



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT
ADMINISTRATION & FACILITIES COMMITTEE**

MINUTES

**July 18, 2011
7:00 P.M.
Board of Education**

Committee:

Bob Johnson (Chair)
Hemant Marathe
Todd Hochman

Administration Liaison:

Dave Aderhold
Russ Schumacher

Guests:

Minutes:

The committee reviewed and made recommendations for policies and regulations 2412 through 2431.4. of the 2000 series.

NEXT MEETING: August 1, 2011 - BOE Conference Room at 7:00 p.m.



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
August 1, 2011
7:00 P.M.
Board of Education

Committee:

Bob Johnson (Chair)
Hemant Marathe
Todd Hochman

Administration Liaison:

Victoria Kniewel
Russ Schumacher
Dave Aderhold

Guests:

- The Administration and Facilities Committee recommended the immediate approval of the Senior Class Donation from HSS. The class offered to remove the soil and sidewalk from the courtyard located off the hallway where the new theater connects with Commons (closest to the main office). The donation of \$6,500 will be completed by Mangone Construction. Due to the existing contracted work, Mangone stated that they could begin and complete the work prior to August 19th. The Committee recommended the completion of the work prior to BOE action on August 23rd due to the time constraints of this project. The Committee requested that Howard Bodine or Jimmy Stives confirm the cost is reasonable, and that there are sufficient assurances from Mangone Construction that the work wouldn't damage the carpet, walls or doors.
- The Committee reviewed the District Goals and provided feedback to Dr. Kniewel.
- The Committee will continue to meet twice a month on Monday evenings at 7:00 p.m. A schedule will be created and reviewed by the Committee for dates continuing in September.
- The Ad Hoc Building Use Committee will hold its second meeting in August. Colleen O'Cone (Building Use secretary) has agreed to appear before the committee to answer questions and provide clarification on any questions the committee may have. The administration is pulling together data that can be reviewed by the Ad Hoc Committee.
- The Committee discussed Facility Naming Rights specific to Community Middle School. A group of staff members have renewed a request for the Board to consider renaming CMS after Dr. Arthur Downs. The Committee has not yet reviewed the update to the Facility Naming Rights Policy as a component of our Policy Review. Bob Johnson is compiling documentation regarding naming rights of other public institutions, i.e. US Postal Service.
- The 2000 Series of the Policy and Regulation Manual was completed. Outstanding questions and concerns are being researched by Dr. Aderhold and Mr. Schumacher. The Committee will next turn to the 4000 series.

NEXT MEETING: August 15, 2011 - BOE Conference Room at 7:00 p.m. - **Cancelled**



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

September 6, 2011

7:00 P.M.

Board of Education

Committee:

Bob Johnson (Chair)
Hemant Marathe
Todd Hochman

Administration Liaison:

Victoria Kniewel
Russ Schumacher
Dave Aderhold

Guests:

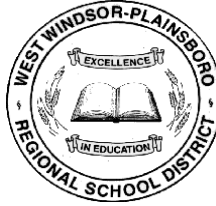
- The Administration and Facilities Committee recommends the acceptance of an International Exchange Student to attend High School North for the 2011 – 2012 school year.
- The Ad Hoc Committee for Building Use conducted its second meeting in August. The committee interviewed Colleen O’Cone, Building Use Secretary, to discuss the district’s building use policies and regulations. The committee will convene again on September 19th and will meet with Ken Jacobs from West Windsor Township Recreation Department.
- The West Windsor – Plainsboro Athletic Foundation has submitted a copy of their Major Preliminary/Final Site Plan to the district for review and approval. The administration has received satisfactory clarification on their questions about the Booster Club’s application and supports the approval of such submission. Upon receiving the district’s approval for submission, the Booster Club will now submit this plan to the West Windsor Township for approval.
- The Committee briefly discussed the district’s Naming Rights Policy. The Committee does not recommend any action at this time; however the Committee did discuss utilizing a wait time prior to considering the naming of district facilities. Further conversations will take place as we continue to develop this policy.
- The Committee established its meeting schedule for the 2011 – 2012 school year. We will continue to meet twice a month as we maintain our vigilance in the review and updating of the district’s policy and procedure manual.

- The superintendent informed the Committee of recent damage sustained to the Central Office, located at 505 Village Road West. The building suffered significant water damage during Hurricane Irene and all staff members located in the basement have been temporarily relocated throughout the building: staff members are utilizing hallways and the conference room, and sharing small office spaces.

Due to ongoing concerns about the use of this building, the Administration and Facilities Committee supports a study and review of options for the district Central Office, which includes the relocation of staff members from the 505 Village Road West office as well as the renting of office space within West Windsor Township.

- The Committee began its review of the 4000 series of the policy manual.

NEXT MEETING: September 19, 2011 – **High School South Media Center** at 7:00 p.m.



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

September 19, 2011

7:00 P.M.

