

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

**Minutes  
July 21, 2020**

**6:00 P.M.  
Virtual Meeting**

**Committee:**

Tony Fleres (Chair)  
Martin Whitfield  
Robin Zovich

**Administration Liaison:**

James Earle  
David Aderhold

**Guests:**

Michele Kaish

- **Restart and Reopening Plan**

The committee reviewed the 2020-2021 WW-P Restart and Reopening Plan. Dr. Aderhold provide an overview of the plan and stakeholder groups involved in providing input. Four committees, Instructional Program, Operations and Facilities, Health and Wellness, and Governance, meet weekly to plan for school reopening. Committees are made up of teachers, support staff and administrators who provide input on the structure of restarting school. The plan focuses on health and safety screening; sanitizing facilities; redesigning building operations; transportation safety; scheduling; instructional approach; and many other areas relevant to keeping staff and students safe as the District reopens schools. Committees will continue to plan throughout the summer.

- **Policy Review**

- P 1649-Federal Families First Coronavirus Response Act
- P 5310- Health Services
- P 7420-Hygienic Management
- P 8441-Care of Injured and Ill Persons
- P 8600-Student Transportation
- P 9150-School Visitors

The committee reviewed several policies required for the start of the 2020-2021 school year. Labor relations attorney, Patrick Duncan provided an overview of the following policies: P 1649-Federal Families First Coronavirus Response Act, P 5310- Health Services, P 7420-Hygienic Management, P 8441-Care of Injured and Ill Persons, P 8600-Student Transportation, and P 9150-School Visitors. All of the policies will be on the July 28, 2020 BOE Agenda for first reading and emergency adoption.

- Diversity/Equity Position

Applications for the Diversity, Equity and Inclusivity position are currently being reviewed. The interview process will begin in early August, with a recommendation to the BOE on the September 1, 2020 BOE agenda. The job description was approved on the June 23, 2020 BOE agenda.

- Update on Athletics

The NJSIAA released Phase One guidelines for beginning athletics in mid-July with health and safety restrictions. WW-P will not participate in Phase One of athletics and will continue to monitor for updates from the NJDOE and NJSIAA.

- Church Agreement

The committee reviewed the WW-P parking agreement between the District and First Presbyterian Church in Plainsboro. The committee recommends the approval of the agreement on the July 28, 2020 BOE agenda.

- Special Education Review

Special Education consultant PCG has completed the virtual survey for parents and is currently reviewing the results. PCG is in the process of planning for in-person parent input when school reopens in the fall.

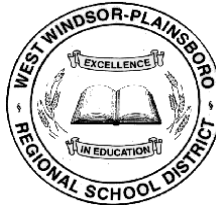
- Referendum Updates

HVAC upgrades at High School North, Millstone River and Wicoff are underway and making steady progress. Chiller start-up began on July 17, and buildings should be cooling down at this time. Masonry demolition for security vestibules and toilet rooms at various schools is in progress. Masonry work for new walls is being prepared for the installation of ceramic tile. Phase 1 site work at High School South is underway; currently they are milling the pavement in the front parking lot. Phase 2 bid opening was held on July 21, 2020, with an award for approval at the July 28, 2020 BOE meeting. Contractors are making great progress on the addition at Grover Middle School. First floor slabs have been poured and the roofer is planning to start work soon. Work continues with submittals and preparations to mobilize construction at Community Middle School. Phase 2 bid opening for Community Middle School was held on July 21, 2020, with an award for approval on the July 28, 2020 BOE agenda.

- Equity Update

The district equity team will resume its work next week and will meet with the African American Parent Support Group in early August to continue antiracism work.

**NEXT MEETING:** August 25, 2020- 7:00 p.m.



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

**MINUTES  
August 25, 2020**

**6:00 P.M.  
Virtual Meeting**

Committee:

Tony Fleres (Chair)  
Martin Whitfield  
Robin Zovich

Administration Liaison:

James Earle  
David Aderhold

Guests:

- **Restart and Reopening Plan**

Dr. Aderhold and Mr. Earle provided an update on the progress of implementing the 2020-2021 WW-P Restart and Reopening Plan. The four planning committees are currently implementing components of each plan and preparing to communicate with students, staff, parents and the community. The A&F committee received updates on health and safety procedures, curriculum and instruction, personal protective equipment disbursements, and building, grounds and facilities preparation. Dr. Aderhold also provided details from the Governor's state budget announcement and the impact on previous district budget decisions.

- **Policy Review**

- P 1649-Federal Families First Coronavirus Response Act
- P 5310- Health Services
- P 7420-Hygienic Management
- P 8441-Care of Injured and Ill Persons
- P 8600-Student Transportation
- P 8613-Waiver of Student Transportation
- P 9150-School Visitors

The A&F Committee reviewed the following policies: P 1649-Federal Families First Coronavirus Response Act; P 5310- Health Services; P 7420-Hygienic Management; P 8441-Care of Injured and Ill Persons; P 8600-Student Transportation; P 8613- Waiver of Student Transportation; and P 9150-School Visitors. With the exception of P 8613, these policies were approved for emergency adoption on the July 28, 2020 BOE agenda. The committee recommends these policies for second reading and approval on the September 1, 2020 BOE Agenda.

- **Diversity/Equity Position**

The District has completed the screening and interview process for the Diversity Equity and Inclusivity Coordinator position. The recommended candidate will be on the September 1, 2020 BOE agenda.

- CJ Pride

The committee reviewed the 2020-2021 CJ Pride agreement. The committee recommends the agreement for approval on the September 1, 2020 BOE agenda.

- Update on Athletics

WW-P will not participate in Phase One or Phase Two of athletics and will continue to monitor for updates from the NJDOE and NJSIAA.

- 2020-2021 District Nursing Services Plan

The committee reviewed the 2020-2021 Nursing Services Plan. The committee recommends the plan for approval on the September 1, 2020 BOE agenda.

- Special Education Review

Special Education Review consultant PCG has completed the virtual survey for administrative staff. District officials will be meeting with PCG consultants to discuss next steps for in-person interviews.

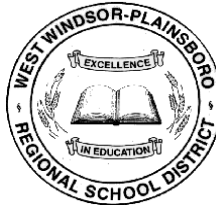
- Referendum Updates

HVAC contractors continue with low impact work and electricians are running wire in various areas in the building at HSN. Work at HSS is making good progress and will be moving to 2<sup>nd</sup> shift work soon. Steel was delivered for the HVAC project at MRS and work will begin within the next few weeks. Security vestibule renovations are underway and waiting for specialty glass to be delivered. Fence posts for the new bus lot at HSN have been installed with fencing to follow. GMS construction is moving along well and is on target for completion on the designated date. Contractors at CMS have mobilized and construction is underway; trees have been removed and site work is in progress. Bathroom renovations at DNE are near completion and renovations are set to begin at Wicoff in the next few weeks. The front parking lot at HSS is being paved and is on schedule for completion before the start of school.

- Equity Update

The district equity team met in early August to discuss goals for the 2020-2021 school year and plans for the Administrative Retreat. The team designed and offered a training focused on racism in schools, and antiracism. The team also provided training for new staff during New Teacher Orientation. Mr. Earle and Dr. Aderhold met with the African American Parent Support Group in early August to continue diversity, equity, and inclusivity work.

