 12/20/23.
Sutradhar, Karuna	Change	Instructional Assistant		N/C	TC	1/2/24	6/30/24	Change from 3.5 hrs/day to 7 hrs/day.
Velcime, Joseph	Change	Security Officer "Eyes on the Door"-substitute		\$16.00/hr.	DIST	12/18/23	6/30/24	Change start date from TBD to 12/18/23. Change from Security Officer "Eyes on the Door" to Security Officer "Eyes on the Door" substitute.
<b>Resignation</b>								
Arminio, Catherine	Resign	Human Resources Manager		N/A	CO	2/16/24	2/16/24	Resign from position.
<b>Payment</b>								
Del Toro, Damary	Payment	Secretary To		\$2,564.69	DIST	1/3/24	1/3/24	Payment for unused vacation days, as per contract.
<b>D. Substitute / Other</b>								
<b>Appoint</b>								
Auleus, Rebecca	Appoint	Substitute Teacher		\$115.00/day	DIST	1/3/24	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Dahat, Poonam	Appoint	Substitute Teacher	\$115.00/day	DIST	1/3/24	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
Tamuzza, Marissa	Appoint	Substitute Teacher	\$115.00/day	DIST	1/3/24	6/30/24	Appoint as a Substitute Teacher (County Cert), pending employment verification, as needed for temporary assignments.
<b>Change</b>							
Brazeau, Julia	Change	Substitute Teacher	N/A	DIST	9/1/23	12/19/23	Change end date to 12/19/23.
<b>E. Extracurricular / Extra Pay</b>							
<b>Special Services</b>							
Catuogno-Ash, Alyssa	Extra Duty	Autism Family Nights	\$50.00/hr.	DIST	11/1/23	6/30/24	Planning and facilitating Family Fun Night for families of students with autism for the 2023-2024 school year; <b>total program</b> not to exceed 136 hours.
Chunko, Eileen	Extra Duty	Autism Family Nights	\$50.00/hr.	DIST	11/1/23	6/30/24	Planning and facilitating Family Fun Night for families of students with autism for the 2023-2024 school year; <b>total program</b> not to exceed 136 hours.
Cooke, Jennifer	Extra Duty	Autism Family Nights	\$50.00/hr.	DIST	11/1/23	6/30/24	Planning and facilitating Family Fun Night for families of students with autism for the 2023-2024 school year; <b>total program</b> not to exceed 136 hours.
Eagles, Melissa	Extra Duty	Autism Family Nights	\$50.00/hr.	DIST	11/1/23	6/30/24	Planning and facilitating Family Fun Night for families of students with autism for the 2023-2024 school year; <b>total program</b> not to exceed 136 hours.
Fox, Kelly	Extra Duty	Autism Family Nights	\$50.00/hr.	DIST	11/1/23	6/30/24	Planning and facilitating Family Fun Night for families of students with autism for the 2023-2024 school year; <b>total program</b> not to exceed 136 hours.
Gill, Holly	Extra Duty	Autism Family Nights	\$50.00/hr.	DIST	11/1/23	6/30/24	Planning and facilitating Family Fun Night for families of students with autism for the 2023-2024 school year; <b>total program</b> not to exceed 136 hours.
Gold, Jamie	Extra Duty	Autism Family Nights	\$50.00/hr.	DIST	11/1/23	6/30/24	Planning and facilitating Family Fun Night for families of students with autism for the 2023-2024 school year; <b>total program</b> not to exceed 136 hours.
Grumet, Amanda	Extra Duty	Autism Family Nights	\$50.00/hr.	DIST	11/1/23	6/30/24	Planning and facilitating Family Fun Night for families of students with autism for the 2023-2024 school year; <b>total program</b> not to exceed 136 hours.
Jarvis, Alexa	Extra Duty	Autism Family Nights	\$50.00/hr.	DIST	11/1/23	6/30/24	Planning and facilitating Family Fun Night for families of students with autism for the 2023-2024 school year; <b>total program</b> not to exceed 136 hours.



# Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Kaiser, Alex	Extra Duty	Autism Family Nights	\$50.00/hr.	DIST	11/1/23	6/30/24	Planning and facilitating Family Fun Night for families of students with autism for the 2023-2024 school year; <b>total program</b> not to exceed 136 hours.
Kaufman, Alexis	Extra Duty	Autism Family Nights	\$50.00/hr.	DIST	11/1/23	6/30/24	Planning and facilitating Family Fun Night for families of students with autism for the 2023-2024 school year; <b>total program</b> not to exceed 136 hours.
Lee, Susan	Extra Duty	Autism Family Nights	\$50.00/hr.	DIST	11/1/23	6/30/24	Planning and facilitating Family Fun Night for families of students with autism for the 2023-2024 school year; <b>total program</b> not to exceed 136 hours.
Manz, Tara	Extra Duty	Autism Family Nights	\$50.00/hr.	DIST	11/1/23	6/30/24	Planning and facilitating Family Fun Night for families of students with autism for the 2023-2024 school year; <b>total program</b> not to exceed 136 hours.
Snedden, Jenna	Extra Duty	Autism Family Nights	\$50.00/hr.	DIST	11/1/23	6/30/24	Planning and facilitating Family Fun Night for families of students with autism for the 2023-2024 school year; <b>total program</b> not to exceed 136 hours.
Stanek, Shannen	Extra Duty	Autism Family Nights	\$50.00/hr.	DIST	11/1/23	6/30/24	Planning and facilitating Family Fun Night for families of students with autism for the 2023-2024 school year; <b>total program</b> not to exceed 136 hours.
Woodward, Amy	Extra Duty	Autism Family Nights	\$50.00/hr.	DIST	11/1/23	6/30/24	Planning and facilitating Family Fun Night for families of students with autism for the 2023-2024 school year; <b>total program</b> not to exceed 136 hours.
Coulter, Kristen	Extra Duty	Professional Development Planning	\$50.00/hr.	DIST	11/1/23	12/21/23	Planning and Presenting Professional Development, "Transitional Planning for Students with Disabilities," <b>total program</b> not to exceed 3 hours.
<b>Home Programming</b>							
Farreny, Erin	Extra Duty	Home Programming	\$70.00/hr.	DIST	12/20/23	6/30/24	Home programming to address IEP goals, not to exceed 6 hours per student and 90 hours total.
<b>Supervision-Athletics</b>							
Elghazaly, Veronica	Extra Duty	CMS Athletic Supervision	\$19.48/hr.	CMS	Winter 2023-2024	Winter 2023-2024	Athletic Supervision, as scheduled.
Gottel, Morgan	Extra Duty	CMS Athletic Supervision	\$19.48/hr.	CMS	Winter 2023-2024	Winter 2023-2024	Athletic Supervision, as scheduled.
<b>Change</b>							
Crome, Cesia	Change	ESSER - Homework Tutorial	\$50.00/hr.	CMS	11/1/23	6/30/24	Change discussion from Math Camp, <b>total program</b> not to exceed 75 hours to Homework Tutorial, <b>total program</b> not to exceed 125 hours. Paid through ESSER grant funds.



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Nemeroff, Catherine	Change	ESSER - Homework Tutorial	\$50.00/hr.	CMS	11/1/23	6/30/24	Change discussion from Math Camp, <b>total program</b> not to exceed 75 hours to Homework Tutorial, <b>total program</b> not to exceed 125 hours. Paid through ESSER grant funds.
Niedermaier, Marissa	Change	ESSER - Homework Tutorial	\$50.00/hr.	CMS	11/1/23	6/30/24	Change discussion from Math Camp, <b>total program</b> not to exceed 75 hours to Homework Tutorial, <b>total program</b> not to exceed 125 hours. Paid through ESSER grant funds.
Postlethwait, Brooke	Change	ESSER - Homework Tutorial	\$50.00/hr.	CMS	11/1/23	6/30/24	Change discussion from Math Camp, <b>total program</b> not to exceed 75 hours to Homework Tutorial, <b>total program</b> not to exceed 125 hours. Paid through ESSER grant funds.
Staffieri, Monique	Change	ESSER - Homework Tutorial	\$50.00/hr.	CMS	11/1/23	6/30/24	Change discussion from Math Camp, <b>total program</b> not to exceed 75 hours to Homework Tutorial, <b>total program</b> not to exceed 125 hours. Paid through ESSER grant funds.
<b>E. Stipend Athletic</b>							
<b>Baseball</b>							
Cruder, Thomas	Stipend- Athletic	Baseball - Head Coach	\$6,217.00	HSN	Spring 2024	Spring 2024	Baseball - Head Coach, 0 yrs. exp., paid in FULL in June.
Dula, Jonathan	Stipend- Athletic	Baseball - Assistant Coach	\$4,145.00	HSN	Spring 2024	Spring 2024	Baseball - Assistant Coach, 0 yrs. exp., paid in FULL in June.
<b>E. Stipend Non-Athletic</b>							
<b>Grover Middle School</b>							
Ferrara, Shannon	Stipend Non Athletic	Stage Crafts (2)	\$2,340.00	GMS	1/2/24	6/30/24	Stage Crafts, 0 yrs. exp., paid in FULL in June.
<b>High School South</b>							
Feddema, Sean	Stipend-Non Athletic	Debate League	\$2,080.00	HSS	9/1/23	6/30/24	Debate League, 0 yrs. exp., paid in FULL in June.
Stoddard, Marilyn	Stipend-Non Athletic	Drama Spring Musical, Producer	\$1,560.00	HSS	9/1/23	6/30/24	Drama Spring Musical, Producer, 0 yrs. exp., paid in FULL in June.
<b>Robotics</b>							
Bunca, Kaitlyn	Stipend Non-Athletic	Volunteer	N/A	HSN	9/1/23	6/30/24	Volunteer, Robotics.
Drost, Eric	Stipend Non-Athletic	Volunteer	N/A	HSN	9/1/23	6/30/24	Volunteer, Robotics.