High School South – Media Center

Committee:

Bob Johnson (Chair)
Hemant Marathe
Todd Hochman

Administration Liaison:

Victoria Kniewel
Russ Schumacher
Dave Aderhold

Guests:

- The Committee continued its review of the 4000 Policy Series.
- The Committee discussed a proposal from a local resident for the district to provide an opportunity for international exchange students to be enrolled in the district for short or long periods of time. We discussed the current rules that govern exchange students, residency requirements of the host family, financial and class size impacts; before making a final determination, the Committee will be requesting a formal proposal for both a full year exchange program and a summer school option. Students would be tuition paying for either option.
- The Committee discussed the West Windsor Transit Oriented Development and the recent discussions that have occurred with the long-range enrollment projections. The Committee concluded, based on current information, it is impossible to know what type of impact the new transit village will have on the student population within WW-P without additional research and extensive demographic work. The district is investigating options for updating our long-range enrollment projections.
- Each year the Attorney General and the Education Commissioner release a Memorandum of Understanding that governs the relationships between law enforcement and education. The Memorandum of Understanding (MOU) was distributed to all committee members to review prior to our next meeting. Three updates were noted in this years version of the MOU - most changes were impacted by the new anti-bullying legislation. The Committee will discuss the MOU at our next meeting.
- An updated plan was provided to the committee from Dr. Aderhold regarding the Booster Clubs' submission of the field lights application to the West Windsor Planning Board. A tentative date of October 12th has been set by the Planning Board. Subsequent modifications to the plans were required as one additional variance (height of pole) had to be notated on the actual drawings.

NEXT MEETING: October 3, 2011 – High School South Media Center at 7:00 p.m.



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

October 3, 2011

7:00 P.M.

High School South – Media Center

<u>Committee:</u> Bob Johnson (Chair) Hemant Marathe Todd Hochman	<u>Administration Liaison:</u> Dave Aderhold Russ Schumacher	<u>Guests:</u> Mr. Weale
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Minutes:

- Dr. Aderhold shared that the Curriculum Committee has requested that the Administration and Facilities Committee review the Field Trip policy and regulation in an effort to enhance the protocols and processes in which a trip arrives for the Curriculum Committees review.
- Naming Rights – Mr. Weale attended the Administration and Facilities Committee meeting to request the Committee's consideration to rename the HSN baseball field after David Bachner. The committee thanked Mr. Weale for his attendance and advocacy for the renaming of the HSN baseball field. The Committee informed Mr. Weale that they are currently engaged in a review of the Naming Rights Policy as the Committee has recently received several naming requests. The current district policy is insufficient for the re-naming of facilities and serves only as a guide to name new facilities. The Committee has further requested information from each building principal.
- The Memorandum of Agreement between Education and Law Enforcement Officials was reviewed and approved by the Committee. The Committee brings forward the MOA to the full Board of Education for their approval.
- The Committee reviewed a request from administration to submit an application with Rutgers University to sponsor an intern from the Master's of Public Policy Program. The administration is interested in having a student from Rutgers review the long-range enrollment projections.



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

CLOSED SESSION - MINUTES

October 3, 2011

7:00 P.M.

High School South – Media Center

Committee:

Bob Johnson (Chair)
Hemant Marathe
Todd Hochman

Administration Liaison:

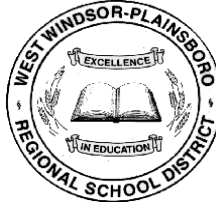
Dave Aderhold
Russ Schumacher

Guests:

Closed Session:

- Athletic Field Lights – On Wednesday October 12th the planning board will hold a hearing to discuss the joint application of the WWP Booster Club and the district. The Committee discussed the need to find out more about the process that will be utilized by the planning board. Bob Johnson will contact Marvin Gardner to discuss the procedures and rules that the planning board will follow. Furthermore, concerns have surfaced from an outstanding variance from the 2007 referendum to High School South due to the Delaware Raritan Canal Commission. The district is working with FVFD and counsel to address the outstanding documentation.
- The Committee discussed Policy 8660: Transportation by Private Vehicle. The Committee recommended a further exploration and fact gathering period. Concerns regarding district liability have been raised as many aspects of this policy are not enforced or deemed to be enforceable.
- The Committee also discussed Policy 5830: Pupil Fund Raising. The specific discussion that brought this topic to the committee for discussion revolved around a request from a booster club that asked to utilize the district's insurance in order to hold a Turkey Day Run in an effort to raise funds for one of our athletic programs. The request prompted a discussion of liability concerns and the concern of a potential rate increase by our carrier if we expanded the utilization of district insurance to quasi affiliated educational programs.

NEXT MEETING: October 17, 2011 – High School South – 7:00 p.m.



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

October 17, 2011

7:00 P.M.

High School South – Media Center

Committee:

Bob Johnson (Chair)
Hemant Marathe
Todd Hochman

Administration Liaison:

Victoria Kniewel
Russ Schumacher
Dave Aderhold

Guests:

Agenda:

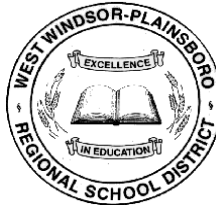
- 1 The Committee discussed the results of the Planning Board meeting regarding field lights. It is the understanding of the Committee that the next Planning Board meeting will take place on November 9th. It is anticipated that the Planning Board will adopt a resolution accepting the application for Field Lights. Within 3 – 5 days, notice must then be published in the newspaper. Any objectors will then have 45 days from the date of notice published to appeal the Planning Board's decision to Superior Court.

