

WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
July 19, 2021

7:00 P.M.
Central Office

Committee:

Tony Fleres (Chair)
Martin Whitfield
Robin Zovich

Administration Liaison:

Lee McDonald
David Aderhold

Guests:

- Restart and Reopening Plan

The committee discussed the work of the District's Restart and Reopening committees (Health and Safety, Facilities, Curriculum and Instruction). The Restart and Reopening committees, which include administration and staff, recently met to reflect on the 2020-2021 school year, review the New Jersey Department of Education's Road Forward Guidance, and action plan for the 2021-2022 school year.

- Policy & Regulation

First Reading

- P5460.2-Bridge Year Pilot Program
- R5460.2-Bridge Year Pilot Program
- P6471-School District Travel
- R6471-School District Travel
- P8561-Procurement Procedures for School Nutrition Programs

The committee reviewed the following policies and regulations for first reading: P5460.2-Bridge Year Pilot Program; R5460.2-Bridge Year Pilot Program; P6471-School District Travel; R6471-School District Travel; and P8561-Procurement Procedures for School Nutrition Programs. The committee recommends moving the policies and regulations for first reading on the July 27, 2021 BOE agenda.

Second 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 second 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 second reading and approval on the July 27, 2021 BOE agenda.

- Facility Use/Facility Rates

The committee engaged in a conversation regarding the use of district facilities by school and community organizations and the potential impact during a full in-person return this fall. Facility use rates, including projected cost increases for cleaning and security, were discussed.

- Agreement with Parchment LLC

The committee reviewed a no cost agreement with Parchment, LLC to create an online records request portal for District alumni to replace the current print/mail request form via the district website. The committee recommends the agreement for approval on the July 27, 2021 BOE agenda

- Special Education Review

The Special Education Review sub-committees (Pre-referral, Referral, Eligibility, and Child Find; Teaching, Learning, and Special Education Support; Special Education Organization and Personnel / Family Engagement) continue to develop action plans to address the recommendations in the Public Consulting Group (PGP) report. The District will present the final report and the action plan to the board in September of 2021.

- Referendum Updates

At Community Middle School, work on the faculty parking lot is progressing with new curbing and paving underway. Fire alarm wiring installation is on-going. Brick, architectural concrete masonry unit (CMU), and cast stone installations are complete; south elevation work is almost complete with renovation work on the addition ongoing. HVAC work at High School North and Millstone River continues to progress. At High School North, new variable air volumes tie-ins (VAV's) are being completed in the main offices and demolition of the existing VAV's are being completed for the music rooms. At Millstone River, piping and controls for the new Equivalent Residential Unit (ERU) continues. At High School South, interior and exterior masonry is continuing, rough in for plumbing, HVAC, fire sprinkler, and electrical work is also moving forward on both floors. At Grover Middle School, owner training sessions and final inspections continue. Meeting and planning is underway for renovations at High School North and Wicoff; work is projected to begin next year.

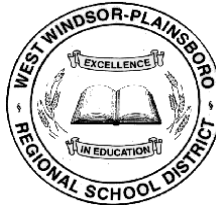
- Equity Update

The Equity Team is currently developing a plan for the District's fourth strategic goal. Staff are engaging in summer professional development and action planning for the 2021-2022 school year.

- Job Descriptions

The District continues to update outdated language in current job descriptions. The committee reviewed descriptions for the Director of Communications, Comptroller, Director of Human Resources, School to Work Coordinator, School Transition Coordinator and the Special Assistant for Labor Relations. The committee recommends the revised job descriptions for approval on the July 27, 2021 BOE agenda.

NEXT MEETING– August 24, 2021-WWP Board of Education Offices



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
August 24, 2021

7:00 P.M.
Central Office

Committee:

Tony Fleres (Chair, Absent)
Martin Whitfield
Robin Zovich

Administration Liaison:

Lee McDonald
David Aderhold

Guests:

Patrick Duncan

- Restart and Reopening Plan

The committee discussed updates to the New Jersey Department of Education's Road Forward Plan and recently released school guidance from the New Jersey Department of Health. District health and safety procedures for the 2021-2022 school year were reviewed.