**NEXT MEETING:** September 15, 2020- 7:00 pm



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

**MINUTES  
September 15, 2020**

**6:00 P.M.  
Virtual Meeting**

Committee:

Tony Fleres (Chair)  
Martin Whitfield  
Robin Zovich

Administration Liaison:

James Earle  
David Aderhold

Guests:

Michele Kaish

- **Restart and Reopening**

The A&F Committee received an update on the opening of school. Dr. Aderhold and Mr. Earle provided an overview of the implementation of health and safety protocols; transportation; curriculum and instruction using digital content; and the entry and exiting of the buildings, which includes temperature checks and a health screening process. Mr. Earle provide the committee with a brief update on concerns raised related to technology and access for student and staff. All concerns are being addressed and the systems are operating more efficiently.

- **Update on Athletics**

WW-P will not participate in athletics during the Fall 2020 season and will continue to monitor updates from the NJDOE and NJSIAA for future decisions.

- **Special Education Review**

Special Education Consultant PCG met with Dr. Aderhold, Mr. Earle, and the Director of Special Services, Karen Slagle, to discuss the next steps in the review process. PCG provided recommendations on how to use virtual tools to safely begin the “in-person” component of the review process. Areas of discussion included “In-Person File Review”, “In-Person Classroom Walkthroughs” (to be completed virtually), Virtual Staff Interviews, and Virtual “Student Focus Groups”. The District and PCG agreed to adjust the timeline for delivery due to the limited access of the “In-Person” component of the review.

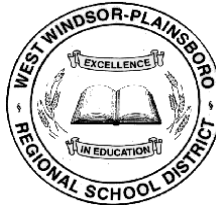
- Referendum Updates

This week, electricians are installing the new HVAC duct smoke detectors and addressing the remaining troubleshooting of the new devices. OSI predicts that they will be ready to finish the system startup and have their Township inspection by early next week. Security vestibule renovations are underway; the exterior doors will be replaced and card readers will be moved. Toilet Rooms at Dutch Neck are substantially complete and approved for use. GMS construction is moving along well and is on target for completion on the designated date. Contractors at CMS have mobilized and construction is underway; contractor is digging and pouring footings, and laying foundation block. The front parking lot at HSS is complete including the Basin and awaiting onsite lighting. Phase 2 at HSS is awaiting a mobilization date.

- Equity Update

The new Diversity, Equity and Inclusivity coordinator begin in-district on Wednesday, September 15, 2020. The next meeting with the African American Parent Support Team is scheduled for September 29, 2020 to continue ongoing equity work.

**NEXT MEETING:** October 13, 2020- 7:00 pm



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

MINUTES  
October 13, 2020

5:30 P.M.  
Virtual Meeting

Committee:

Tony Fleres (Chair)  
Martin Whitfield  
Robin Zovich

Administration Liaison:

James Earle  
David Aderhold

Guests:

Michele Kaish  
Anthony Jones

- Restart and Reopening

Dr. Aderhold and Mr. Earle provided updates on restart and reopening implementation. Students, staff and community are complying with health and safety protocols when present on District property. District officials are engaged in COVID tracking and contact tracing when necessary. Transportation has gone well, with bus operating at approximately half the recommended student capacity in some areas. The District is currently discussing the possibility of allowing some groups of Special Education students to attend school each week. Teachers are adapting well to virtual instruction and the District continues to address concerns as they arise. The District is now supporting all families with meal distribution.

- Policy

- P2464- Gifted and Talented Students

The committee reviewed policy updates for P2464-Gifted and Talented Students. The committee recommends the policy for first reading.

- Virtual Residency

The committee discussed supporting current residents who may have family emergencies and need to travel out of the state or country. Building administrators and the Assistant Superintendent for Planning and Pupil Services, Mr. James Earle, will work with families on an individual basis if they need to travel for emergencies. Health & Safety guidelines will be applied including mandatory quarantines, if appropriate.

- 2022-2023 Academic Calendar

The A&F Committee reviewed two drafts of the 2022-2023 Academic Calendar. Draft calendars will be shared with district administrators and stakeholders for input. Calendars will be reviewed at the next A&F meeting for potential edits.

- Update on Athletics

The A&F committee began a discussion about Winter sports. The committee was informed that Winter Sports registration would open on Friday, October 16, 2020 to gauge interest from student-athletes about participation. They scheduled to meet again on Thursday October 15, 2020 to continue the discussion around the logistics of operating winter athletics including Health & Safety Procedures, Practice and Game Competition, Transportation, Spectators, Scheduling and NJSIAA rules and protocols. Registration closes on November 8, 2020 and the District will assess Winter Sports programs at that time.

- Special Education Review

Special Education Review Consultant, PCG, will begin virtual classroom observations during the week of October 19, 2020. Observations are scheduled to be completed by the end of December.

- Referendum Updates

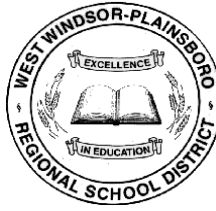
Millstone River's Fire Alarm System passed final township inspections on October 21 and punch list inspection for the project is underway. This project is now entering close-out and the new system has been functioning well. HSN HVAC upgrades are progressing and Preferred began installation of hot water pipes above the main office areas of the school. Installation of new boiler room controls continues at Millstone River and preparation to flip the existing boilers over to the new controls system is underway. Preferred is finishing the piping of the new HVAC water chemical treatment system this week. Millennium is back on site today to start remaining door work including wiring of door operators. Toilet room renovations are complete. Phase 1 site work at High School South is complete and the contractor will be removing equipment soon. Permits are expected to be issued for Phase 2 New Construction to begin. Brickwork continues at Grover Middle School around the facade facing the drive lane. Masonry work is nearing completion and HVAC refrigerant piping, ductwork and electrical work installation are on-going. Steel is being erected in Block A at CMS and footings and foundation block work continue at the Block D addition.

- Equity Update

The Diversity, Equity and Inclusivity Coordinator, Mr. Anthony Jones, provide a brief overview of work in progress. He is the process of meeting with all building level administrators to assess what is working well in the areas of Equity and opportunities for growth. Mr. Jones will continue meetings and share findings with the Assistant Superintendent's office.

**NEXT MEETING:** November 10, 2020- 7:00 pm





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

MINUTES  
November 10, 2020

5:30 P.M.  
Virtual Meeting

Committee:

Tony Fleres (Chair)  
Martin Whitfield  
Robin Zovich

Administration Liaison:

James Earle  
David Aderhold

Guests:

Michelle Kaish  
Lee McDonald

- Hybrid and Virtual School Update

Dr. Aderhold and Mr. Earle provided updates on restart and reopening implementation. Students, staff and the community are complying with health and safety protocols when present on District property. District officials are engaged in COVID tracking and contact tracing when necessary. Transportation is going well, with buses operating at approximately half the recommended student capacity in some areas. The District facilitated the return to every week in-person instruction for certain student populations. Teachers continue to adapt well to virtual instruction and the District continues to address concerns as they arise. The District is now supporting all families with meal distribution.