It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Jaladi, Sarath	Stipend Non-Athletic	Volunteer	N/A	HSN	9/1/23	6/30/24	Volunteer, Robotics.
Wasielewski, Abigail	Stipend Non-Athletic	Volunteer	N/A	HSN	TBD	6/30/24	Volunteer, Robotics.
<b>Change</b>							
Crawford, Nancy	Change	Speech Language Specialist	\$500.00	TC	9/1/23	1/5/24	Change end date from 6/30/24 to 1/5/24 for SEMI Reimbursement Billing, paid 1/2 in Dec. and 1/2 in June.
<b>F. Community Education</b>							
None							
<b>G. Emergent Hires</b>							
None							



It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
<b>B. Certificated Staff</b>								
<b>Change</b>								
Colon, Marissa	Change	Teacher Health & Physical Education-120%	4BA	\$65.00/day	GMS	10/24/23	1/12/24	Change end date from 3/18/24 to 1/12/24 for additional per diem payment for an extra section.
Ely, Justin	Change	Teacher Health & Physical Education-120%	6BA	\$67.00/day	GMS	10/24/23	5/28/24	Change end date from 3/18/24 to 5/28/24 for additional per diem payment for an extra section.
McGurney, Brian	Change	Teacher Health & Physical Education-120%	15MA+30	\$104.17/day	GMS	10/24/23	5/28/24	Change end date from 3/18/24 to 5/28/24 for additional per diem payment for an extra section.
O'Shea, Owen	Change	Teacher Health & Physical Education-120%	15BA	\$101.35/day	GMS	10/24/23	5/28/24	Change end date from 3/18/24 to 5/28/24 for additional per diem payment for an extra section.
Torralba, Jeffrey	Change	Teacher Health & Physical Education-120%	8MA	\$73.35/day	GMS	10/24/23	5/28/24	Change end date from 3/18/24 to 5/28/24 for additional per diem payment for an extra section.
Kitson, Mary	Change %	Teacher Special Education 120%	15MA	\$104.57/day	HSN	1/2/24	TBD	Additional per diem payment for an extra section.
Lowrey, Nancyann	Change %	Teacher Special Education 120%	15BA	\$100.75/day	HSN	1/2/24	TBD	Additional per diem payment for an extra section.
Lagomarsino, Ryan	Change %	Teacher Special Education 120%	7MA+30	\$73.35/day	HSN	1/2/24	TBD	Additional per diem payment for an extra section.
Weber, Nicole	Change %	Teacher Special Education 120%	15BA	\$100.35/day	HSN	1/2/24	TBD	Additional per diem payment for an extra section.
DeSantis, Samantha	Change %	Teacher Health & Physical Education-120%	0MA	\$63.00/day	GMS	1/16/24	5/28/24	Additional per diem payment for an extra section.
Diaz, Lauren	Change %	Teacher Health & Physical Education-120%	7BA	\$69.00/day	GMS	3/18/24	5/28/24	Additional per diem payment for an extra section.
<b>Leave of Absence</b>								
Hankh, Nicolette	Leave- CC Extend	Teacher Language Arts		N/A	HSN	9/1/24	6/30/25	Extend CC leave for the 3rd year. (RTW: 9/1/25)
Gambatese, Jaedi	Leave- CC Extend	Teacher Elementary		N/A	TC	9/1/24	6/30/25	Extend CC leave for the 2nd year. (RTW: 9/1/25)



