



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**Minutes
July 16, 2019**

**7:00 P.M.
Central Office**

Committee:

Tony Fleres (Chair)
Martin Whitfield
Isaac Cheng

Administration Liaison:

James Earle
David Aderhold

Guests:

Vatsal Dave,
Eagle Scout Candidate

- Eagle Project – Pergola Project at Wicoff

Eagle Scout candidate presented his project proposal to the committee which involves constructing a Pergola at Wicoff Elementary. Plainsboro Township has approved building the project and the student will be seeking approval from his scoutmaster. WWPRSD Buildings and Grounds staff will also review the proposal to ensure compliance with district building protocols.

- Policy/Regulation Review

The committee reviewed two recommended policies, three mandated policies and one regulation from Strauss Esmay. Policies 0141.1 and 0141.2, Board Member and Term – Sending and Receiving District will be tabled because the district does not send or receive students to and from the WWPRSD. The committee recommends that the following policies and regulation for first reading on the July 30, 2019 BOE agenda:

P2422 Health and Physical Education (M)
P2431.3 Practice and Pre-Season Heat-Acclimation for School-Sponsored Athletics and Extra-Curricular Activities
P2610 Educational Program Evaluation (M)
P4219 Commercial Driver's License Controlled Substance and Alcohol Use Testing (M)
P&R5111 Eligibility of Resident/Nonresident Students (M)

The committee also reviewed mandated policy & regulation updates involving an acronym change from Electronic Violence and Vandalism Reporting System (EVVRS) to Student Safety Data System (SSDS). The committee noted that the language in these policies and regulations remain the same and the update was removing the current acronym "EVVRS" the new acronym "SSDS." The following policies and regulations will be recommended for first reading on the July 30, 2019 BOE agenda:

P2415.06 Unsafe School Choice Option M
P&R 5600 Pupil Discipline- Code of Conduct
P&R 5611 Removal of Students for Firearms Offenses
P&R 5612 Assaults on District Board of Education Members or Employees
P&R 5613 Removal of Students for Assaults with Weapons Offenses
P&R 8461 Reporting Violence

R2460.8 Spec Ed-Free and Appropriate Public Education
R5530 Substance Abuse

- Non-Affiliate F Policy Draft

The A&F Committee reviewed the new Non-Affiliate Policy F. This policy will be further discussed at the August 13 meeting.

- Safety/Security Update

The Technology team continues to test the new security technology in each school. They are working closely with Matrix and Millennium to address minor issues during each test. Testing will continue at each school and training will be provided to staff in September.

- Referendum/Projects Update

The renovation projects at Town Center and Maurice Hawk continue to make progress. Town Center renovation remains on schedule for completion while Maurice Hawk renovation is behind schedule. The superintendent will be discussing progress and adjusted timelines with construction managers and the architect later in the week. Community & Grover Middle School's referendum project planning is in the final stages of completion. Community Middle School's timeline for completion will be adjusted with the proposed addition to the parking area, front pick-up/drop off, and athletic fields. Updating and/or adding generators and air conditioning is on schedule.

- Equity Update

The district will host the first 2019 Summer Equity professional Development on July 16, 2019. The topic will be "Equity Conversation, Reflections, and Action." The next topic will be WWP America to Me, Parts 1&2 on August 1, 2019.

- Job Description

The committee reviewed the new job description for the position of Teacher Resource Specialist for Reading. The committee recommends the job description for approval on the July 30, 2019 BOE Agenda.

NEXT MEETING: August 13, 2019 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
August 13, 2019**

**7:00 P.M.
Central Office**

Committee:

Tony Fleres (Chair)
Martin Whitfield
Isaac Cheng

Administration Liaison:

James Earle
David Aderhold

Guests:

George Duthie
Patrick Duncan

- Continued Discussion on P1126 Non-Affiliate F Policy 'DRAFT'

The A&F Committee continued their review of P1126 Non-Affiliate F Policy, Benefits Covering Foremen. District Labor Relations Attorney provided an overview of the policy and benefits the policy provides for staff in district. The Committee recommends the policy for approval on the August 27, 2019 BOE Agenda.

- Referendum/Projects Update
 - GMS – West Windsor Planning Board
 - CMS – Transportation Study

George Duthie, District Architect, provided the Committee with an update on renovation and referendum projects. The renovation projects at Town Center and Maurice Hawk continue to make progress. Town Center renovation remains on schedule for completion December 2019. Even though work at Maurice Hawk is currently behind schedule, it will not affect the start of school in September. Mr. Duthie also shared details of the meeting with the West Windsor Planning Board about the addition at Grover Middle School. He reviewed the Transportation Study completed for Community Middle School and a rendering of the proposed amendments to the pick-up/drop off area, expanded parking and athletic field additions. Based on the proposed amendments, the timeline for completion will be adjusted at CMS. Updating and/or adding generators and air conditioning is on schedule.

- Equity Update

2019 Equity Summer PD has concluded with over 150 teachers trained. The last session was on August 21. Topic was on equity, conversations, reflections and actions. In early September building administrators will provide equity training for staff.