- Policy

First Reading

- P1581-Domestic Violence
- R1581-Domestic Violence
- P2422-Health and Physical Education
- P5330-Administration of Medication
- R5330-Administration of Medication
- P7243-Supervision of Construction
- P8220-School Day
- P8462-Reporting Potentially Missing or Abused Children

Second Reading

- P2464- Gifted and Talented Students

The committee reviewed the following policies and regulations: P1581-Domestic Violence, R1581-Domestic Violence, P2422-Health and Physical Education, P5330-Administration of Medication, R5330-Administration of Medication, P7243-Supervision of Construction, P8220-School Day, P8462-Reporting Potentially Missing or Abused Children and P2464- Gifted and Talented Students. The committee recommends the policies for first reading on the November 17, 2020 BOE Agenda except for P2464- Gifted and Talented Students, which is recommended for second reading and approval.

- Crisis Manuals

The committee reviewed an example of one of the school crisis manuals and included components. All manuals have similar components with specific procedures related to each building and age of students. All 10 buildings have updated crisis manuals to include procedures related to new COVID health and safety guidelines.

- Safety and Security Plan Statement of Assurance

The A&F Committee reviewed the Safety and Security Plan Statement of Assurance and recommends approval on the November 17, 2020 BOE agenda.

- Living Yes Proposal

The A&F Committee reviewed the Living Yes proposal which supports student climate and culture teams. The speaker will facilitate a climate and culture summit focused on Resiliency and Connection during COVID. Administrative staff will also be engaged in training and professional development. The committee recommends the proposal for approval on the November 17, 2020 BOE agenda.

- Kean Nurse Partnership

The committee reviewed the Kean Clinical Nursing Partnership. The partnership is designed to support nursing candidates who are completing clinical internships. The committee recommends approval at the November 17, 2020 BOE meeting.

- 2022-23 School Calendar

The committee reviewed two drafts of the 2022-2023 school year calendar. Committee members provided feedback and updated drafts of the calendar will be shared with other stakeholders for input. The committee will review calendars at the next meeting on December 8, 2020.

- Update on Athletics

Winter athletics registration closed on November 8, 2020. Approximately 75% of student-athletes who registered last year (2019-2020), have submitted registrations this year. The Superintendent held meetings with parent boosters to discuss logistics of operating winter sports this season. Coaches have had numerous discussions with the Athletics Director and Mr. Earle to discuss health and safety protocols, practice and game logistic and travel restrictions. The district continues to monitor NJSIAA and NJDOE for further decisions related to the winter sports season.

- Special Education Review

Special Education Review Consultant, PCG, is in the process of virtually observing classrooms. Observations are scheduled to be completed by the end of December.

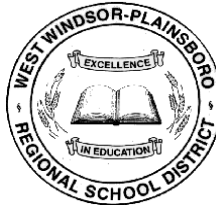
- Referendum Updates

Fire Alarm project is complete at Millstone River and OSI was onsite last week to address punch list items. HVAC upgrades at High School North and Millstone River are moving along nicely with the installation of hot water pipes at High School North and shutdown of the chiller at Millstone River to prepare for pump replacements and piping work. Toilet room renovations are complete and waiting to address punch list items at Wicoff and Dutch Neck. Brickwork is complete at Grover Middle School and the contractor is pulling branch wiring. Tri-Con continues installing storm water piping at Community Middle School around the Gym area and has installed the adjacent Drywell "B". Work continues at High School South with concrete footings being poured to prepare for underground plumbing. Shop drawing submissions continue and coordination between subcontractors is moving along well.

- Equity Update

Mr. Earle updated the committee on some of the equity work happening in the schools. On Wednesday, November 11, 2020, Black Student Union (SHADES) held a panel discussion with students and faculty. On Monday, November 16, 2020, High School South is having a PD session for Faculty focused on Equity. On Tuesday, November 17, 2020, Village is hosting discussions for faculty on anti-racism and equity (These sessions are ongoing). Equity team meetings are occurring every two weeks.

**NEXT MEETING:** December 8, 2020- 7:00 pm



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

**MINUTES  
December 8, 2020**

**5:30 P.M.  
Virtual Meeting**

Committee:

Tony Fleres (Chair)  
Martin Whitfield  
Robin Zovich

Administration Liaison:

James Earle

Guests:

Michele Kaish

- **Hybrid and Virtual School Update**

Mr. Earle provided updates on hybrid and virtual school environments. Students and staff are working virtually with an expected return date of December 10, 2020. While the health concerns have increased in the community over the last few days, the District felt that staff and students can return safely on December 10, 2020. District officials continue to be engaged in COVID tracking and contact tracing when necessary. Transportation is going well, with buses operating at reduced student capacity in some areas. Teachers continue to adapt well to virtual instruction and the District continues to address concerns as they arise. In addition, the District continues to safely support all families with meal distribution and delivery.

- **Policy & Regulation**

**First Reading**

- P0152 Board Officers
- P0164.6- Remote Public Board Meetings During a Declared Emergency
- P1620- Administrative Employment Contracts
- P5330.05- Seizure Action Plan
- R5330.05- Seizure Action Plan
- P6440- Cooperative Purchasing
- P6470.01- Electronic Funds Transfer and Claimant Certification
- R6470.01- Electronic Funds Transfer and Claimant Certification
- P7440- School District Security
- R7440- School District Security
- P8420- Emergency and Crisis Situations

The committee reviewed the following policies and regulations: P0152 Board Officers; P0164.6- Remote Public Board Meetings During a Declared Emergency; P1620- Administrative Employment Contracts; P5330.05- Seizure Action Plan; R5330.05- Seizure Action Plan; P6440- Cooperative Purchasing, P6470.01- Electronic Funds Transfer and Claimant Certification; R6470.01- Electronic Funds Transfer and Claimant Certification; P7440- School District Security; R7440- School District Security; and P8420- Emergency and Crisis Situations. The committee recommends the policies for first reading on the December 15, 2020 BOE Agenda for approval.

#### Second Reading

- P1581-Domestic Violence
- R1581-Domestic Violence
- P2422-Health and Physical Education
- P5330-Administration of Medication
- R5330-Administration of Medication
- P7243-Supervision of Construction
- P8220-School Day
- P8462-Reporting Potentially Missing or Abused Children

The committee reviewed the following policies and regulations: P1581-Domestic Violence; R1581-Domestic Violence; P2422-Health and Physical Education; P5330-Administration of Medication; R5330-Administration of Medication; P7243-Supervision of Construction; P8220-School Day; and P8462-Reporting Potentially Missing or Abused Children. The committee recommends the policies for second reading on the December 15, 2020 BOE Agenda for approval.

- 2022-23 School Calendar

The committee reviewed two drafts of the 2022-2023 school year calendar. Committee members provided feedback and updated drafts of the calendar will be shared with other stakeholders for input. The committee will review calendars at the next meeting on January 19, 2020.

- Update on Athletics

The NJSIAA recently published winter sports practice and game competition timelines. All winter sports will start in January, with the exception of hockey game competitions to begin on December 14, 2020. Governor Murphy's recent Executive Order, which placed a pause on all youth sports until January 11, 2021, moved hockey game competitions back to January; virtual and outdoor practices may begin on December 14, 2020. The District is currently considering virtual connections between coaches and students. The District is also exploring creating an E-sports league through Garden State E-sports. District administrators have met with Garden State E-Sports to discuss the potential for creating an E-Sports League in WW-P in the Spring of 2021.