## **FINANCE ADDENDUM**

### **RECOMMENDATION**

#### **C. FINANCE**

*To be voted on 01/02/24:* Recommend approval of the following resolutions:

##### **Purchase of Property**

1. BE IT RESOLVED that, subject to receipt of required approvals from the New Jersey Department of Education and any other applicable State agency, local government division, and/or other governmental entity, the West Windsor-Plainsboro Regional School District Board of Education approves the purchase, through the National Title Agency, and acquisition of the parcel of land at Block 20.07, Lot 12 and Lot 12 QFarm, commonly known as 221 Southfield Road, West Windsor, New Jersey, at a total cost not to exceed \$4,200,000.
  
2. BE IT RESOLVED that, subject to receipt of required approvals from the New Jersey Department of Education and any other applicable State agency, local government division, and/or other governmental entity, the West Windsor-Plainsboro Regional School District Board of Education approves the purchase, through the National Title Agency, and acquisition of the parcel of land at Block 20.07, Lot 15, commonly known as 223 Southfield Road, West Windsor, New Jersey, at a total cost not to exceed \$700,000.

##### **Capital Reserve Authorization**

3. Whereas, the West Windsor-Plainsboro Regional School District Board of Education wishes to purchase land for the purpose of a amount of the above mentioned land acquisitions into capital outlay from the Capital Reserve account in the amount of \$4,900,000, and

Whereas, the West Windsor-Plainsboro Regional School District Board of Education has determined that \$4,900,000 is available for such a transfer,

Now, Therefore, BE IT RESOLVED that, the West Windsor-Plainsboro Regional School District Board of Education hereby authorizes the district's School Business Administrator to transfer funds in the amount of \$4,900,000 from the capital reserve account to the appropriate line item account(s) for costs related to the purchase and acquisition of the parcels of land at Block 20.07, Lot 12 and Lot 12 QFarm, and Block 20.07, Lot 15, West Windsor, New Jersey, as per N.J.S.A. 18A:7G-31c.

SCHOOL BOARD  
ETHICS REVIEW

January 2024  
Jeffrey R. Caccese, Esq



THIS PRESENTATION DOES *NOT* REPLACE  
INDIVIDUAL ETHICS TRAINING REQUIRED  
FOR ALL NEWLY ELECTED AND APPOINTED  
BOARD MEMBERS

# EVERY BOARD OF EDUCATION IS REQUIRED TO:



DISCUSS the SCHOOL ETHICS ACT and the CODE OF ETHICS FOR SCHOOL BOARD MEMBERS at a regularly scheduled public meeting each year



ADOPT POLICIES AND PROCEDURES for training board members in understanding the CODE OF ETHICS