- 2019-2020 District Nursing Services Plan

The Committee reviewed the 2019-2020 West Windsor-Plainsboro Regional School District Nursing Services Plan. The Committee recommends the plan for approval on the August 27, 2019 BOE agenda.

- Strauss Esmay Contract for 2019-20

The Committee reviewed the 2019-2020 Strauss Esmay Contract. The Committee recommends the contract for approval on the August 27, 2019 BOE agenda.

- Athletic Handbook

The Committee reviewed the 2019-2020 Middle and High School Athletic Handbooks for alignment of consequences with board policy. The Committee recommends no changes to the current language in the Athletic Handbook.

- Building Mapping – Mercer County Prosecutor’s Office

The Committee reviewed the proposal from the County Prosecutors Office to provide electronic building mapping for first responders in the event of a critical incident. Mapping would be created by Collaborative Response Graphics which provides a combined gridded reference system, high-resolution imagery, floorplans and critical building features that can be used in an emergency. The proposal includes electronic mapping of both high schools and both middle schools. The Committee recommends the proposal for approval on the August 27, 2019 BOE Agenda.

- Special Education Program Review

The Special Education Review Request for Proposal (RFP) was posted in April 2019. One consultant responded to the RFP which was reviewed district officials. The application was rejected because it exceeded the budget. A second RFP will be posted in early September of 2019.

- Security Update
 - Eyes on the Door
 - Class 3
 - Technology Upgrades

The A&F Committee received a security update from the Assistant Superintendent for Planning & Pupil Services. Screening and interviews for replacement Eyes on the Door officers is ongoing with most positions filled. Plainsboro PD will add one new officer that will be assigned to Wicoff Elementary school in late September. Technology upgrades with new phones, cameras, strobes and message boards are complete and testing new devices at each building is also complete. Training with administrative staff will begin on Monday, August 26, 2019.

NEXT MEETING: September 10, 2019 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
September 10, 2019**

**7:00 P.M.
Central Office**

Committee:

Tony Fleres (Chair)
Martin Whitfield
Isaac Cheng

Administration Liaison:

James Earle
David Aderhold

Guests:

George Duthie

- Continued Discussion on Policy and Regulation 5111 Eligibility of Resident/Non-Resident Students

The A&F committee reviewed Policy and Regulation 5111, Eligibility of Resident/Non-Resident Students for second reading. The Committee made revisions based on recommendations from members of the Board of Education and recommends the policy for approval on the September 17, 2019 Board of Education agenda.

- CMS Parking Lot

Mr. George Duthie provided an enhanced rendering of the proposed amendments to the pick-up/drop off area, expanded parking and athletic field additions. Based on the proposed amendments, the timeline for completion will be adjusted at CMS.

- Referendum Updates

Fire Alarm projects at Town Center and Maurice Hawk are complete and inspected with minor adjustments needed. Phase 2 including CMS, High School South, and Wicoff will be coordinated with new construction and Phase 3 will include Dutch Neck and Millstone River. This work is set to begin in the summer of 2020.

New emergency generators for GMS, Millstone River, and CMS have been approved and awaiting delivery dates. Contractor has started interior work and concrete pads at all 10 schools. Phase 2 including High School South will be coordinated with the new construction project and work is planned for the summer of 2021.

Construction documents for HVAC upgrades at High School North, Millstone River, and Wicoff are well underway. Project bidding will begin in September of 2019. Survey work for renovations including security vestibules, toilet rooms, faculty rooms and front entrances is underway for Dutch Neck, Wicoff, Grover and Village. Survey work for media center renovations will begin over the summer.

- Summer Construction Projects Update

George Duthie, District Architect, provided the Committee with an update renovation and referendum projects. The renovation projects at Town Center and Maurice Hawk continue to make progress. Town Center renovation remains on schedule for completion in December of 2019 while Maurice Hawk renovation is behind schedule but scheduled for completion in December as well.

- Equity Update

The Assistant Superintendent for Pupil Services and Planning provided an update on Equity Practices throughout the district. Building administrators engaged their faculty in staff in equity activities during the first two days of school. The District Equity Team will continue working with Dr. Eddie Fergus during the 2019-2020 school year including five new training sessions. The Equity planning team will resume meeting to plan implementation of equity activities for the semester.

- Security Update

Testing of new safety and security features is complete. All building administrators have been trained on how to use the new technology and have had the opportunity practice with faculty and staff during the first two professional development days. The system is operational for the 2019-2020 school year.

Plainsboro PD screened, interviewed and selected an officer who has been approved and will start in late September at Wicoff Elementary School. West Windsor PD screened, interviewed and selected an officer who has been approved to start in early October at Village Elementary School. Screening and interviewing continue for Eyes on the Door and Class III Officers and all current officers were trained on September 4, 2019.

- Send Hunger Packing

The Committee reviewed the Send Hunger Packing 2019-2020 Memorandum of Understanding. The Committee recommends the MOU for approval on the September 17, 2019 Board of Education agenda.