- Special Education Review

District Consultant PCG has completed 35 virtual observations, which exceeded their expectations at this time. They anticipate completing all virtual observations at the end of this week. Special Services and PCG are currently discussing how to facilitate "file review focus groups" and provide more opportunities for student, teacher, and parent feedback through either surveys or virtual focus groups.

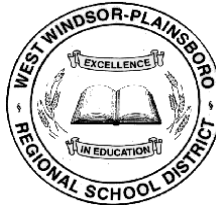
- Referendum Updates

Fire alarm project at Millstone River is complete and pending closeout. HVAC upgrades at High School North continue with UV retro-fit work and classroom ductwork. Security vestibule final inspections for the schools located in Plainsboro Township have passed the final code inspections. Inspections for the schools located in West Windsor are still pending due to COVID-19 issues, which have been affecting the inspection office. The Contractor has been addressing the punch list items and is assembling the closeout documentation for the project. Grover Middle School addition is on target for completion with curbs, sidewalks, and walkways being poured. The contractor anticipated having the building enclosed soon. Phase 2 of High School South renovations and additions are progressing well. Foundation work is continuing; the plumbing subcontractor has mobilized on site in preparation for starting the underground plumbing work in Block B. Planning for the interior renovation work is ongoing in an attempt to begin the work early without causing an unacceptable disruption.

- Equity Update

Mr. Earle updated the committee on some of the equity work happening in the District and schools. CMS and High School North had an opportunity to hear from alumni and current students regarding the experiences in WW-P. An Equity team meeting was held on December 10, 2020, and the team provided feedback on the draft equity goal statement and recommendations for getting started, engaging students, engaging staff, getting buy-in, and building consistency in the work.

**NEXT MEETING:** January 19, 2021- 7:00 pm



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

**MINUTES  
January 19, 2021**

**5:30 P.M.  
Virtual Meeting**

Committee:

Tony Fleres (Chair)  
Martin Whitfield  
Robin Zovich

Administration Liaison:

James Earle  
David Aderhold

Guests:

Michele Kaish  
Lee McDonald

- **Hybrid and Virtual School Update**

Dr. Aderhold and Mr. Earle provided the committee with an update on virtual and hybrid school progress. Hybrid students returned on January 19, 2021, with minimal concerns. Classroom instruction continues to move forward with teachers adapting well to the hybrid and virtual teaching environments. There has been consistent reporting of COVID-19 concerns; however, the district has not seen dramatic increases. In addition, the district is in discussion with the health department regarding staff vaccinations; however, no decisions have been made at this time. District officials are currently working on a vaccination priority list in the event vaccinations become available.

Winter sports began on January 19, 2021. The Athletics Director held meetings with coaches and players to review health and safety protocols and general practice and competition expectations.

- **Policy & Regulation**

**First Reading**

- P2431- Athletic Competition
- R2431.1- Emergency Procedures for Sports and Other Athletic Activity
- P2451- Adult High School
- P7450- Property Inventory
- P7510- Use of School Facilities
- R7510- Use of School Facilities
- P8561- Procurement Procedures for School Nutrition Programs

**Second Reading**

- P0164.6- Remote Public Board Meetings During a Declared Emergency
- P1620- Administrative Employment Contracts
- P5330.05- Seizure Action Plan
- R5330.05- Seizure Action Plan
- P6440- Cooperative Purchasing
- P6470.01- Electronic Funds Transfer and Claimant Certification
- R6470.01- Electronic Funds Transfer and Claimant Certification
- P7440- School District Security

- R7440- School District Security
- P8420- Emergency and Crisis Situations

The committee reviewed the following policies and regulations for first reading: P2431- Athletic Competition; R2431.1- Emergency Procedures for Sports and Other Athletic Activity; P2451- Adult High School; P7450- Property Inventory; P7510- Use of School Facilities; R7510- Use of School Facilities; and P8561- Procurement Procedures for School Nutrition Programs. Currently, WW-P does not have an adult school, so Policy 2451, Adult High School, will not move forward. The committee recommends the remaining policies and regulations for first reading at the January 26, 2021, board meeting.

The committee reviewed the following policies and regulations for second reading: P0164.6- Remote Public Board Meetings During a Declared Emergency; P1620- Administrative Employment Contracts; P5330.05- Seizure Action Plan; R5330.05- Seizure Action Plan; P6440- Cooperative Purchasing, P6470.01- Electronic Funds Transfer and Claimant Certification; R6470.01- Electronic Funds Transfer and Claimant Certification; P7440- School District Security; R7440- School District Security; and P8420- Emergency and Crisis Situations. The committee recommends the policies and regulations for second reading and board approval at the January 26, 2021, board meeting.

- 2022-23 School Calendar

The committee reviewed Draft 1 of the 2022-2023 school year calendar. Committee members provided feedback and an updated draft of the calendar will be shared with other stakeholders for input. The committee will review the final draft at the next meeting on February 16, 2021.

- Cultural Competence Proposal

The committee reviewed the Living Yes, LLC proposal, which includes multiple diversity, equity, and inclusivity professional development opportunities for staff. The committee recommends the proposal for approval at the January 26, 2021, board meeting.

- Update on Athletics

Winter athletics began on January 19, 2021, except for Hockey, which began earlier. The Athletics Director met with student athletes and coaches to review health and safety protocols and practice/competition expectations.

- Special Education Review

District Special Education Consultant, PCG, continues to make progress with the special education review. Currently, they are in the process of file review focus groups with special education and general education teachers. They are also providing virtual parent focus groups and creating a survey to solicit feedback from staff. Planning will continue to implement the student focus group process.

- Referendum Updates

The fire alarm project at Millstone River is complete and pending closeout. Planning is underway to install a new fire alarm system at CMS. HVAC upgrades at High School North and Millstone River with various components of the project are making substantial progress. Security vestibule final inspections for the schools located in West Windsor Township are in progress and contractors are addressing punch list items. The Grover Middle School addition is on target for completion with pavers installed at the courtyard; stone and topsoil will follow. Phase 2 of the High School South renovations and additions are progressing well. Materials are being removed from the library and preparations are being made to start demolition. Metal framing, sheathing, and block work continues at CMS in Block A. Work has also started at the exterior wall of the media center, administrative area, PE office and other gym areas.



- Equity Update

Building and district staff continue to engage in diversity, equity and inclusivity activities. Dr. McDonald and Mr. Jones recently met with counselors to discuss how equity practices impact the Intervention & Referral process. WW-P Alumni panel discussions are happening at the middle and high schools, with current high school students sharing experiences with staff and students at the elementary level. The Equity Committee continues to refine the equity goal statement and identify strategies for implementation.

- Approve Tentative A&F Meeting Dates for 2021/22

The committee reviewed the tentative dates for future Administration and Facilities meetings and recommends approval at the January 26, 2021 board meeting.