- Policy & Regulation

First Reading

- P3134-Assignment of Extra Duties
- P3142-Nonrenewal of Nontenured Teaching Staff Member
- R3142-Nonrenewal of Nontenured Teaching Staff Member
- P3221-Evaluation of Teachers
- R3221-Evaluation of Teachers
- P3222-Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- R3222-Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- P3223-Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- R3223-Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- P3224-Evaluation of Principals, Vice Principals, and Assistant Principals
- R3224-Evaluation of Principals, Vice Principals, and Assistant Principals
- P4146-Nonrenewal of Nontenured Support Staff Members
- R4146-Nonrenewal of Nontenured Support Staff Members

Second Reading

- P5460.2-Bridge Year Pilot Program
- R5460.2-Bridge Year Pilot Program
- P6471-School District Travel
- R6471-School District Travel
- P8561-Procurement Procedures for School Nutrition Programs

- Facility Use/Facility Rates

The committee continued a conversation regarding the use of district facilities by school and community organizations and the potential impact during a full in person return this fall. Facility use rates from local school districts were analyzed for a possible rate increase in light of increased security and cleaning costs incurred by the District.

- Nursing Services Plan

The committee reviewed the Nursing Services Plan for the 2021-2022 school year to provide health services district wide. The committee recommends the plan for approval on the August 31, 2021 BOE agenda.

- Send Hunger Packing Memorandum of Understanding

The committee reviewed a Memorandum of Understanding (MOU) for the Send Hunger Packing Program (SHUP) with Mercer Street Friends to provide services during the 2021-2022 school year to the Dutch Neck, Maurice Hawk, Millstone River, Town Center, Village and Wicoff Elementary Schools. The committee recommends the MOU for approval on the August 31, 2021 BOE agenda.

- Special Education Review

The Special Education Review sub-committees (Pre-referral, Referral, Eligibility, and Child Find; Teaching, Learning, and Special Education Support; Special Education Organization and Personnel / Family Engagement) met on August 18, 2021 to discuss the action plans that will address the recommendations in the Public Consulting Group (PGP) report. The District will present the final report and the action plan to the board in September of 2021.

- Referendum Updates

Preparation to welcome back students and staff for the 2021-2022 school year has begun. At Grover Middle School, final inspections are complete with construction cleaning and furniture install underway. Parking lot upgrades and new sidewalks are complete at Community Middle School where renovations continue in the new science wing, media center, gymnasium and main office. At High School South, inspections and construction cleaning has started in the guidance offices, media center, playhouse, and life skills classrooms. At High School North, HVAC work continues with the installation of rooftop units for the auditorium and pool area underway. Rooftop units and ductwork installation continues at the Millstone River School to finalize upgrades to the HVAC.

- Equity Update

Dr. McDonald shared that members of the District's Equity team facilitated multiple professional development experiences at the District's Administrative Retreat held at the Board of Education August 10-13, 2021. Themes included equity and inclusivity as related to staff professional development, curriculum and instruction, restorative practices and the interaction of equity and social and emotional learning.

- Job Descriptions

The District continues to update outdated language in current job descriptions. The committee reviewed descriptions for the Assistant Athletic Director/Supervisor of Health, Physical Education and Driver Education, Assistant Superintendent for Curriculum and Instruction, Communication Support Specialist, Community Education Program Administrator, District Plumber, Instructional Assistant for Dual Language Immersion, Instructional Assistant for Special Education, Public Information Officer, School Security Officer, Senior Computer Support Specialist, Teacher Resource Specialist for Curriculum and Instruction, Teacher Resource Specialist for General Education – BCBA, Director of Special Services, Teacher Resource Specialist for Reading Intervention, Teacher Resource Specialist for Reading. The committee recommends the revised job description for approval on the August 31, 2021 BOE agenda.

NEXT MEETING– September 14, 2021-WWP Board of Education Offices



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
September 14, 2021

7:00 P.M.
Central Office

Committee:

Tony Fleres (Chair)
Martin Whitfield
Robin Zovich

Administration Liaison:

Lee McDonald
David Aderhold

Guests:

- Restart and Reopening

With significant health and safety protocols and numerous CDC recommended mitigation strategies, the District successfully welcomed back over 9000 students to in person learning on September 8, 2021. Dr. McDonald credited the work of the District's Restart and Reopening committees (Health and Safety, Facilities, Curriculum and Instruction), school administration, buildings and grounds team, and the many collaborative partnerships within the school community.