NEXT MEETING: October 15, 2019 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
October 15, 2019

7:00 P.M.
Central Office

Committee:

Tony Fleres (Chair)
Martin Whitfield
Isaac Cheng (*Absent*)

Administration Liaison:

James Earle
David Aderhold

Guests:

- Referendum Updates

Fire Alarm projects at Town Center and Maurice Hawk are complete and inspected with minor adjustments needed. Phase 2 including Community MS, HS South, and Wicoff will be coordinated with new construction and Phase 3 will include Dutch Neck and Millstone River. This work is set to begin in the summer of 2020.

New emergency generators for Grover MS, Millstone River, and Community MS have been approved and awaiting delivery dates. Contractor has started interior work and concrete pads at all 10 schools. Phase 2 including HS South will be coordinated with the new construction project and work is planned for the summer of 2021.

Construction documents for HVAC upgrades at HS North, Millstone River, and Wicoff are well underway. Project bidding began in September 2019. Survey work for renovations including security vestibules, toilet rooms, faculty rooms and front entrances is underway at Dutch Neck, Wicoff, Grover MS and Village. Survey work for media center renovations will begin over the summer of 2020.

Grover MS out to bid on 10/7/19 with award on 11/19/19; construction documents well underway with approximately 95% completed at Community MS.

- Equity Update

The district equity team met on October 17, 2019 to explore a “High Leverage” equity goal for the 2019-2020 school year. The team met with Dr. Eddie Fergus the next day, October 18, 2019, to continue identifying this year’s “high leverage” goal and to collaborate with neighboring districts on the next steps in our equity work. We will meet in the coming weeks to finalize the 2019-2020 equity goals.

- AVID Planning Update

The Committee reviewed the AVID “Planning Year” Contract for the 2019-2020 school year and will move forward for approval at October 29, 2019 BOE meeting.

- HIBster Contract

The Committee reviewed the HIBster contract and will move forward for approval at the October 29, 2019 BOE meeting.

- Security Update

- Eyes on the Door
- Class 3
- Technology Upgrades

West Windsor PD screened, interviewed and selected an officer who was approved and started October 25, 2019 at Village Elementary School. Plainsboro PD screened, interviewed and selected an officer who has been approved to start in mid-November at Town Center Elementary School. Screening and interviewing continue for Eyes on the Door and Class III Officers.

All 10 schools are now using the new security technology features during the “lockdown drill” process. After each drill the technology team reviews feedback and makes adjustments accordingly.

- Policy/Regulation Review

P3159	Teaching Staff Members Reporting Responsibilities (M)
P/R3218	Use, Possession or Distribution of Substance (M)
P/R 4218	Use, Possession or Distribution of Substance (M)
P4219	Commercial Driver’s License Controlled Substance and Alcohol Use Testing
P/R6112	Reimbursement of Federal and Other Grant Expenditures (M)
P6480	Purchase of Food Supplies (M)
P/R7440	School District Security (M)

The Committee reviewed P3159 Teaching Staff Members Reporting Responsibilities (M), P/R3218 Use, Possession or Distribution of Substance (M), P/R 4218, Use, Possession or Distribution of Substance (M), P4219 Commercial Driver’s License Controlled Substance and Alcohol Use Testing, P/R6112 Reimbursement of Federal and Other Grant Expenditures (M), P6480 Purchase of Food Supplies (M), P/R7440 School District Security (M). The Committee recommends these policies move forward for first reading at the October 29, 2019 BOE Meeting.

- Job Description - Teacher Resource Specialist (BCBA) - General Education

The Committee reviewed the Teacher Resource Specialist for General Education job description and recommends for approval at the October 29, 2019 BOE meeting.

NEXT MEETING: November 12, 2019 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
November 12, 2019

7:00 P.M.
Central Office

<u>Committee:</u>	<u>Administration Liaison:</u>	<u>Guests:</u>
Tony Fleres (Chair)	James Earle	
Martin Whitfield	David Aderhold	
Isaac Cheng (via phone)		

- **Policy/Regulation Review**

P/R8600	Student Transportation (M)
P8630	Bus Driver/Bus Aide Responsibility (M)
R8630	Emergency School Bus Procedures (M)
P8670	Transportation of Special Needs Students (M)

The Committee reviewed P/R8600 Student Transportation (M), P8630 Bus Driver/Bus Aide Responsibility (M), R8630 Emergency School Bus Procedures (M), and P8670 Transportation of Special Needs Students (M). The Committee recommends these policies/regulations move forward for first reading at the November 19 BOE Meeting.

- **School Safety and Security Plan Review Statement of Assurance**

The Committee reviewed the "Crisis Management and Emergency Procedures – District Manual. The district binder with all 10 school manuals was available for review during the meeting. The Committee recommends approval of the School Safety and Security Plan Review Statement of Assurance at the November 19 BOE Meeting.

- **Special Education Program Review**

There were five applicants for the Special Ed Program Review and three were interviewed on November 5, 2019: Public Consulting Group, CREC Expert Solutions and Light Street. The Committee will recommend Public Consulting Group (PCG) at the November 19 BOE Meeting.

- **Review of School Calendar for 2021-2022**

The Committee reviewed the 1st draft of the 2021-2022 calendar. The 'draft' calendar will be shared with the PTA/PTSA and the Superintendent Advisory Council, district administrators and we will bring back to committee on December 10, 2019.