February 16	June 15	October 12
March 16	July 20	November 9
April 20	August 24	December 7
May 18	September 14	January 18. 2022

**NEXT MEETING:** February 16, 2021- 7:00 pm



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

**MINUTES  
February 16, 2021**

**5:30 P.M.  
Virtual Meeting**

Committee:

Tony Fleres (Chair)  
Martin Whitfield  
Robin Zovich

Administration Liaison:

James Earle  
David Aderhold

Guests:

Michele Kaish

- **Hybrid and Virtual School Update**

Dr. Aderhold and Mr. Earle provide the committee with an update on virtual and hybrid school progress. Hybrid students returned on January 19, 2021 with minimal concerns related to health and safety protocols. The district has seen a slight decrease in the number of staff and students involved in COVID protocol procedures. District officials continue discussions with the health department regarding the potential for staff vaccinations and is communicating with NJDOE officials advocating for prioritizing the vaccination of staff. Food distribution and delivery continues to operate efficiently. Many seniors are now able to attend school daily based on transportation and classroom size (availability). The district is in the final stages of planning to have a large tent on campus for senior activities in the spring. Winter sports are underway with many students competing against their District peers. Spring season planning is in progress with the intent to have a full CVC practice and competition season, although some sports may be modified for health and safety reasons. Classroom instruction continues to move forward with teachers adapting well to the hybrid and virtual teaching environments.

- **Current Instructional Model Update**

Dr. Aderhold provided a brief update to the committee regarding the current instructional models. The District will continue to support students in both models using digital content, virtual and in-person instruction, and assistance for struggling learners. District administrators will continue to monitor the current models and adjust, if necessary.

- Policy & Regulation

First Reading

- P0145-Board Member Resignation and Removal
- P5330.01-Administration of Medical Cannabis
- R5330.01-Administration of Medical Cannabis
- P7425-Lead Testing of Water in Schools
- R7425-Lead Testing of Water in Schools

The A&F committee reviewed the following policies and regulations: P0145-Board Member Resignation and Removal; P5330.01-Administration of Medical Cannabis; R5330.01-Administration of Medical Cannabis; P7425-Lead Testing of Water in Schools; and R7425-Lead Testing of Water in Schools. The committee recommends the policies for first reading on the February 23, 2021 BOE Agenda.

Second Reading

- P2431- Athletic Competition
- R2431.1- Emergency Procedures for Sports and Other Athletic Activity
- P7450- Property Inventory
- P7510- Use of School Facilities
- R7510- Use of School Facilities
- P8561- Procurement Procedures for School Nutrition Programs

The A&F committee reviewed the following policies and regulations: P2431- Athletic Competition; R2431.1- Emergency Procedures for Sports and Other Athletic Activity; P7450-Property Inventory; P7510- Use of School Facilities; R7510- Use of School Facilities; and P8561-Procurement Procedures for School Nutrition Programs. The committee recommends the policies for second reading and approval on the February 23, 2021 BOE Agenda.

Abolished

- P7430-School Safety
- R7430-School Safety

The A&F committee reviewed Policy and Regulation 7430, School Safety, and determined that the guidelines and procedures are covered in several other board approved policies and regulations. The committee recommends the policy and regulation to be abolished on the February 23, 2021 BOE agenda.

- 2022-23 School Calendar

The A&F committee reviewed the final draft of the 2022-2023 school year calendar. The committee recommends the final draft of the 2022-2023 school calendar for approval on the February 23, 2021 BOE agenda.

- Eagle Scout Project

The A&F committee reviewed an Eagle Scout Project proposal submitted by a student. The proposal identifies an area located behind Millstone River School and Community Middle School. The project will focus on preservation of the wooden bench seating, construction of wooden picnic tables, and trail maintenance. The committee recommends the Eagle Scout Project Proposal for approval on the February 23, 2021 BOE Agenda.

- Job Descriptions

The committee reviewed two updated job descriptions: Teacher and School Nurse. The committee recommends both job descriptions for approval on the February 23, 2021 BOE agenda.

- Update on Athletics

The winter 2 season is underway. Boys and girls basketball and fencing had their first competition on Thursday, February 11, 2021. The games were a success and the District streamed the basketball games through a Zoom webinar. Winter 2A season is also moving along nicely with the swim teams preparing to participate in virtual swim meets within the CVC. Track and field is currently practicing and might participate in a “Polar Bear Meet.” Season 3, which includes volleyball and wrestling, is set to begin March 1, 2021, with volleyball competing in the Burlington County Scholastic League and wrestling teams competing in District. The athletic director is currently planning for the opening of the spring athletic season on April 1, 2021, with the intent to compete within the CVC only. The Governor’s office recently released Executive Order 220 on February 12, 2021 allowing parents/guardians to attend events with capacity limited to 35 percent. WW-P has communicated with winter families regarding protocols and procedures and provided game passes for parents/guardians to attend their children’s games.

- Special Education Review

The special education review is in the final phase of the process, Phase III. Public Consulting Group (PCG) is focused on getting final input from parents and staff. They are currently planning the most appropriate and safe mechanism to gather students’ input data for the report. The consultant has tentatively planned to provide a draft report to District officials in June and a report to the community will be scheduled for the fall of 2021.

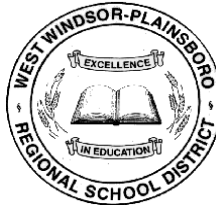
- Referendum Updates

The fire alarm project at Millstone River is complete and closeout and planning is underway to install a new fire alarm system at Community Middle School. HVAC upgrades at High School North and Millstone River are taking place, with various components of the project making substantial progress. The remaining punch list items for security vestibules are complete and final inspections will be done by the architect. The Grover Middle School addition is on target for completion with courtyard, stone and topsoil finished and countertops being installed on casework. Phase 2 of High School South renovations and additions are progressing well. Interior renovation work is underway at the library and playhouse, with the renovations at the guidance area starting next week. Metal framing, sheathing and block work continue at CMS in Block A. Work has also started at the exterior wall of the media center, administrative area, PE office and other gym areas.

- Equity Update

The Diversity, Equity, and Inclusivity Coordinator, Mr. Anthony Jones, has collaborated with staff and students to plan and implement Black History Month events across the district. Conversations have also started on the coming months, with a focus on Women’s History and Asian Heritage History. The District has implemented a 4-Part Cultural Competence Series that includes topics such as Implicit Bias and the Cycle of Prejudice: Identities and Intersectionality for K-5 Staff, led by Alisha De Lorenzo. The committee reviewed the final draft of the District Strategic Goal 4 related to Equity and recommends the goal for approval on the February 23, BOE agenda.

**NEXT MEETING:** March 16, 2021- TBD



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

**Minutes  
March 16, 2021**

**5:30 P.M.  
Virtual Meeting**

**Committee:**

Tony Fleres (Chair)  
Martin Whitfield  
Robin Zovich

**Administration Liaison:**

James Earle  
David Aderhold

**Guests:**

Michele Kaish

- **Hybrid and Virtual School Update**

Dr. Aderhold provided an update on the progress of virtual and hybrid school. He shared results of the recent learning model survey asking families about their interest in students returning to Hybrid/All In learning models after spring break. WW-P staff vaccination survey results are also being reviewed and discussed to determine staff capacity if students are returning in person. Areas impacted by these results include PPE for staff and students, class size and social distancing requirements, transportation including bus capacity limits, and construction. The district is also reviewing the fall master schedules to determine how to accommodate more students and manage large lunch groupings, particularly at the high school level. The district continues to explore the possibility of having a large tent on campus for senior activities and other outside events in the spring.