In addition, Dave Aderhold met with Jimmy Stives, Howard Bodine, George Duthie, Marty Flynn and Victor Medina to prepare paperwork on the remaining Delaware River Canal Commission (DRCC) from the 2007 Referendum Project. Victor Medina will coordinate the submission of the application.

2. The A&F Committee reviewed several historical documents pertaining to previous facilities naming projects. The Committee will review the provided material for further discussion at the next A&F meeting.
3. The A&F Committee was asked by the Curriculum Committee to review the current Field Trip Policy. Bob Johnson will reach out to Richard Kaye for further discussion to better understand the specific areas that the Curriculum Committee would like the A&F Committee to focus our discussions. Mr. Hochman noted that Policy 5850, Social Events and Class Trips, may also need to be reviewed as this policy also governs many of our overnight trip requests.
4. The Committee continued our review of the 4000 Series of the policy manual.

NEXT MEETING: November 7, 2011 – Cancelled

November 21, 2011 – High School South Media Center, 7PM



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**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT
ADMINISTRATION & FACILITIES COMMITTEE**

CLOSED SESSION MINUTES

October 17, 2011

7:00 P.M.

High School South – Media Center

Committee:

Bob Johnson (Chair)
Hemant Marathe
Todd Hochman

Administration Liaison:

Victoria Kniewel
Russ Schumacher
Dave Aderhold

Guests:

Agenda:

1. The A&F Committee reviewed the proposed BOE resolution regarding accelerated and honors courses for the middle and high schools. The Committee recommended having a discussion at the November 8th BOE meeting followed by a vote by the full BOE on November 22nd. The resolution provides for the entrance of honors and accelerated courses by defined entrance criteria. The past practice of parental overrides would be replaced by a clearly delineated system requiring specific entrance criteria and pre-requisites (1850 parental overrides for the 2011 – 2012 school year) for each honors and accelerated course.



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

November 21, 2011

7:00 P.M.

High School South

Committee:

Bob Johnson (Chair)
Hemant Marathe
Todd Hochman

Administration Liaison:

Victoria Kniewel
Russ Schumacher
Dave Aderhold

Guests:

1. The Administration and Facilities Committee reviewed a newly mandated Policy and Regulation 5519 – Dating Violence at School. The Committee has recommended a first reading on December 13th with a second reading projected for January 10th.
2. The Committee held a brief discussion regarding the potential inclusion of additional vacation days in recognition of Diwali, Eid al Fitr and Eid al Adha during the 2011–2012 and 2012 – 2013 School Calendar. The Committee does not recommend any changes to the district calendar at this time.
3. Dr. Kniewel and Dr. Aderhold provided the Committee on an update regarding Athletic Field Lights. Mayor Hsueh held a meeting with Chief Joe Pica and Sam Surtees regarding a proposal to restrict parking on Nassau Place, Princeton Place and Canoe Brook Drive. Mayor Hsueh will be making a recommendation to the Township Council to restrict parking during evening football games once field lights are implemented.
4. The Committee reviewed a series of potential options regarding Central Office space. George Duthie, District Architect, has prepared three primary options for review. The options defined below were generated for the specific purpose of providing guidance and direction. The property identified in option #2 was utilized for the specific purpose of utilizing an example of available space in our community.

Option #1 was a partial renovation of the existing Central Administration building. The renovations required moderate renovations of the basement area which includes a reconfiguration of HVAC, electrical systems, and data/technology. This recommendation is seen as the least costly but does not solve concerns with space for Community Education, other administration space and provides no other program space.

Option #2 recommended the purchasing of existing office/warehouse/light industry condominium space (20,000 SF) located at 39 Everett Drive. This space consists of office area already constructed (that would need to be adapted to BOE use). The space would allow for the expansion of existing Central Office to accommodate Special Services and Guidance. Additionally, renovations to constructed Community Education administration and community use space could include room for early childhood students or flexible use space. From a funding perspective, this recommendation was seen favorably as it could allow for the utilization of Community Education dollars. However, there were considerable concerns with the physical location of space, required renovations, and zoning requirements.

Option #3 recommended the construction of a new building consisting of central admin space and community education space (Community Education Center). This could be located on existing district property at either Village ES or HS North. This recommendation was seen as favorably as it could allow for space to be designed to suit program/custom built, allow for construction on property already owned by the district, and if the space also incorporated Community Education programming, it could allow for a financial offset of the cost of construction.

The Committee felt strongly that the administration should strongly pursue investigating options surrounding Option #3. This option would allow us to utilize district property and could provide for Community Education/Early Childhood and District Administrative space.

5. The Committee reviewed a preliminary list of Capital Projects being recommended for the 2012 – 2013 budget.

NEXT MEETING: December 5, 2011 – High School South at 7:00 p.m.