- **Security Update**

- Eyes on the Door
- Class 3
- Technology Upgrades

Schools continue to practice all security drills including the new lockdown procedures. Plainsboro hired a new officer who began at Town Center on Monday, November 11, 2019. Plainsboro has also sworn in a Class III Officer who will begin on the “night shift” at High School North. Interviewing continues for Class III and Eyes on the Door officers.

- **Referendum Updates**

New emergency generators have been approved and released, delivery dates are expected in December. The overall completion of the project is by the end of the year. Installation of generators will take place upon arrival to each site. HVAC upgrades at High School North and Millstone River should go out to bid by the end of November and award the project in January of 2020. Media center renovation schematic plans are in process and will be presented for each school along with furniture ideas. Bids for the addition/renovation at Thomas Grover Middle School were opened on Thursday November 7, 2019. Twelve bids were received and the lowest bid was submitted by Shorelands Construction. Two alternate bids are also proposed for the award. Construction documents for the addition/renovation at Community Middle School are 99% complete. The project was reviewed at the November 12, 2019 Plainsboro Township Design Review committee. A detailed phasing plan has been prepared and was reviewed by the faculty. Tentative bid date is the end of November and the award would be at the January 2020 BOE meeting.

- **Equity Update**

Equity planning session was held on October 31, 2019 to schedule activities which will be shared with principals and buildings staff monthly. The District Equity Team will meet next week to continue the work of identifying the High Leverage equity goal.

NEXT MEETING: December 10, 2019 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
December 10, 2019

7:00 P.M.
Central Office

Committee:

Tony Fleres (Chair)
Martin Whitfield (Absent)
Isaac Cheng (Absent)

Administration Liaison:

James Earle
David Aderhold

Guests:

- **Policy/Regulation Review**

P9210 Parent Organizations (revised)
P9400 Media Relations (revised)

The Committee reviewed P9210 Parent Organizations (revised) and P9400 Media Relations (revised). The Committee recommends these policies move forward for first reading at the December 17th BOE Meeting.

- **2021-2022 School Calendar**

The Committee reviewed the 3rd draft of the 2021-2022 calendar. The calendar will be reviewed for input by district staff.

- **Referendum Updates**

Fire alarm projects at Maurice Hawk and Town Center are complete and inspected while Village Elementary is underway and work continues toward completion. Generators have arrived for Millstone River Elementary, Village Elementary and Community Middle School and are currently being installed. Bidding for HVAC upgrades for High School North, Millstone River Elementary and Wicoff are set pending final approval from NJDOE. Drawings for security vestibules, and toilet rooms at Dutch Neck Elementary, Wicoff Elementary, Millstone River Elementary, Village Elementary, Grover Middle School, Town Center Elementary and High School North are nearing completion. Final design meetings were held with building staff and administration. Survey work for Media Center renovations is complete and initial design meeting has been held with building staff at Millstone River Elementary, Village Elementary and Dutch Neck Elementary for Phase 1. The addition project at Grover Middle School is underway with the contractor to start mobilization in one week. Regular construction meetings are being held with the contractor. Bidding for the Community Middle School project is pending final approval with the NJDOE.

- **Equity Update**

The Committee reviewed a draft of the 2019-2020 equity goals and discussed the proposed “High Leverage” goal that would have the greatest impact on district and school buildings, climates and cultures. District administrators will meet with neighboring superintendents on Friday December 13, 2019 to continue developing equity goals and plans for implementation.

- **Review Job Descriptions**

- Senior Computer Support Specialist
- Communication Support Specialist

The Committee reviewed the job descriptions for Senior Computer Support Specialist and Communication Support Specialist and recommends for approval at the December 17, 2019 BOE meeting.

- **Security Update**

- Eyes on the Door
- Class 3
- Technology Upgrades

Plainsboro Police Department hired the final Class III Officer to serve as the “floater” for all Plainsboro schools (HSN, CMS, MRS, WIC, TCE). The officer will begin supporting buildings in January.

- **Athletic Co-Op Agreement – Fall Sports**

The Committee reviewed the NJSIAA Co-Operative Sports Program Application renewal for fall sports (Football). Both high school principals, district athletic director, and assistant superintendent will complete the renewal for submission by January 15, 2020.

- **ESIP Presentation**

Representatives from Schneider Electric were in attendance for any final questions and made a short presentation. They reviewed the projects included in the scope of work. The majority of savings that will finance the infrastructure work comes from the installation of LED lighting and solar.

NEXT MEETING: January 21, 2020 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
January 21, 2020**

**7:00 P.M.
Central Office**

Committee:

Tony Fleres (Chair)
Martin Whitfield
Robin Zovich

Administration Liaison:

James Earle
David Aderhold

Guests:

- **A&F Committee Overview**

Returning A&F committee members welcomed the new member and provided an overview of primary roles and responsibilities of the committee. During the discussion, examples of items the committee reviews were provided to the new members.

- **Review Proposed A&F Committee Meeting Dates**

The committee reviewed and agreed upon the proposed meeting dates for the calendar year 2020.