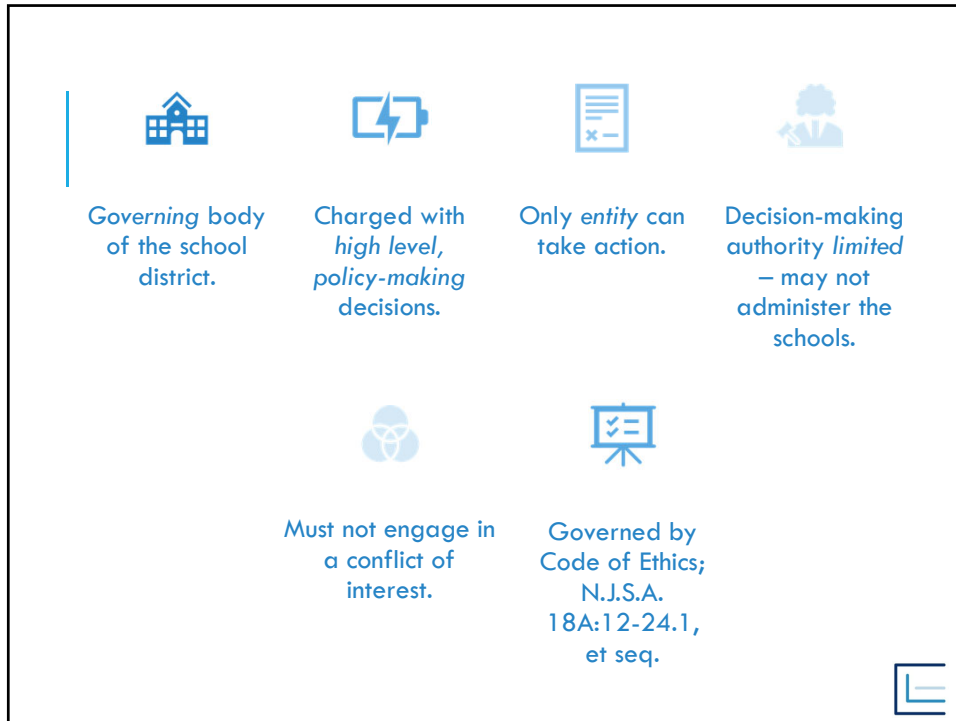
- and -



DOCUMENT that each board member has received and reviewed the CODE OF ETHICS

## SENATOR BYRON M. BAER OPEN PUBLIC MEETINGS ACT (OPMA)

“The Legislature finds and declares that the right of the public to be present at all meetings of public bodies, and to witness in full detail all phases of the deliberation, policy formulation, and decision making of public bodies, is vital to the enhancement and proper functioning of the democratic process; that secrecy in public affairs undermines the faith of the public in government and the public's effectiveness in fulfilling its role in a democratic society, and hereby declares it to be the public policy of this State to insure the right of its citizens to have adequate advance notice of and the right to attend all meetings of public bodies at which any business affecting the public is discussed or acted upon in any way except only in those circumstances where otherwise the public interest would be clearly endangered or the personal privacy or guaranteed rights of individuals would be clearly in danger of unwarranted invasion.”



## SCHOOL ETHICS ACT

N.J.S.A. 18A:12-21

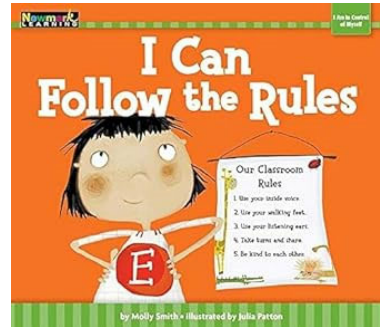
a. In our representative form of government it is essential that the conduct of members of local boards of education and local school administrators **hold the respect and confidence of the people** [and] must avoid conduct which is in violation of their public trust or which creates a justifiable impression among the public that such trust is being violated.

b. To ensure and preserve public confidence, school board members and local school administrators should have the benefit of **specific standards to guide their conduct** and of some disciplinary mechanism to ensure the uniform maintenance of those standards among them.



*I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools.*

*Desired changes shall be brought about only through legal and ethical procedures.*



## N.J.S.A. 18A:12-24.1(A) -- "FOLLOW THE RULES"



## "FOLLOW THE RULES"

**C58-14:** Board member violated the Code by trying to issue a Rice notice to a district employee without following the proper legal procedure of seeking Board authority or consulting with the Board.

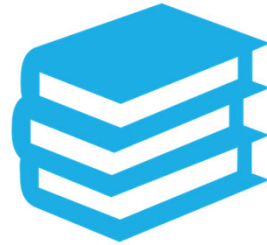
**C11-04:** Board President violated the Code when contacted newly hired employee and told them that their appointment was void because he had directed the Superintendent to remove the individual's name from the agenda but the Superintendent failed to do so. Board member was ultimately removed.



N.J.S.A. 18A:12-24.1(B)

**“THE KIDS COME FIRST”**

*I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.*



**“THE KIDS COME FIRST”**

C18-10: Board member violated the Code when released an ethics complaint filed against another board member to the media which contained confidential information regarding the other board member's child.

A05-15: Conflicted Board members could not participate in any matter related to the search, hiring of selection agency, criteria, job description, or vote to advertise relating to the hire of a new Superintendent as their decision-making abilities may not be focused on the educational welfare of children, but rather, their relationships with Board employees in district.





N.J.S.A. 18A:12-24.1(C)

“LOOK AT THE BIG PICTURE”



*I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.*



“LOOK AT  
THE BIG  
PICTURE”

C16-14: Board members conducted a visit to assess a candidate for Assistant Superintendent without Board authority

A10-15: Board member violated the Code by volunteering for a school club, where member had contact with and control of students, personnel, resources, and administration, as well as received orders from district personnel/administration.

Board member failed to confine his actions to policy making, planning, and appraisal.



*I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.*

~

**Evidence of Violation:** Board member gives a direct order to school personnel or becomes directly involved in activities or functions that are the responsibility of school personnel or the day-to-day administration of the school district or charter school.