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

**January 9, 2012
7:00 P.M.
Central Office**

Committee:

Bob Johnson (Chair)
Hemant Marathe
Todd Hochman

Administration Liaison:

Victoria Kniewel
Russ Schumacher
Dave Aderhold

Guests:

- The A & F Committee discussed the submission of the HS North Post Prom Federal Highway Safety Grant for 2013. The Committee was in full support for the submission of this grant.
- The Committee reviewed the 2013-2014 calendar and has recommended the Superintendent review the proposed calendar with the PTSA/PTA, principals and representatives of district staff.
- The Committee has reviewed the request of an international exchange student from China to live with relatives as a tuition based student under an F-1 Visa. The Committee was in support of this request and will forward it to the full board for their consideration.
- Dr. Kniewel provided the Committee with an update regarding the Central Office building. The Committee discussed concerns raised by the Finance Committee regarding funding, facilities usage and the utilization of the enterprise fund in building additional classroom and office spaces. The Committee is in support, however, of further investigating the district's facility needs and is in continued support of finding appropriate office space for the current Board of Education Administrative Offices. It was recommended that the district seek a legal opinion regarding the ability to utilize the enterprise fund toward such construction. Additionally, it was recommended that the district continue to explore options including the potential funding structure of any potential facilities project.
- The Committee reviewed the possibility of contracting for a demographic study to review and update the enrollment projections of the district. School districts are required to have an updated enrollment projection completed once every five school years as a component of NJ Administrative Code. The Committee authorized the administration to prepare and release a request for proposal for a demographic study. The successful bidder would be brought before the full BOE for approval.

- The Committee reviewed and will be recommending sending one staff member to attend training for School Dudes. School Dudes is our online registration and billing software for Community Education and Building and Grounds.
- The Committee reviewed a recommendation from Rick Cave regarding an upgrade to Infinite Campus that would allow for online registration. The online registration module would allow families greater access to the registration process. Families would still be required to schedule an appointment at the Registration Office, but the process would be reduced to a documentation review for families to provide “proof of residency” and then sign off on all completed information. The Committee is supportive of this upgrade and will be making a recommendation to the full BOE at a subsequent meeting.
- The Committee reviewed the adopted resolution from the West Windsor Township Planning Board and will work to modify the Field Lights Policy to reflect the limitations imposed by the Planning Board. Additionally, the Committee received a status update on the Delaware River Canal Commission application. The DRCC governs the utilization of land adjacent to the canal bordering the fields at High School South. The BOE is making an application to the DRCC to clarify the utilization of the fields at High School South. This application was an outstanding document from the referendum project at High School South.
- The Committee discussed the possible creation of a Booster Club – Hall of Fame and has requested further information from the Booster Club regarding this subject.
- Dr. Aderhold provided the Committee with an update of Pre-School room utilization and discussed the need for additional classroom spaces for both regular education and special education programs.
- Dr. Aderhold provided the Committee with information regarding a potential joint initiative with the West Windsor Health Department. Shannon Pope of the Health Department has held preliminary discussions regarding the introduction of Allergy Bracelets for K–5 students on a voluntary basis. The Health Department will continue to meet with stakeholders to further develop this concept and will speak at a future A&F meeting.
- The February 20th A&F meeting will be canceled and rescheduled sometime in February.
- The Policy Review of the 6000 Series was postponed to a later meeting.

NEXT MEETING: January 23, 2012 – High School South Media Center at 7:00 p.m.



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

Minutes

**March 12, 2012
7:00 P.M.
Central Office**

Committee:

Bob Johnson (Chair)
Hemant Marathe
Todd Hochman

Administration Liaison:

Victoria Kniewel
Russ Schumacher
Dave Aderhold

Guests:

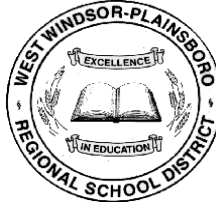
AGENDA:

- The Committee reviewed the 2013-14 school calendar and recommends the calendar to the full Board of Education for approval.
- The Committee reviewed the Penn Lyle Road Project that will commence during Summer 2012. The project will widen Penn Lyle Road and reconfigure the sidewalk, bus lanes and create a bike lane. The township will reconfigure the grading along the parking lot to reduce the slope for easier maintenance.
- The West Windsor Police have requested the utilization of the HSS track in June for a fundraiser for Special Olympics. The Torch Run celebrates the 25 leg journey that carries the Special Olympics New Jersey "Flame of Hope" a distance of nearly 750 miles throughout New Jersey.
- The Committee discussed the Request for Proposal for a demographic study of the district's students.
- In May, the district will host a Rubik's Cube Competition at High School North. Participants will work to break a Guinness Book of World Records for the most individuals solving a Rubik's cube in a minute. The contest will be sponsored by Siemens who will pay for the Guinness Book of World Records adjudicator.
- The Committee reviewed the Door Access Control project. With the completion of the service warranty for the Door Access control initiative, we have reviewed options for maintaining the operational needs of the system. It is recommended that we shift funds to allow the technology department to manage the maintenance of the system.
- HSN Baseball Booster Club has provided a donation for the baseball batting cage providing for a 15' x 15' cement slab to upgrade the batting cages.
- The Police Departments of West Windsor and Plainsboro have offered to present an Internet Safety Presentation to the families of our community. We are currently working on solidifying a date for a district wide presentation.
- The Committee reviewed a request to increase two Special Education Programs:
 - Behavior Disabilities Program at CMS
 - Expanded Pre K MD/Autistic Program at Town Center

Both programs would expand current district opportunities and would be available based upon the individual needs of students. It was recommended that these programs also be reviewed by the Curriculum Committee.