- **Policy/Regulation Review**

The committee reviewed the following policies and regulation: P7511-Athletic Field Use, P7510-Use of School Facilities, and R7510-Use of School Facilities. The superintendent discussed recent requests from youth organizations in both townships, which may require amendments to the two policies and regulation. The administration will provide the committee with draft amendments at the next A&F Committee meeting on February 18, 2020.

- **Athletic Task Force Update**

The Committee debriefed the recent Booster Club Leaders meeting facilitated by Assistant Superintendent for Finance, Dr. Chris Russo. The committee was also provided an update on the most recent Athletic Task Force Meeting in which members developed action steps to address the top four priorities: recruiting and retaining coaches, increasing participation in sports, collaborating with community/recreation departments, and communication.

- Referendum Updates

Fire alarm projects at Maurice Hawk Elementary, Town Center Elementary, and Village School are complete and inspected. Generators have arrived for Millstone River Elementary, Village School, and Community Middle School; they are currently being installed. Bidding for HVAC upgrades for High School North, Millstone River Elementary, and Wicoff Elementary are set, pending final approval from NJDOE. Drawings for security vestibules, and toilet rooms at Dutch Neck Elementary, Wicoff Elementary, Millstone River Elementary, Village School, Grover Middle School, Town Center Elementary, and High School North are nearing completion. Final design meetings were held with building staff and administration. Survey work for Media Center renovations is complete and an initial design meeting has been held with building staff at Millstone River Elementary, Village School, and Dutch Neck Elementary for Phase 1. The addition project at Grover Middle School is underway, with the contractor to start mobilization in one week. Regular construction meetings are being held with the contractor. Bidding for the Community Middle School project is pending final approval with the NJDOE.

- Equity Update

The District Equity Team will continue its work with Dr. Eddie Fergus on Friday, January 24, 2020. The team met on January 16, 2020 to continue the process of finalizing the High Leverage Equity and create a plan for implementation for the spring of 2020.

- 2021-2022 Academic Calendar

The committee reviewed and approved the fifth draft of the 2021-2022 Academic Calendar. The calendar will move forward for board approval.

- Security Update

Hiring for Eyes on the Door Officers continues, but all buildings are currently covered. All dayshift Class III positions are covered, as well as Floater and Nightshift positions in Plainsboro. Hiring for Floater and Nightshift officer in West Windsor continues. The technology and administrative team met in early January to discuss Phase 2 of Safety and Security upgrades.

- Job Descriptions

The committee reviewed the following job descriptions: Custodian, Assistant Head Custodian, Maintenance Worker, Operations Foreman, District Courier, Electrical Foreman, HVAC Foreman Utility Foreman, and Maintenance Mechanic. The job descriptions are being updated as part of the process to consider bringing back in-house custodial maintenance staff. Descriptions now include aspects such as work environment and physical demands, and ensure compliance with the Americans with Disabilities Act. The committee recommends the updated job descriptions for approval on the January 28, 2020 BOE agenda.

NEXT MEETING: February 18, 2020 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
February 18, 2020**

**7:00 P.M.
Central Office**

Committee:

Tony Fleres (Chair)
Martin Whitfield
Robin Zovich

Administration Liaison:

James Earle
David Aderhold

Guests:

- Policy/Regulation Review
 - P7511-Athletic Field Light Usage
 - P7510-Use of School Facilities
 - R7510-Use of School Facilities

The committee reviewed Policy 7511, Athletic Field Light Usage, and Regulation 7510, Use of School Facilities. The committee discussed the need for amendments to the policy and the regulation to support in-district student organizations in the future. The committee recommends the amended policy and regulation for first reading on the February 25, 2020 BOE agenda. There are no changes recommended for Policy 7510, Use of School Facilities.

- Special Education Review Update

The kickoff meeting for the Special Education review was held on February 6, 2020. Public Consulting Group (PCG) provided an overview of the process for nearly 50 stakeholders. PCG also guided an activity that allowed parents, staff, and community members to provide feedback to the guiding questions. Next steps will include classroom walkthrough, student and parent focus groups, and IEP file review. While PCG will lead the external review, the district will also initiate an internal review with district staff to review processes and procedures in the Special Education Department.

- Referendum Update

Referendum projects are underway with construction and bidding in progress. Fire alarm system replacement is complete at Village, with final inspection taking place during spring break. Dutch Neck fire alarm replacement is underway, with cabling installation currently taking place. Millstone River is scheduled for summer of 2020. New generator systems have been installed and are functioning properly. Bidding for HVAC upgrades at High School North, Millstone River and Wicoff was opened on February 20, 2020, with an anticipated award date of February 25, 2020. Bidding for renovations of toilet rooms and security vestibules is scheduled for February 24, 2020, with an anticipated award date of March 31, 2020.

Construction for the addition at Grover Middle School is underway, and regular meetings are being held with the contractor. Bidding is underway for construction and renovations at Community Middle School, with bid opening on March 3, 2020 and anticipated award on March 10, 2020. Bidding for Media Center renovations at Dutch Neck and Millstone River is scheduled for February 24, 2020, with anticipated award date of March 31, 2020. Phase 1 bidding for the site project at High School South will begin on or about February 24, 2020.