Code of Ethics

N.J.S.A. 18A:12-24.1(D)  
“NO MICROMANAGING”



“NO  
MICROMANAGING”

A10-15: Board member violated the Code by attempting to administer the schools by volunteering for a school play and had supervisory authority over students and personnel.

C40-10: Board member violated the Code by instructing Superintendent to allow a student to participate in graduation ceremonies when Superintendent had barred the student from participating in the ceremonies due to safety concerns.



**“NO  
MICROMANAGING”**

C64-06: Board member violated the code when he unilaterally visited the school and took pictures of open windows in the middle school and items in the Board office bathroom, which he then spoke to reporters about.

A15-10: Board member would violate the act by participating in an exit interview or merely observing the exit interview, as it would breach the board member’s obligation to refrain from becoming directly involved in activities that are the responsibility of school personnel and would equate to micromanaging school personnel.



*I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.*



**N.J.S.A. 18A:12-24.1(E)  
“I CAN’T PROMISE YOU THAT”**



**“I CAN’T PROMISE  
YOU THAT”**

C16-14: Board members violated the Code when they made personal promises to a candidate for Assistant Superintendent by advancing the possibility of his employment with the District and promising to resolve a contract issue for the district, which had the potential to compromise the Board.

A44-14: Board member who was employed as an aide in private daycare center must recuse from any involvement related to the contract between the Board and the daycare center so as to ensure no action that might compromise the Board.



**N.J.S.A. 18A:12-24.1(F)**

**“NO SPECIAL INTERESTS  
OR PERSONAL GAIN”**

*I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.*

**Evidence of Violation:** Board member takes action on behalf of, or at the request of, a special interest group or persons organized and voluntarily united in opinion and who adhere to a particular political party or cause or uses the schools in order to acquire some benefit (financial or otherwise) for the member a member of their immediate family or a friend.



**“NO SPECIAL  
INTERESTS  
OR  
PERSONAL  
GAIN”**

C36-14: Board members may endorse candidates up for election to the Board if the endorsement is made as a private citizen and not as a Board member or on behalf of the Board.

A29-14: Board member who owned/operated a business could not continue, in connection with educational foundation, to offer a fundraiser charging students and splitting profits between the business and foundation, as could be perceived as using position for personal gain.



**CODE OF  
ETHICS  
N.J.S.A.  
18A:12-  
24.1(F)  
“NO  
PERSONAL  
GAIN”**

A13-14: Board member may continue as a freelance journalist; however, must not report on Board issues and must ensure that no information that was discussed solely in executive sessions is disclosed .

C44-07: Board member violated the Code by publicly posting confidential information that the staff member was removed from the school and hospitalized for a medical condition.



N.J.S.A. 18A:12-  
24.1(G)  
“I CAN KEEP A  
SECRET”



*I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools.*

*In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.*



CODE OF  
ETHICS  
N.J.S.A.  
18A:12-  
24.1(F)  
“NO  
PERSONAL  
GAIN”

A24-14: Conflicted Board members may not participate in the Board’s search for a new Superintendent as confidential matters pertaining to search criteria, etc. might be disclosed by the Board member.

A02-06: Board member would not violate the code by sending a letter to the editor expressing his opinion about the budget or making a statement to the press, so long as, in the letter or statement, you do not hold yourself out as a board member and the information is accurate and not confidential.





N.J.S.A. 18A:1  
2-24.1(H)

“LISTEN TO YOUR  
SUPERINTENDENT’S  
RECOMMENDATIONS”

---

*I will vote to appoint the  
best qualified personnel  
available after  
consideration of the  
recommendation of the  
chief administrative officer.*

---

**Evidence of  
Violation:**

Board member acts on a  
personnel matter without a  
recommendation of the  
Superintendent.

---



“LISTEN TO YOUR  
SUPERINTENDENT’S  
RECOMMENDATION”

A04-12: Board member may participate in interview committee for candidates for high-level administrative and supervisory positions; however, Board member participation must be limited to offering observations and assessments, and the final recommendations are within the purview of the Superintendent.

However - C35-02: Board members did not violate the Code when they voted not to reappoint an employee to former position with the district despite the contrary recommendation of the principal and superintendent.



## NO LONE WOLVES

C25-16: Lone board member with procedural concerns about a superintendent's contract wanted to file a petition for the Commissioner of Education to determine those issues.

Board attorney told member that they could not do so without the support of a majority of the Board, but member filed anyway.