- The Committee held a brief discussion of facility naming rights and will continue to review the practices and policies of other districts. As a component of our policy review the Committee will bring forward recommended changes to the full BOE.
- The Committee reviewed the recommendation of the Ad Hoc Committee for Building Use.
- The 6000 series of the policy review was completed.

NEXT MEETING: Monday, April 2, Central Office at 7PM.



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

Minutes

April 16, 2012
7:00 P.M.
Central Office

Committee:

Bob Johnson (Chair)
Hemant Marathe
Todd Hochman

Administration Liaison:

Victoria Kniewel
Russ Schumacher
Dave Aderhold

Guests:

1. The Committee reviewed proposals for Demographic Services from Sundance Associates and Statistical Forecasting, LLC. The Committee provided feedback on both proposals and requested follow up information regarding several aspects of each proposal.
2. Facility Naming Rights Policy – A draft of Policy 7250 was reviewed by the Committee. Several requests were discussed that have come before the Committee and the deficiencies within our current BOE approved policy. The greatest challenge currently is that the policy is absent on the renaming of facilities or the naming of facilities in honor of deceased staff, students or community members.
3. Dutch Neck Walking Track – The Committee revisited the current progress toward the development of a walking track at Dutch Neck Elementary School. Mr. Argese, Mrs. Baldo, staff, with support of the PTA, have raised approximately \$11,000 to date. Mr. Argese is seeking guidance regarding the next steps in the process which would require expending funds in order to have a site map plan and RFP prepared by Van Cleef and FVFD (District Engineer and Architects). The Committee felt strongly that the next steps needed to be decided at the building level, between the principal and PTA members. The Committee also recommended that further work be done to build consensus between the building staff and PTA members regarding the direction of the track. District Administration and the BOE will work in conjunction with the building to ensure compliance with code and regulations.
4. Penn Lyle Road Project – The Committee reviewed a request by West Windsor Township Engineer Francis Guzik for the BOE to either provide a Right of Way Dedication along Penn Lyle Road or grant the Township an easement for the road widening project. As the committee was unsure of legal implications, we have requested that Kevin Sheehan (Land Use Attorney from Parker McCay) review the request and provide the BOE with a direction.
5. 2012 – 2013 Pre-School Program – The Committee reviewed a request from Community Education to expand the Preschool Program for 2012–2013. Currently there are 143 typically developed preschool families on the waiting list for the in-district integrated preschool program. WW-P Community Education requested providing a morning preschool program for three and four year olds at Millstone River for typically developed preschool students. The Committee was not supportive of this request as the proposal had several concerns including cost factors for expansion and enrollment criteria.

6. Review of Policy 7000 Series was suspended for the evening after the discussion of Policy 7250 - Naming Rights.

7. Allergy Bracelet Update – The West Windsor Health Department is proceeding with their plan to introduce allergy bracelets into our community. As these bracelets enter our schools, the school nurses have met with Shannon Pope from the Health Department to discuss their implementation plan. The Health Department has offered to attend both a committee meeting and a PTA/PTSA meeting to present their plan.

Closed Session:

8. DRCC Update – Victor Medina, BOE Attorney that represented us for our DRCC Application, withdrew his representation from the BOE. Unfortunately our submission to the DRCC was not submitted by Mr. Medina as previously believed. Kevin Sheehan from Parker McCay has taken over the submission process and has arranged a pre-application meeting with the DRCC. The submission of our application is still pending.

NEXT MEETING: Monday, May 7, Central Office at 7PM.



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

May 7, 2012

7:00 P.M.

Central Office

Committee:

Bob Johnson (Chair)
Ellen Walsh
Michele Kaish

Administration Liaison:

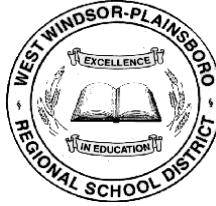
Victoria Kniewel (Absent)
Russ Schumacher (Absent)
Dave Aderhold

Guests:

- The Committee discussed the two RFP's that were submitted for demographic services by Statistical Forecasting, LLC and Sundance Associates. The Committee discussed various components of the RFP's. Dr. Aderhold discussed the feedback from the numerous reference checks regarding the services provided. It was apparent from the references that those that had worked with both parties were pleased with results. However, the references for Statistical Forecasting, LLC all spoke to the ability to use the data presented by Dr. Grip for both facility planning and enrollment projections. Furthermore, references strongly felt that the projections held up against current enrollment numbers. Dr. Grip has conducted recent demographic services for Robbinsville and Princeton School Districts. Mr. Jeffrey Mohre, Superintendent of Washington Township School District has worked with Dr. Grip in two districts and stated that he is one of the "premiere demographers in the state" and that he produces a "superior product." The Committee recommends that the BOE approve Statistical Forecasting, LLC at a cost of \$43,250. This would include a base bid for the demographic services and optional reports including GIS Mapping and a Housing Turnover Analysis (30 years of housing sales).
- The Committee reviewed a request from High School South to implement a pilot program utilizing internal building cameras. HSS has 8 cameras available that had been previously used before the door access control project was completed. These outdoor cameras can be converted and utilized with our existing system. All wiring and cameras would be salvageable. The fees associated with this work would be simply time to reinstall and run wiring. The request is predicated on a series of thefts of faculty offices and workspaces. Upon discussion with the police it was determined that High School South is the only high school in Mercer County that does not have internal cameras. Furthermore, the Board of Education has an existing policy, Policy 7441, that allows for the utilization of electronic surveillance in school buildings, on school grounds, and on school vehicles. The Committee has endorsed the concept of the cameras and requested HSS to submit their plan for parental/student notification and the specific location of the cameras prior to their installation.