- Equity Update

The district equity teams continue to develop and implement goals for this school year and next school year. Building administrators are leading equity presentations and activities during faculty and department meetings. Staff will be offered summer training opportunities in the near future.

- Security Update

- Eyes on the Door
- Class 3
- Technology Upgrades

New classroom phones have recently been updated with a feature to allow teachers/staff to make outside calls in case of an emergency. All Class III Officers have been hired and placed in Plainsboro schools, and West Windsor continues to screen and interview candidates for the night shift and floater positions.

- Job Descriptions

- Secretary To
- Operations Foreman

The committee reviewed the following job descriptions: Secretary To and Operations Foreman. The Secretary To description was updated to reflect the appropriate administrators for which the position reports, and the Operations Foreman was amended to require a valid New Jersey Driver's License. The committee recommends the updated job descriptions for approval on the February 25, 2020 BOE agenda.

NEXT MEETING: March 24, 2020 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
March 24, 2020**

**4:30 P.M.
Virtual Meeting**

Committee:

Tony Fleres (Chair)
Martin Whitfield
Robin Zovich

Administration Liaison:

James Earle
David Aderhold

Guests:

Michele Kaish

- Virtual School District

The superintendent provided an overview of the virtual learning experience for students, teachers and families. The discussion included instructional planning, virtual instruction, virtual meetings, technology needs, meal distribution, school security, athletics, student activities, and construction.

- Communication Plan

The committee reviewed a draft of the District's communication plan, which includes how the District communicates to all stakeholders. The superintendent will continue to review and edit with key stakeholder input.

- 2019-2020 Calendar

District administrators met to discuss the potential for amending the current school calendar with the potential of reducing "Spring Break." After input from several administrative groups and various stakeholders, it was determined that the District would operate under the current 2019-2020 calendar and there would be no changes to "Spring Break."

- Policy/Regulation Review

- P7511-Athletic Field Lights
- R7510-Use of Facilities
- P1126-Benefits Covering Foreman-Category F

The committee reviewed two policies and one regulation: P7511-Athletic Field Lights, R7510-Use of School Facilities, and P1126-Benefits Covering Foreman-Category F. The committee amended P7511 to remove expired language which was relevant in the first three years of field lights installation. The committee also amended Non-Affiliate Policy F to include the position, Auto Mechanic. The committee recommends P7511 and R7510 for second reading and P1126 for first reading.

- Athletic Facilities Update

The Assistant Superintendent for Pupil Services and Planning provided the committee with an update on closing the District's athletic facilities. Several groups of students and community members have visited outdoor facilities during the school closure. All facilities will be locked and signs will be posted with notification that facilities are "closed". Coaches are also communicating the message to their student-athletes

- Referendum Updates

Work at Grover Middle School continues and work on the roofs of Millstone River and High School North (HVAC projects) will commence in the coming weeks. Bids have been received for Community Middle School but need to be reviewed because they came in over the budgeted amount. Bids are being received as of this date for the HSS Phase 1 site work, toilet room repairs, and security vestibule construction in the District's schools. The superintendent also discussed the procedures for construction during school closure.

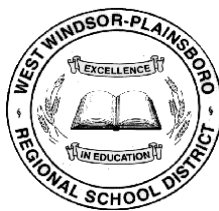
- Equity Update

Equity with Dr. Eddie Fergus scheduled for March 27, 2020 is cancelled. The district will continue equity work virtually and is currently planning with Dr. Fergus.

- Security Update
 - Eyes on the Door
 - Class 3
 - Technology Updates

During virtual instruction, all buildings are being monitored by Eyes on the Door, School Security, and Class III officers. Because of recent state "Executive Orders," officers will monitor buildings from 6 AM – 12 midnight.

NEXT MEETING: April 21, 2020- 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
April 21, 2020**

**4:30 P.M.
Virtual Meeting**

Committee:

Tony Fleres (Chair)
Martin Whitfield
Robin Zovich

Administration Liaison:

James Earle
David Aderhold

Guests:

Michele Kaish

- Virtual School District

The superintendent provided an overview of the virtual learning experience for students, teachers, and families. The discussion included instructional planning, virtual instruction, virtual meetings, technology needs, meal distribution, school security, athletics, student activities, and construction.

- Policy/Regulation Review
 - P1126- Benefits Covering Foremen-Category F
 - P4420- Benefits Covering Non-Affiliated Support Staff-Category B

The committee reviewed the following policies: P1126 – Benefits Covering Foreman-Category F and P4420 – Benefits Covering Non-Affiliate Support Staff-Category B. The committee recommends P1126 for second reading and P4420 for first reading on the April 28, 2020 Board of Education agenda.

- Update on Athletics

The athletic department continues to move forward to support student-athletes during virtual instruction. Coaches are in contact with athletes virtually and providing support for workouts at home. In addition, the athletic department is exploring virtual sports registration. The administration also updated the committee on several personnel items concerning athletics.

- Special Education Review

The district is proceeding with the Special Education Review, including the addition of virtual focus groups meetings with students, parents, district staff, and community groups. The consultant will also facilitate in-person meetings when the school district reopens.