Ethics charges were brought against the member, and the SEC found that the member violated the Code by instituting a proceeding adverse to the Board and taking personal action that compromised the Board.

*"If a lone Board member is unable to convince his or her fellow Board members of his or her position, then the Board member's recourse is to address the issue in public, or to vote against a resolution or action that he may disagree with. The recourse, is not, for Board members to take matters in their own hands and to file a public proceeding against other members of the Board."*



N.J.S.A. 18A:12-24.1(I)  
"THANK YOU FOR YOUR  
SUPPORT"

*I will  
support and  
protect  
school  
personnel in  
proper  
performance  
of their  
duties.*





**“THANK YOU  
FOR YOUR  
SUPPORT”**

C49-07: Board member violated the Code by sending a letter to the Superintendent (copying the State Board of Education and Executive County Superintendent) accusing the Superintendent of allowing employees to violate Board Policy.

C53-05: Board member violated the Code by sending an email to the Superintendent (that was also sent to BA and all other Board members) asking Superintendent to provide an accounting of her personal leave.

C25-11: Board President violated the Code by posting a picture of the Superintendent on Facebook with the comment: “Now if we could only do something about our local terrorists that destroy dreams and burn futures.”



**N.J.S.A.  
18A:12-  
24.1(J)  
“USE PROPER  
CHANNELS”**

*I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution*

**Evidence of Violation:** Board member acts on or tries to resolve a complaint, or conducts an investigation or inquiry, before referring the complaint to the Superintendent or other than at a public meeting and prior to the failure of an administrative solution.



## “USE PROPER CHANNELS”

C25-05: Board member violated the Code by going to the Principal directly in connection with a parent complaint rather than referring the complaint to the Superintendent.

C24-07: Board member violated the Code by not providing Superintendent with letters because he did not like the Superintendent’s management; instead, Board member went to other administrators to address the issues.



## CONFLICTS OF INTEREST

a. No school official or member of his immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity, which is in substantial conflict with the proper discharge of his duties in the public interest;

b. No school official shall use or attempt to use his official position to secure unwarranted privileges, advantages or employment for himself, members of his immediate family or others;

c. No school official shall act in his official capacity in any matter where he, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial involvement that might reasonably be expected to impair his objectivity or independence of judgment. No school official shall act in his official capacity in any matter where he or a member of his immediate family has a personal involvement that is or creates some benefit to the school official or member of his immediate family;

d. No school official shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his independence of judgment in the exercise of his official duties;

## MORE BOARD MEMBER CONFLICTS

e. No school official, or member of his immediate family, or business organization in which he has an interest, shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him, directly or indirectly, in the discharge of his official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office, if the school official has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the school official in the discharge of his official duties;

f. No school official shall use, or allow to be used, his public office or employment, or any information, not generally available to the members of the public, which he receives or acquires in the course of and by reason of his office or employment, for the purpose of securing financial gain for himself, any member of his immediate family, or any business organization with which he is associated;

g. No school official or business organization in which he has an interest shall represent any person or party other than the school board or school district in connection with any cause, proceeding, application or other matter pending before the school district in which he serves or in any proceeding involving the school district in which he serves or, for officers or employees of the New Jersey School Boards Association, any school district. This provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities;

## AND THEN SOME BOARD MEMBER “NOT CONFLICTS”

h. No school official shall be deemed in conflict with these provisions if, by reason of his participation in any matter required to be voted upon, no material or monetary gain accrues to him as a member of any business, profession, occupation or group, to any greater extent than any gain could reasonably be expected to accrue to any other member of that business, profession, occupation or group;

i. No elected member shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward or other thing of value is promised to, given to or accepted by the member or a member of his immediate family, whether directly or indirectly, in return therefor;

j. Nothing shall prohibit any school official, or members of his immediate family, from representing himself, or themselves, in negotiations or proceedings concerning his, or their, own interests; and

k. Employees of the New Jersey School Boards Association shall not be precluded from providing assistance, in the normal course of their duties, to boards of education in the negotiation of a collective bargaining agreement regardless of whether a member of their immediate family is a member of, or covered by, a collective bargaining agreement negotiated by a Statewide union with which a board of education is negotiating.