- A retiring staff member at Dutch Neck Elementary School has offered to donate a 1992 Baldwin upright piano to the school. The Committee is supportive of this donation.
- The Committee received an update of a potential concern regarding the pool at HSN. The pool had been losing water due to a valve that was stuck. Divers were brought in to determine if there was any damage to the pool structure and drainage system. Upon inspection the divers found that a piece of cement had broken off and became stuck in the hinge of the drain which prevented the valve to close properly. The pool has been closed so that the water and chemical levels could be regulated. We anticipate the pool to reopen shortly.
- It is expected that the DRCC will hold its next meeting on Tuesday May 22nd (updated since the committee meeting). Upon reviewing district property it is believed that there is sufficient land behind CMS and Millstone River that borders the Plainsboro Pond that could be utilized if there is not sufficient property on HSS to satisfy violations of the easement.
- No update of the Penn Lyle Road Project was provided as we are still waiting for West Windsor Township to submit documentation for our review.
- The Committee discussed a process for completing the review of the 7000, 8000, and 9000 series of the policy review. During the May 21st Administration and Facilities Committee meeting the Committee will review policies and regulations 7100 – 7300. The Committee did hold a preliminary discussion of Policy 7250 (School and Facility Names). The Committee will work to define the term “facility.” Once defined the Committee will work to develop a policy that develops consistency amongst schools and differentiates between naming a facility and renaming a facility.
- The Committee discussed our meeting calendar for June 4th and June 18th. The Committee plans to hold meetings on Tuesday evenings in July and August (dates to be determined). A schedule for September 2012 – June 2013 will be forthcoming.

NEXT MEETING: May 21, 2012 – Central Office at 7:00 p.m.



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

**May 21, 2012
7:00 P.M.
Central Office**

Committee:

Bob Johnson (Chair)
Ellen Walsh
Michele Kaish

Administration Liaison:

Victoria Kniewel
Russ Schumacher
Dave Aderhold

Guests:

Bob Boyce

- The Committee reviewed Policy 7250 regarding School and Facility Names. Bob Boyce, former HSN Baseball Coach came before the Committee to share his views on naming the field after David Bachner. The Committee then reviewed a redraft of Policy 7250 prepared by Bob Johnson. The Committee will continue its work on this policy at the upcoming June 4th meeting.
- A status update was provided for the Policy and Regulation manual. The Committee has received proofs from Strauss Esmay on a substantial number of policies in the 2000 – 6000 series. The Committee will be recommending policies for a 1st Reading at the June 12th meeting.
- The Delaware and Raritan Canal Commission hearing was held on May 22nd. The DRCC provided a favorable review to our application. In order for permits to be provided, the Board of Education will have to remit 1.5 acres on the Millstone River property for structures at HSS that are held within the easement. There are .74 acres of area that infringe upon the easement at HSS that will need a 2:1 mitigation offsite at Millstone River. Van Cleef Engineering and Parker McCay will continue to work on the modifications required by the DRCC in order to secure the permit.
- At this time a tentative contract has been reviewed by Kevin Sheehan of Parker McCay regarding the Penn Lyle Road project. We are awaiting a second draft from the West Windsor Township for further review.
- The Committee has recommended the placement of 8 internal cameras at HSS. The HSS – Internal Camera's Pilot is in alignment with BOE policy. All camera locations will be in main corridors or the main office.

- Policy 2361 ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (INTERNET POLICY) is required to be updated by the Department of Education by June 30th. Districts were notified that failure to include new requirements on Internet Safety could impact E-Rate funding for the subsequent year. As such, the Committee is recommending the immediate review with a 1st Reading on June 5th. The Committee also felt important that the Curriculum Committee review the policy prior to adoption as new changes in the Acceptable Use Policy by Rick Cave and the Technology Department cross into their area of review. The draft policy is attached. Feedback is requested to be sent to both Bob Johnson and Dave Aderhold. Feedback is requested by Tuesday May 29th so a redraft can be prepared in time for the BOE agenda made public on Friday June 1st.
- The Committee began our review of 7000 series.
- Future meeting dates were discussed with recommended changes listed below:
 - Monday, June 4th
 - Monday, June 25th
 - Tuesday, July 17 (6:00pm before BOE Mtg)
 - Tuesday, August 7th

NEXT MEETING: June 4th – Central Office at 7:00 p.m.