- **Policy & Regulation**

**First Reading**

- R1642-Earned Sick Leave
- P2415-Every Student Succeeds Act
- P2415.02-Title I-Fiscal Responsibilities
- P2415.05-Student Surveys, Analysis, and/or Evaluations
- P2415.20-Every Student Succeeds Act Complaints
- R2415.20-Every Student Succeeds Act Complaints

The committee reviewed the following policies and regulations: R1642-Earned Sick Leave; P2415-Every Student Succeeds Act; P2415.02-Title I-Fiscal Responsibilities; P2415.05-Student Surveys, Analysis, and/or Evaluations; P2415.20-Every Student Succeeds Act Complaints; and R2415.20-Every Student Succeeds Act Complaints. The committee made minor edits and recommends the policies for first reading at the March 23, 2021 BOE meeting.

#### Second Reading

- P0145-Board Member Resignation and Removal
- P5330.01-Administration of Medical Cannabis
- R5330.01-Administration of Medical Cannabis
- P7425-Lead Testing of Water in Schools
- R7425-Lead Testing of Water in Schools

The committee reviewed the following policies and regulations: P0145-Board Member Resignation and Removal; P5330.01-Administration of Medical Cannabis; R5330.01-Administration of Medical Cannabis; P7425-Lead Testing of Water in Schools; and R7425-Lead Testing of Water in Schools. The committee made minor edits and recommends the policies for second reading and approval at the March 23, 2021 BOE meeting.

#### Abolished

- P2415.01-Academic Standards, Academic Assessments, and Accountability

The committee reviewed policy 2415.01, Academic Standards, Academic Assessments, and Accountability, and determined that the guidelines and procedures are covered in several other board approved policies and regulations. The committee recommends the policy to be abolished at the March 23, 2021 BOE meeting.

- Boys Scout Donation

The Boys Scouts will collaborate with the Dutch Neck PTA to organize a Clean-Up Day on the Dutch Neck Garden. The committee reviewed the proposal and recommends approval on the March 23, 2021 BOE agenda.

- Update on Athletics

The winter athletic season was a success and student athletes are now preparing for the spring. Volleyball teams will start playing this week and will be traveling outside of the district to compete in Burlington County Scholastic League. Middle school sports registration has opened and it will remain open until April 9, with over 180 students currently signed up between the two middle schools. Schedules will be developed based on athlete registration. The Athletic Director, Kate Dobinson, is currently holding meetings with student-athletes and parents/guardians to discuss health and safety protocols as well as expectations for practice and games. The interview process for the head football coach is moving along. The district plans to have a recommendation made prior to spring break.

- Special Education Review

District Consultant, PCG or Public Consulting Group, has completed data collection for the special education review. They are in the process of analyzing data and creating a draft report of the results. PCG plans to deliver a draft report to the district in early May.

- Referendum Updates

The fire alarm project at Millstone River is complete and pending closeout. Planning is underway to install a new fire alarm system at CMS. HVAC upgrades at High School North and Millstone River with various components of the project making substantial progress. The remaining punch list items for the security vestibules are complete and final inspections for Village and Grover schools required by the Township will be scheduled during spring break (March 29, 2021) due to the disruptive nature of the inspection required. The Grover Middle School addition is on target for completion with courtyard, door and hardware installation ongoing. Flooring installation has started on the ground floor. Operable partitions have been installed. Phase 2 of High School South renovations and additions are progressing well, with remaining utility and earthwork items being addressed in the spring due to weather. Work in the Playhouse is predominantly above ceiling (catwalk level) electrical work for lighting and power for theatrical equipment. Demolition has been substantially completed at the Guidance/CST area.

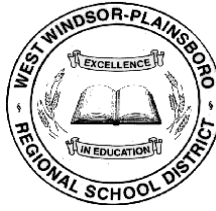
- Equity Update

The Diversity, Equity, and Inclusivity Coordinator, Mr. Anthony Jones, is collaborating with staff and students to plan and implement Women's History Month events across the district. Conversations have also started about Asian Heritage History Month in May. The committee discussed next steps in planning an implementation of Strategic Goal 4, the equity goal. The equity committee will be creating a structure for implementation similar to the process followed for Strategic Goals 1, 2, 3.

- Job Descriptions

The committee reviewed the following revised job descriptions: LDTC-Learning Disabilities Teacher Consultant, School Psychologist, School Social Worker, School Language Specialist, and Substitute Teacher. The committee recommends the revised job descriptions for approval on the March 23, 2021 BOE agenda.

**NEXT MEETING:** April 20, 2021- TBD



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

MINUTES  
April 20, 2021

5:00 P.M.  
Virtual Meeting

<https://zoom.us/j/98876281189?pwd=d0MzK0Z6bkw4MjNxRGZqbWI3cW5wQT09>

Committee:

Tony Fleres (Chair)  
Martin Whitfield  
Robin Zovich

Administration Liaison:

James Earle  
David Aderhold

Guests:

Michele Kaish

- Hybrid and Virtual School Update

Dr. Aderhold provided an update on the progress of virtual and hybrid school. He shared that the return for more students to in-person instruction is going well. Approximately 65% of students remain on virtual instruction and approximately 35% of students are attending school in-person. As we enter the fourth quarter, the district is preparing for an increase in student activities and award ceremonies. A large tent at HSN will be installed in order to ensure the ability to hold events such as National Honor Society Induction, the high school musicals, Jr. Prom/Prom, and a variety of other district events.

The district also continues to review schedules in order to develop the fall master schedules and safely accommodate more students and staff on grounds. Some of the challenges include implementing current social distancing requirements and managing large lunch groupings, particularly at the high school level.

- Policy & Regulation

First Reading

- P4125-Employment of Support Staff Members
- P6360-Political Contributions
- P8330-Student Records
- P9713-Recruitment by Special Interest Groups

The committee reviewed the following policies for first reading: P4125-Employment of Support Staff Members, P6360-Political Contributions, P8330-Student Records, and P9713-Recruitment by Special Interest Groups. The committee recommends moving the policies forward to the April 27, 2021 BOE meeting.



## Second Reading

- R1642-Earned Sick Leave Law
- P2415-Every Student Succeeds Act
- P2415.02-Title I-Fiscal Responsibilities
- P2415.05-Student Surveys, Analysis, and/or Evaluations
- P2415.20-Every Student Succeeds Act Complaints
- R2415.20-Every Student Succeeds Act Complaints

The committee reviewed the following policies and regulations for second reading: R1642-Earned Sick Leave Law, P2415-Every Student Succeeds Act, P2415.02-Title I-Fiscal Responsibilities, P2415.05-Student Surveys, Analysis, and/or Evaluations, P2415.20-Every Student Succeeds Act Complaints, and R2415.20-Every Student Succeeds Act Complaints. The committee recommend moving the policies and regulations forward to the April 27, 2021 BOE meeting.

- AVID Contract

The committee reviewed the AVID contract for the 2021 – 2022 school year. Advancement via Individual Determination is a program that supports students with high academic potential that are in need of targeted supports and intervention. The program is being phased in over four years and a new 9<sup>th</sup> grade cohort is identified each academic year.