## RELATIVES IN-DISTRICT

If a BOE member has a **RELATIVE** or **IMMEDIATE FAMILY MEMBER** that is a member of a **LOCAL** bargaining unit he/she cannot:

- Discuss or vote on the proposed agreement
- Participate in any way in negotiations
- Be present in Executive Session when negotiations are discussed



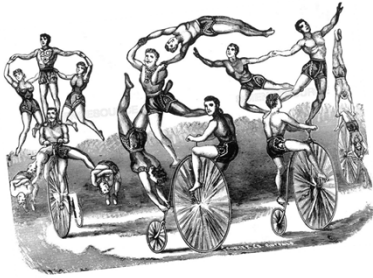
## SUBSTITUTES?

### Advisory Opinion A30-14

Advised that where a Board member's spouse is employed as a substitute teacher in-district, the Board member may not participate in any personnel matters of those in chain of command over Board member's spouse.



## VOLUNTEERING



### Advisory Opinions A32-14; A10-15; A17-15 and A-24-15

SEC concerned with “degree of involvement” with staff and students that a Board member could have with students

SEC also concerned with extent to which volunteering Board member has authority to give and receive directions to/from staff during the volunteering activity.

- No supervision of staff and students.

Should advise Superintendent and relative staff that you will be volunteering and when doing so you are in your capacity as a volunteer/parent – NOT as a BOE member.



## VOLUNTEERING



But see [A17-15](#): Board members are not entirely precluded from all volunteerism -- rather, a violation of the Code is fact-specific:

- SEC looks to degree of involvement a Board member had with staff and students, as well as the degree to which the Board member had authority to give and receive directions and orders to staff during the volunteering activity.
- Where a Board member is in a supervisory position and generally oversees staff or students (or vice versa) such an interaction would be inconsistent with and violate Code.



## DOCTRINE OF NECESSITY



Where so many members have ethical conflicts that the Board cannot function, then might be able to invoke the Doctrine of Necessity to allow the Board to function as if there were no conflicts:

1. Board must pass a resolution invoking doctrine, the reasons for it, and the nature of the conflicts.
2. Doctrine allows conflicted members to vote and -- in very limited circumstances -- participate in negotiations.
3. Should first consult with Board attorney.

### ACKNOWLEDGEMENT OF RECEIPT Code of Ethics for School Board Members

Please sign this acknowledgement of receipt to confirm that you have received a copy of the Code of Ethics for School Board Members contained within this recent amendment to the School Ethics Act, C. 118, § 1, L., 2001.

Each school board member and charter school trustee is responsible to read and become familiar with the Code of Ethics for School Board Members. Questions about the policy should be directed to your Business Administrator/Board Secretary. If unable to answer the question, the BABS may direct you to the School Ethics Commission from whom you may request an advisory opinion.

The Code of Ethics became a part of the School Ethics Act on July 26, 2001 so it is effective immediately. Failure to sign this acknowledgement will not relieve a board member of the responsibility to understand and adhere to the Code of Ethics.

BOARD MEMBER'S NAME (PLEASE PRINT) \_\_\_\_\_

BOARD MEMBER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please sign and return this sheet to the Business Administrator/Board Secretary

ENBMS 120015



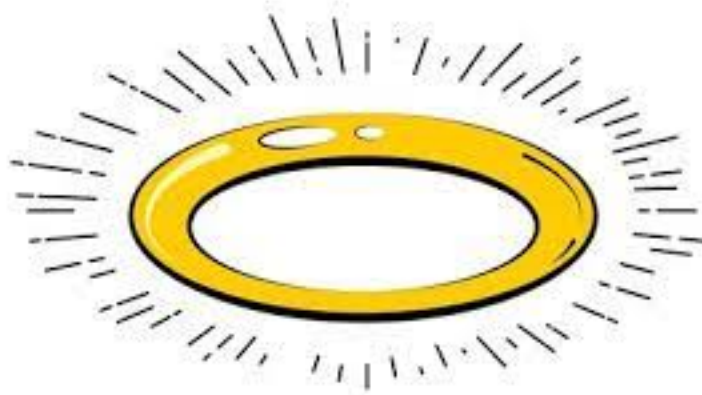
**EACH BOARD MEMBER  
MUST**

READ and  
BECOME FAMILIAR  
with the  
CODE OF ETHICS

and –

SIGN a written  
ACKNOWLEDGEMENT  
that they have  
received a copy of the  
CODE OF ETHICS

NOW THAT YOUR TRAINING IS COMPLETE,  
YOU ALL GET YOUR...



## QUESTIONS

Jeffrey R. Caccese, Esquire

Comegno Law Group

856-234-4114

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