POLICY **DRAFT**

First Reading – June 5, 2012

WEST WINDSOR-PLAINSBORO

REGIONAL BOARD OF EDUCATION
PROGRAM

2361/Pagelo4

Acceptable Use of Computer
Networks/Computers and Resources

2361 ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (INTERNET POLICY)

A. Purpose

West Windsor-Plainsboro Regional School District provides employees and students with access to computer hardware and software, a fixed and wireless network infrastructure, and the Internet. The purpose of these information technology systems (WW-P ITS) is to assist in preparing students for success in life and work in the 21st century by providing them with access to a wide range of information and the ability to communicate with people from throughout the world. Additionally, the WW-P ITS will be used to increase district intracommunication, enhance productivity and assist district employees in upgrading their skills through greater exchange of information with their peers. The WW-P ITS will also assist in the sharing of information with the local community including parents, social service agencies, government agencies, and businesses.

The school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter material or visual depictions that are obscene, child pornography and harmful to minors as defined in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district complies with and enforces Policy and Regulation 2361.

B. Responsibilities

1. The district will establish a process for setting-up individual and class accounts, set quotas for disk usage, establish a retention schedule, establish a district virus protection process, website filtering and other necessary activities.
2. The district will monitor networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate Internet safety
3. The district will provide information for school staff members and parents to promote a consistent and accurate understanding regarding appropriate use of the WW-P ITS.
4. The district will provide resources to host class/teacher/activity web pages. Such pages must contain only educationally relevant material and must adhere to all applicable district guidelines, policies, and regulations.
5. The district will provide an Internet filtering system to prevent access to inappropriate web sites including web sites that contain pictures that are obscene, child pornographic or harmful to minors.. Access to specific sites will be adjusted based on the educational needs of the students and staff.
6. Schools will educate students on personal safety practices and effective techniques for identifying and evaluating information and its sources.
7. Schools will review the acceptable use policy with students and enforce rules of conduct necessary to foster appropriate student use of the WW-P ITS.
8. School staff members will practice classroom management and monitoring techniques, to the extent feasible, to encourage appropriate use of the WW-P ITS.

9. Users will comply with WW-P rules, regulations, and the Acceptable Use Policy.
10. Users will notify an appropriate district official if any they become aware of inappropriate use of the WW-P ITS.
11. User will adhere to Copyright ©, Trademark TM and/or Registered ® laws. All materials from the Internet and other digital resources, including graphics, which are used in projects or reports, must be properly cited. Copyrighted, Trademarked or Registered materials may not be placed on the Internet without the permission of the author.
12. Users will adhere to district policies on plagiarism when using material accessed through the WW-P ITS.
13. Users will not send, access, submit, publish, display or print over the WW-P ITS, any defamatory, inaccurate, abusive, obscene, profane, threatening, offensive or illegal material. Cyber-bullying is specifically prohibited.
14. Users will not share their individual account credentials with another user.
15. Users will not use the WW-P ITS for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for district purchase of goods or services through the WW-P ITS.
16. Users will not use the WW-P ITS for political lobbying, for favoring or approving particular candidates or favoring or approving particular referendum questions.
17. Users will not load personal software or programs on district computers nor shall they download programs from the Internet without the approval of the Technology Department.
18. Users will not use the WW-P ITS to in order to gain unauthorized access, including “hacking” and other in unlawful activities.
19. Users will not use the WW-P ITS to participate in inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms.
20. Users will not use the WW-P ITS for unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

C. System Access:

1. The District's Acceptable Use Policy will govern all use of the WW-P ITS. Student use of the WW-P ITS will also be governed by the disciplinary code and applicable laws. Employee use will also be governed by district policy and applicable laws. Employees who use the WW-P ITS in an inappropriate manner shall be subject to discipline, including termination of employment.
2. All district employees and students in grades 4 – 12 will be provided with an individual network account.
3. All district employees and students will have access to the Web through the WW-P ITS. Parents may specifically request that their child(ren) not be provided such access by notifying the district in writing.
4. All district employees will be provided with an individual email account.
5. The district will allow students, staff and guests to connect to the district Internet system as part of a Bring Your Own (BYO) program. Through the BYO program users can use a personal wireless networked device to access district approved Internet resources. Access to the district Internet system systems from a personal wireless networked device is limited to wireless access points on the school campuses or other access devices away from school. Access to the district Internet system from a personal wireless networked device is not available via hardwire connections. Users must adhere to the Acceptable Use Policy while connected to the district network from a personal wireless device.
6. The district will allow students and staff to access district network resources and software through a secure remote connection. Users must adhere to the Acceptable Use Policy while connected to district network resources through the secure remote connection.

E. Parental Notification and Responsibility

1. The district will notify the parents about the WW-P ITS and the policies governing its use. Parents may request alternative activities for their child(ren) that do not require Internet access.
2. Parents have the right to request the termination of their child(ren)'s individual network account.

3. The District Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not fit with the particular values of the families of the students. It is not practically possible for the district to monitor and enforce a wide range of social values in student use of the Internet. Further, the district recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The district will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the WW-P ITS.
4. The district will provide students and parents with guidelines for student safety while using the Internet.
5. The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety protection policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

F. District Limitation of Liability

1. The district makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the WW-P ITS will be error-free or without defect. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the WW-P ITS.
2. The District assumes no liability for personal technology, including computers, smart phones, network access devices, or other electronic signaling devices, if such devices are damaged, lost or stolen. The student and his/her parent/guardian shall indemnify and hold West Windsor-Plainsboro Regional School District harmless from any losses sustained as the result of use or misuse of the district's technology resources by the student, and/or the loss or damage of personal technology.