- Update on Athletics

The spring athletic season has begun with athletics returning to the middle school students at Grover and Community Middle Schools. Students at High School South and High School North have begun competitions. Health protocols are being strictly enforced. Unfortunately, the district had to quarantine the HSN girls lacrosse program due to a positive COVID-19 case. Additionally, the district has concluded the interview process for the head football coach, and is pleased to recommend the hiring of the new head coach on the April 27, 2021 BOE agenda. The district expects to open athletics fully for the fall 2021 season.

- Special Education Review

District Consultant, PCG or Public Consulting Group, has completed data collection for the special education review. This past week, members of the administration and PCG began working on a timeline to charge an action planning committee. PCG plans to deliver a draft report to the administration in May.

- Referendum Updates

Dr. Aderhold provided a general overview of all projects. Highlights included a review of the High School South, Grover Middle School, and Community Middle School expansion projects. Work is ongoing.

- HVAC upgrades at High School North and Millstone River with various components of the project making substantial progress.
- The Grover Middle School addition is on target for completion by June 2021.
- Phase 2 of High School South renovations and additions are progressing well, with remaining utility and earthwork items being addressed in the spring due to weather. Work in the Playhouse is predominantly above ceiling (catwalk level) electrical work for lighting and power for theatrical equipment. Demolition has been substantially completed at the library, child growth and development room, and the Guidance/Child Study Team area.

- The District Architect and Dr. Aderhold presented the Wicoff Elementary Expansion to the Development Review Committee in Plainsboro last week. The committee has authorized the project to move forward to the Plainsboro Planning Board.
- The district hopes to bring forward the award of the Dutch Neck and Millstone River Media Center projects on the April 27, 2021 BOE agenda.

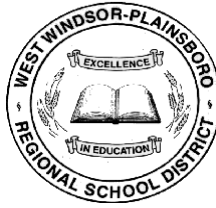
- Equity Update

The Diversity, Equity, and Inclusivity Coordinator, Mr. Anthony Jones, continues to collaborate with staff and students to implement events for Women's History Month across the district. Planning continues regarding Pan-Asian American Heritage Month in May. Structures to build a strategic plan for the implementation of Strategic Goal 4, the equity goal, are underway. A leadership team and sub-committees have been named to develop next steps.

- Job Descriptions

The committee reviewed the revised Media Specialist job description. The committee recommends the revised job description for approval on the April 27, 2021 BOE agenda.

**NEXT MEETING:** May 18, 2021- TBD



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

Minutes  
May 18, 2021

5:30 P.M.  
Virtual Meeting

<https://zoom.us/j/98849962335>

Committee:

Tony Fleres (Chair)  
Martin Whitfield  
Robin Zovich

Administration Liaison:

James Earle  
David Aderhold

Guests:

Michele Kaish  
Patrick Duncan  
Lee McDonald

- Hybrid and Virtual School Update

The A&F Committee received an update on the progress of the virtual and hybrid school environments from Mr. Earle, Assistant Superintendent of Pupil Services/Planning. District schools have been using the outdoor tent at High School North for end of year activities. Both high schools are currently planning prom celebrations to wrap up the school year. A team of District volunteers continues to support families receiving meal benefits during food distribution. This process will continue throughout the summer and all WW-P families will be eligible to receive meal benefits. Dr. McDonald provided a health and safety update related to wearing masks. WW-P will continue to require masks for staff, students, and visitors during school and indoor/outdoor events. All schools are currently in planning stages for serving lunch in the 2021-2022 school year while observing social distancing guidelines. Additional volunteers and support staff might be needed. The District has also received federal COVID-19 grant relief funds to support learning acceleration, mental health, and facilities maintenance and upgrades. Building and District administrators are currently planning to allocate the funds for summer support and academic support during the school year. Dr. Aderhold provided the committee with an update on a potential property to support special education students.

- Policy & Regulation

First Reading

- P1121-Benefits Covering Non-Affiliated Central Office Administrative Employees-Category C
- P1122-Benefits Covering Non-Affiliated Administrative Employees-Category A
- P1643-Family Leave
- P2431.3- Heat Participation Policy for Student-Athlete Safety
- P2622-Student Assessment
- P4420-Benefits Covering Non-Affiliated Support Staff-Category B
- P5111-Eligibility of Resident/Nonresident Students
- R5111-Eligibility of Resident/Nonresident Students
- R7510-Use of School Facilities

The committee reviewed the following policies for first reading: P1121-Benefits Covering Non-Affiliated Central Office Administrative Employees-Category C; P1122-Benefits Covering Non-Affiliated Administrative Employees-Category A; P1643-Family Leave; P2431.3- Heat Participation Policy for Student-Athlete Safety; P2622-Student Assessment; P4420-Benefits Covering Non-Affiliated Support Staff-Category B; P5111-Eligibility of Resident/Nonresident Students; and R5111-Eligibility of Resident/Nonresident Students, The committee recommends moving the policies and regulations for first reading on the May 25, 2021 Board agenda.

The committee also reviewed Regulation 7510-Use of School Facilities. The committee discussed the potential need for additional staff, custodians, security, and operations foremen to prepare buildings for students and staff after an outside group uses the facilities. The potential for increased staff support may require changes in the fees charged to outside groups. The committee will discuss further at the next A&F committee meeting on June 15, 2021.

#### Second Reading

- P4125-Employment of Support Staff Members
- P6360-Political Contributions
- P8330-Student Records
- P9713-Recruitment by Special Interest Groups

The committee reviewed the following policies for second reading: P4125-Employment of Support Staff Members; P6360-Political Contributions; P8330-Student Records; and P9713-Recruitment by Special Interest Groups. The committee recommends the policies for second reading and approval on the May 25, 2021 BOE agenda.

- Medical Agreement for COVID-19 Testing

The committee reviewed the Occupational Health Service Agreement to provide COVID-19 testing and related services for the District. The committee recommends the agreement for approval on the May 25, 2021 BOE Agenda.

- Medical Contracts- Dr. Naddelman and Dr. Raymond

The committee reviewed two medical contracts: Medical Inspector and Medical Services Director. The committee recommends both contracts for approval on the May 25, 2021 BOE agenda.

- Facility Use/Facility Rates

The District has received requests for facilities use next year. With the increased tasks necessary to prepare the facilities for students after use, the fee structure for outside groups may need to be adjusted. The committee will review the regulation and suggest changes at the next A&F Meeting on June 15, 2021.

- Update on Athletics

The spring athletic season is in its final stages with teams competing for post-season opportunities. The District would also like to congratulate High School North Senior Katherine Lu who won the 2021 Girls Golf State Championship. Athletic staff and student-athletes have done a great job of implementing and following health and safety protocols. Masks will continue to be required at indoor and outdoor athletic events for students, staff, and visitors. The District expects to open athletics fully for the fall 2021 season.

- Special Education Review

District Consultant, PCG or Public Consulting Group, has completed data collection for the special education review. This past week, members of the administration and PCG began finalizing a timeline to charge an action planning committee. The committee also reviewed an amendment to the contract with additional action planning included. PCG plans to deliver a draft report to the administration in May. The committee recommends the contract for approval on the May 25, 2021 BOE agenda.