- AVID Contract

The committee reviewed the 2020-2021 AVID contract. The assistant superintendent provided an overview of the contract, including the potential for virtual professional development in the summer. The committee recommends the contract for approval on the April 28, 2020 Board of Education agenda.

- Referendum Updates

New emergency generators are installed and working properly; the district is waiting for final closeout documentation. Construction work for HVAC upgrades is underway and work schedules are being created to complete the project. Toilet rooms and security vestibule renovations at various schools will begin based on contractor schedule. Phase 1, Dutch Neck ES and Millstone River ES, delayed for bidding until December 2020, with work to take place Summer 2021. Phase 2, Village ES; Maurice Hawk ES; Town Center ES; and Wicoff ES, bidding will also take place in December 2020. Work is scheduled to begin in Summer 2021. Early start/late completion to be discussed for Phases 1 and 2.

Phase 1 bidding for additions and renovations at HSS opened and the lowest bidder is Precision Construction. Phase 2 bidding is delayed until status of Phase 1 agency approvals is known. The additions and renovations at Grover Middle School are also moving forward. Slabs have been poured and structural steel has been erected. The Community Middle School project is advertised for re-bidding and bids opened on 4/21, with the awarded bidder to be approved at the 4/28 BOE meeting pending viable bids. If bids are rejected, then negotiations will commence.

- Equity Update

The district will continue equity work with Dr. Fergus in the coming months. A plan is currently being discussed to hold multiple virtual sessions with district administrators.

- Security Update
 - Eyes on the Door
 - Class 3
 - Technology Updates

Buildings continue to be monitored by Eyes on the Door and Class III officers. Last week, community members provided homemade masks for security.

- Job Descriptions
 - Auto Mechanic Foreman
 - Pool Operator

The committee reviewed two job descriptions: Auto Mechanic Foreman and Pool Operator. Both job descriptions are recommended for approval on the April 28, 2020 Board of Education agenda.

NEXT MEETING: May 19, 2020- 7:00 p.m.



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
May 19, 2020**

**7:00 P.M.
Virtual Meeting**

Committee:

Tony Fleres (Chair)
Martin Whitfield
Robin Zovich

Administration Liaison:

James Earle
David Aderhold

Guests:

Patrick Duncan
Michele Kaish

- Virtual School District

The A&F Committee received an update on the status of academic instruction, meal distribution and technology during school closure. The teachers have increased instructional contact time with students, particularly in grades K-5 and special education. Volunteers continue to assist with meal distribution every 2 weeks, and the technology department supports students with devices/repairs and wi-fi access on Tuesdays and Thursdays.

- Emergency Preparedness Plan for COVID-19 (BOE Approval Required 5.26.20)- Submission due on 5.22.20

Prior to the March school closure, the district submitted the first Emergency Preparedness Plan outlining district procedures during the initial shutdown. After the announcement that schools will remain closed for the remainder of the year, the NJDOE required the district to submit an updated plan outlining essential functions and services during a pandemic outbreak. The plan does not replace or supersede any laws or policies; it simply serves as a guideline to address additional concerns, challenges, and considerations specific to operations during a disease outbreak. The plan will be submitted for approval on the May 26, 2020 BOE agenda.

- Graduation

The high school administration at HSS and HSN are in the process of planning a virtual graduation. Administrators recently communicated graduation plans with families which includes distribution of caps and gowns, submission of a video clip, graduation week activities, and a virtual graduation ceremony. As plans continue to develop, both high school administrations will communicate with students and families.

- Policy/Regulation Review
 - P1126- Benefits Covering Foremen-Category F
 - P4420- Benefits Covering Non-Affiliated Support Staff-Category B

The committee reviewed the following policies: P1126-Benefits Covering Foremen-Category F and P4420-Benefits Covering Non-Affiliated Support Staff-Category B. Labor Relations Attorney, Patrick Duncan, provided an overview of the history of both policies and the impact of suggested edits. Both policies are submitted for second reading on the May 26, 2020 BOE Agenda.

- Title I

The Assistant Superintendent provided an update on spending Title I funds to support eligible students. The district has purchased digital content to provide supplemental academic support for the remainder of the year. The district has also partnered with the WWPEA and NJ FAST (Families and Schools Together) to match a grant which provided Title I eligible students in grades K-5 with 10-15 books for the summer reading. Teachers are providing social and emotional support for students and snacks are provided during meal distribution.

- Update on Athletics

Athletic registration opened on May 18, 2020 for the upcoming school year. The athletic department continues to screen and interview coaches but will hold position appointments until further guidance comes from the NJSIAA and NJDOE.

- Special Education Review

The district and special education review consultant, PCG, have agreed to continue with process by offering stakeholders the opportunity to provide input virtually. Stakeholder interviews and focus groups are in progress and data is being collected. The virtual process will not take the place of person-to-person interviews and focus groups; those opportunities will be offered when school resumes.