G. Due Process

1. The district will cooperate fully with local, state, or federal officials in any reasonable investigation concerning to or relating to any illegal activities conducted through the WW-P ITS.
2. All students suspected or accused of violating the District's Acceptable User Policy shall be provided with due process appropriate to the infraction and to the penalty for same, all in accordance with the district's disciplinary code.
3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on a computer network. If the alleged violation also involves a violation of other provisions of the disciplinary code, the violation will be handled in accordance with the applicable provision of the disciplinary code.
4. Employee violations of the District Acceptable Use Regulation will be handled in accordance with district policy.

H. Rights of Access to Files and E-Mail; Privacy Issues

Access to the WW-P ITS is intended for educational purposes consistent in accordance with the terms of this policy and regulation. In order to insure that the policy and regulation are being complied with, the district retains the right to search and access all computer files created or stored on district owned computers and emails processed through the ww-p.org domain. The Board directs authorized personnel to monitor network activity, in any manner necessary, to maintain the integrity of the system and to insure proper use thereof. All other users, however, shall respect the rights of others and shall not attempt to access files of others not intended to be for public or district wide inspection.

J. Academic Freedom Selection of Material, Student Rights to Free Speech

When using the Internet for class activities, teachers will select materials that are appropriate in light of the age of the students and that are relevant to the course objectives. Teachers will preview any materials and sites they specifically require or recommend students access to determine the appropriateness of the material contained on the site. Teachers will provide guidelines to assist their students in channeling their research activities effectively and properly.

N.J.S.A. 2A:38A-3

N.J.S.A 2C:20-25

17 U.S.C. Sec. 101

Children's Internet Protection Act 20 U.S.C. Sec. 9134

47 U.S.C. 254(h)

Adopted:



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

**June 4, 2012
7:00 P.M.
Central Office**

Committee:

Bob Johnson (Chair)
Ellen Walsh
Michele Kaish

Administration Liaison:

Victoria Kniewel
Russ Schumacher
Dave Aderhold

Guests:

Mike Welborn

- Mike Welborn presented a plan for the “Wicoff Beautification Project.” Mike is working with a Wicoff parent/grandparent volunteer, Sharon Pae, to secure donations for the work requested below. The areas under consideration include:
 - New sconces in keeping with the architectural style as well as a more proportioned look
 - Re-paint and re-putty the existing windows over the front door
 - Solar lighting for the front Wicoff sign on Plainsboro Road
 - Belgian block (or similar) curbs for the "sidewalk" to the benched area
 - Updated landscaping
 - Light Box - A back lit historic photo wall at the door to create a "view" into a Plainsboro 1919 classroom.

The Committee is supportive of moving forward with the first five bullets and asked for further information regarding the “light box.” Mr. Welborn met with Plainsboro Township officials to ensure that all work met their approval.

- The Administration and Facilities Committee was presented with several concerns regarding staffing for nursing services. It is the recommendation of the administration that the district add a “floater” nurse position. As of May 1, 2012, the district had utilized over 250 days of nursing substitutes. This number is in direct relationship to the number of field trips that occur throughout the year. This issue is further complicated in that the district has a limited number of nursing substitutes. Of our three regular substitutes, two have been offered full time positions in other districts. Absent a sufficient number of substitutes, the district would have to resort to contracting with a nursing contractor (such as Bayada Nurses). These services can often cost \$65 per hour or more. With the restructuring of ESL staff, we have a moment of opportunity to transfer an existing staff member into this recommended position as one of our ESL staff members has a School Nurses’ certificate and has worked in that capacity within the district as a nursing substitute before becoming an ESL teacher.

The Committee further discussed the concern with overnight field trips and the difficulty securing nurses to participate in these trips. This topic will need to be revisited in a future meeting.

- Field Lights Update
 - DRCC – Van Cleef Engineering and Kevin Sheehan, BOE Attorney, are preparing our submission to the DRCC in order to secure the permitted uses for HSS and to secure the close out of the 2007 Referendum Project.
 - DCA – George Duthie has submitted the application for the HSS Field Lights project to the DCA for their review and approval. The DRCC approval is a mandatory close out item before the DCA will issue acceptance. This permission is needed for West Windsor Township to issue permits for the field light work.
 - HSN – The Booster Club has begun discussions with Plainsboro Township regarding the lights at HSN. It is anticipated that a pre-planning meeting will take place in July with a possible Planning Board review by early Fall.
- West Windsor Township has approached the district with a ROW request for approximately 4,200 square feet of land at the corner of Clarksville Road and Princeton Hightstown Road (Rt. 571). Francis Guzik, Township Engineer, Jimmy Stives and Dave Aderhold will meet to discuss this request further.
- The Penn Lyle Easement was reviewed and recommended to the full BOE for their approval at the June 5, 2012, BOE meeting.
- The Committee reviewed the recommendations of the Curriculum Committee on Policy 2361 - ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (INTERNET POLICY). The Committee endorsed the recommendations of the Curriculum Committee.
- The Committee continued their review of 7000 Series (Policy and Regulations 7100 – 7300).

NEXT MEETING: June 25th – Canceled.....rescheduled for July 17th 5:30 at Community Middle School – Media Center.