- Referendum Updates

Mr. Earle provided a general overview of all projects. Highlights included a review of the High School South, Grover Middle School, and Community Middle School expansion projects. Work is ongoing. HVAC upgrades at High School North and Millstone River are making substantial progress. Security vestibules and toilet renovations have been completed and all have passed final inspections. The Grover Middle School addition is on target for completion by June 2021 with punch list items remaining. Phase 2 of High School South renovations and additions are progressing well, with remaining utility and earthwork items being addressed. Work in the Playhouse is predominantly above ceiling (catwalk level) electrical work for lighting and power for theatrical equipment. Demolition has been substantially completed at the library, child growth and development room, and the guidance/child study team area.

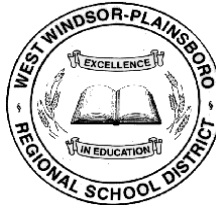
- Equity Update

WW-P staff are finishing up Pan-Asian American History Month activities. The equity team chairs and co-chairs continue to plan structures to provide support in the following areas: Policy and Procedure, Curriculum and Instruction, Professional Development, and Programs. The equity team is also in the process of planning summer professional development for staff.

- Job Descriptions

The District continues to update outdated language in current job descriptions. Mr. Duncan, WW-P Labor Relations Attorney, provided an overview of updated language in two current job descriptions, Visual Media Manager and Director of Special Services. He also provided information related to two new job descriptions recommended by the administration: Transition Coordinator and Job Coach. The committee recommends these job descriptions for approval on the May 25, 2021 agenda.

**NEXT MEETING:** June 15, 2021-TBD



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

**MINUTES  
June 15, 2021**

**6:00 P.M.  
Central Office**

Committee:

Tony Fleres (Chair)  
Martin Whitfield  
Robin Zovich

Administration Liaison:

James Earle  
David Aderhold

Guests:

Kate Dobinson  
Karen Slagle  
Matthew Korobkin-PCG Rep.  
Lee McDonald

•Co-Op Application for HSN/HSS Softball

Athletic Director, Kate Dobinson, provided the A&F committee a Cooperative Proposal for Softball in WW-P. She provided a five-year history of the sport districtwide including graduating players, returning student athletes and those projected to join the program from middle school. She also provided an overview of the NJSIAA bylaws governing cooperative sports programs and the primary purpose for proposing a cooperative softball team between High School North and South. The proposal will be on the June 22, 2021 BOE agenda for approval.

•Special Education Program Review Presentation

Public consulting group representative, Matthew Korobkin, provided a brief presentation on the Special Education review process including how they engaged stakeholders (parents, staff and students) in collecting data for the final report and guiding questions used during the process. He also outlined next steps in action planning and shared an update on the initial action-planning meeting held on June 9, 2021. The following committees have been formed to address the recommendations in the final report:

- Pre-referral, Referral, Eligibility, and Child Find
- Teaching, Learning, and Special Education Support
- Special Education Organization and Personnel / Family Engagement

Committees will be facilitated by Special Services and building administration. Action planning will continue throughout the summer and into the fall. The district will present the final report and the action plan to the board in September of 2021.

•Policy & Regulation

First Reading

- P5200-Attendance
- R5200-Attendance
- P5320-Immunization
- R5320-Immunization
- P5330.04 Administering an Opioid Antidote
- R5330.04-Administering an Opioid Antidote

The committee reviewed the following policies and regulations for first reading: P5200-Attendance; R5200-Attendance; P5320-Immunization; R5320-Immunization; P5330.04 Administering an Opioid Antidote; and R5330.04-Administering an Opioid Antidote, The committee recommends moving the policies and regulations for first reading on the June 22, 2021 board agenda.

#### Second Reading

- P1121-Benefits Covering Non-Affiliated Central Office Administrative Employees-Category C
- P1122-Benefits Covering Non-Affiliated Administrative Employees-Category A
- P1643-Family Leave
- P2431.3- Heat Participation Policy for Student-Athlete Safety
- P2622-Student Assessment
- P4420-Benefits Covering Non-Affiliated Support Staff-Category B
- P5111-Eligibility of Resident/Nonresident Students
- R5111-Eligibility of Resident/Nonresident Students

The committee reviewed the following policies for second reading: P1121-Benefits Covering Non-Affiliated Central Office Administrative Employees-Category C; P1122-Benefits Covering Non-Affiliated Administrative Employees-Category A; P1643-Family Leave; P2431.3- Heat Participation Policy for Student-Athlete Safety; P2622-Student Assessment; P4420-Benefits Covering Non-Affiliated Support Staff-Category B; P5111-Eligibility of Resident/Nonresident Students; and R5111-Eligibility of Resident/Nonresident Students, The committee recommends moving the policies and regulations for second reading and approval on the June 22, 2021 Board agenda.

#### Abolish

- P1649-Federal Family First Coronavirus (COVID-19) Response Act
- P3431.1-Family Leave
- P4431.1-Family Leave
- P3431.3-New Jersey's Family Leave Insurance Program
- P4431.3-New Jersey's Family Leave Insurance Program

The committee reviewed the following policies: P1649-Federal Family First Coronavirus (COVID-19) Response Act; P3431.1-Family Leave; P4431.1-Family Leave; P3431.3-New Jersey's Family Leave Insurance Program; and P4431.3-New Jersey's Family Leave Insurance Program. The P1649-Federal Family First Coronavirus (COVID-19) Response Act has expired and should be abolished. The guidelines and procedures in P3431.1-Family Leave; P4431.1-Family Leave; P3431.3-New Jersey's Family Leave Insurance Program; and P4431.3-New Jersey's Family Leave Insurance Program are covered in policies P1121-Benefits Covering Non-Affiliated Central Office Administrative Employees-Category C; P1122-Benefits Covering Non-Affiliated Administrative Employees-Category A; P1643-Family Leave; and P4420-Benefits Covering Non-Affiliated Support Staff-Category B . The committee recommends the policies to be abolished on the June 22, 2021 BOE agenda.

#### •Assistant Superintendent Merit Goals

James Earle, Assistant Superintendent for Pupil Services/Planning, gave an overview of his merit goal, which he will be submitting to the Executive County Superintendent. Dr. Aderhold explained the submission process.

#### •American Rescue Plan Act (ARPA) Funding

Dr. Aderhold shared the ARPA grant and the application process involved in order for the district to secure the funds.

- Referendum Updates

System installation work continues in Community Middle School. The fire alarm rough in work at High School South is continuing at the renovated areas and the addition. A significant delivery of fire alarm materials is in transit to the job site. At High School North, work has been focused inside the building, and they are continuing new duct installations. Millstone River School installations of roof duct tie-ins to the interior duct and the ERU/RTU service platforms and are nearly complete. Security and toilet room renovations are complete and township inspections are scheduled during summer break. GMS addition is complete with owner training sessions and final inspections being conducted. Renovations at High School South continue to progress well. Meeting and planning is underway for renovations at High School North and Wicoff. Work is projected to begin next year.

- Equity Update

The Equity Team concluded its work for the school year. The Equity Team invited students and staff to share the experiences engaging in diversity, equity and inclusivity work during the school year. The team is currently planning for summer professional development opportunities and action planning for the 2021-2022 school year.

- Job Descriptions

The District continues to update outdated language in current job descriptions. The A&F Committee reviewed the Director of Counseling, Health, and Wellness and Community Education Program Administrator. The committee recommends the revised job description for approval on the June 22, 2021 BOE agenda.

**NEXT MEETING:** July 19, 2021 – WW-P Central Office