- Referendum Updates

Construction work for HVAC upgrades is underway and underground utility work is continuing. The contractor has applied for permits in both townships to begin toilet rooms and security vestibule renovations at various schools. Phase 1, Dutch Neck ES and Millstone River ES, are delayed for bidding December 2020, with work to take place in Summer 2021 and Phase 2, Village ES, M Hawk ES, Town Center ES, and Wicoff ES, bidding will also take place in December 2020. Work is schedule to begin in Summer 2021. Early start/later completion to be discussed for Phases 1 and 2.

Phase 1 bidding for additions and renovations at HSS opened and the low bidder is Precision Construction. Phase 1 to be awarded on the May 26, 2020 BOE agenda, pending agency approvals. The additions and renovations at Grover Middle School are also moving forward. Slabs have been poured and structural steel has been erected. Community Middle School Project bids were rejected. Negotiations are underway.

- Equity Update

District equity teams will continue their work with Dr. Eddie Fergus virtually through the end of the year. Team members will join Dr. Fergus and other educators/researchers on Friday May 22, 2020 to discuss “Racial Equity and Justice in Education during the Pandemic. Also, Dr. Aderhold and Mr. Earle will continue meetings with African American and other Black students, parents, and alumni this week to gather information about their experiences in WWP School District.

- Security Update

- Eyes on the Door
- Class 3
- Technology Updates

Eyes on the Door and Class III officers continue to monitor buildings and outdoor facilities. The committee discussed the challenges of denying access to athletic facilities and keeping the community safe during school closure.

NEXT MEETING: June 16 2020- 7:00 p.m.



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
June 16, 2020**

**4:30 P.M.
Virtual Meeting**

Committee:

Tony Fleres (Chair)
Martin Whitfield
Robin Zovich

Administration Liaison:

James Earle
David Aderhold

Guests:

Michele Kaish

- Virtual School District

The A&F Committee received an update on the status of end of year activities, graduation, middle school salutes, pick up and drop off activities for books, and technology. They will be sending a survey next week to solicit feedback about the 20-21 school year. Teachers are wrapping up end of year instructional assignments and activities. Volunteers continue to assist with meal distribution every 2 weeks and the technology department supports students with devices/repairs and wi-fi access on Tuesdays and Thursdays. District administrators and staff will meet in four committee structures (Governance and Oversight, Health and Wellness, Instructional Program, Operations and Facilities) to begin planning for the upcoming school year.

- Graduation Week Update

Graduation week activities took place last week with senior photos, diploma presentations, and graduation video submission culminating with virtual graduation for both high schools on June 19, 2020

- 2020-2021 Budget

Dr. Aderhold updated the A&F committee on the 2020-2021 operating budget. Currently, the District is facing state aid reduction of \$779,000; district administrators have started planning how to address the shortfall.

- Superintendent Merit Goals

Dr. Aderhold informed the committee that Superintendent Merit Goals would be included for approval on the June 23, 2020 BOE agenda.

- Diversity/Equity Position

The A&F Committee discussed the details of a new position to support equity efforts in the District. The title of the position is Diversity, Equity, and Inclusivity Coordinator, which will be funded through Title I and primarily responsible for providing guidance and strategic systematic planning, training, and professional development. The job description will be on the June 23, 2020 BOE agenda for approval.

- Title I

Title I funds continue to support eligible students with academic support, healthy snacks, supplemental reading materials, and socially and emotionally supportive weekly contact with teachers and counselors. The District is partnering with the WWPEA and NJ FAST (Families and Schools Together) to facilitate “Pizza Night” which will provide K-5 Title I eligible students 10-15 books for summer reading and a pizza kit. Pizza night will be scheduled for mid-July.

- Update on Athletics

Athletic registration opened on May 18, 2020 for the upcoming school year and closes on July 9, 2020. While registrations have been positive, WWP athletics will not resume until further guidance comes from the NJSIAA and NJDOE.

- Special Education Review

The District and special education review consultant, PCG, have agreed to continue with the review process by offering stakeholders the opportunity to provide input virtually. PCG recently sent out a parent survey to gather feedback. Parents were informed that the deadline was extended to complete the survey.

- Referendum Updates

Construction work for HVAC with exterior chiller work is complete, which includes chiller pads, electrical conduit, and underground piping runs. Demolition for toilet room renovations is underway at Wicoff and Dutch Neck, as well as security vestibule renovations at various schools.

Phase 1 bidding for additions and renovations at HSS opened and low bidder is Precision Construction. Phase 1 construction will begin the week of June 22, 2020. The addition and renovation at Grover Middle School are also moving forward. Slabs have been poured, structural steel has been erected, and the building is being enclosed. Community Middle School project bids were accepted, and negotiations continue.

- Equity Update

The District continues its work with the African American Parent Support Group and the WWP People of Color to create a plan of action to address issues surrounding racism and equity in WWP. This work will be included with the current equity belief work the District is implementing.

- Security Update
 - Eyes on the Door
 - Class 3
 - Technology Updates

Eyes on the Door Officers will monitor buildings and facilities during the summer. Officers will facilitate the entry screening process for contractors, staff, and guests during the summer. They will also monitor mail and package delivery and pick up.

NEXT MEETING: July 21, 2020- 7:00 p.m.