- Policy & Regulation

First Reading

- P2422-Comprehensive Health and Physical Education
- P2467-Surrogate Parents and Resource Family Parents
- P5111-Eligibility of Resident/Nonresident Students
- P7432-Eye Protection
- R7432-Eye Protection
- P8420-Emergency and Crisis Situations
- R8420.1-Fire and Fire Drills

The Committee reviewed the above noted policies and recommended them for first reading at the September 21, 2021 BOE meeting.

Second Reading

- P3134-Assignment of Extra Duties
- P3142-Nonrenewal of Nontenured Teaching Staff Member
- R3142-Nonrenewal of Nontenured Teaching Staff Member
- P3221-Evaluation of Teachers
- R3221-Evaluation of Teachers
- P3222-Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- R3222-Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- P3223-Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals

- R3223-Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- P3224-Evaluation of Principals, Vice Principals, and Assistant Principals
- R3224-Evaluation of Principals, Vice Principals, and Assistant Principals
- P4146-Nonrenewal of Nontenured Support Staff Members
- R4146-Nonrenewal of Nontenured Support Staff Members
- R7510.1-Use of School Facilities COVID Addendum

The Committee reviewed the above noted policies and recommended them for second reading and approval at the September 21, 2021 BOE meeting.

- Update on Athletics

Fall high school sports are well underway with successful implementation of health and safety protocols. Middle school sports will commence shortly with winter high school sports registration opening at the end of September. WW-P is continuing its partnership with the Positive Coaches Alliance to foster lifelong skills through athletics. Upcoming parent and student workshops will be offered.

- Special Education Review

Preparation continues for the District's Special Education Program Review presentation at the September 21, 2021 Board of Education meeting. The Public Consulting Group (PCG) and the special services administrative team will present a final report and recommendations while sharing the action planning process.

- Referendum Updates

Grover Middle School's new wing opened successfully. Construction of the science wing, media center, and gymnasium continues at Community Middle School where a renovated main office, special services, and nurse's suite are now occupied. A new guidance office, special services suite, and life skills classrooms are open at High School South. At High School North, HVAC work continues with the installation and balancing of rooftop units. Foundation work for the dance studio addition will begin shortly. Rooftop units and ductwork installation continues at the Millstone River School to finalize upgrades to the HVAC.

- Equity Update

Members of the District's Equity team facilitated "Supporting Teachers in and Outside of the Classroom" during the New Teacher Orientation August 25, 2021. Upcoming opportunities for students to engage in Diversity, Lunch, and Dialogue will be facilitated, as will conversations with student affinity groups including the Black Student Union, WWP People of Color and the Asian American Group.

- Job Descriptions

The District continues to update outdated language in current job descriptions. The committee reviewed descriptions for Assistant Director of Buildings and Grounds, Food Services Manager, Human Resources Specialist, Instructional Assistant for ESL, Secretary 10 Months, Secretary 12 Months and Secretary To. New job descriptions for Administrative Analyst for Human Resources and Human Resources Manager were also discussed. The committee recommends the new and revised job descriptions for approval on the September 21, 2021 BOE agenda.

NEXT MEETING: October 12, 2021 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
October 12, 2021**

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

Committee:

Tony Fleres (Chair)
Martin Whitfield
Robin Zovich

Administration Liaison:

Lee McDonald
David Aderhold

Guests:

- Restart and Reopening

The District continues to monitor the health and safety of the school community while providing regular updates regarding COVID related exclusions. The recently released New Jersey Department of Health Executive Directive #21-011 requires all schools to complete the Surveillance for Influenza and COVID-19 Module in the Communicable Disease Reporting and Surveillance System (CDRSS). The District is working to ensure compliance with the mandate.

- Policy & Regulation

First Reading

- P2425-Emergency Virtual or Remote Instruction Program
- P6115.01-Federal Awards/Funds Internal Controls-Allowability of Costs
- P6115.02-Federal Awards/Funds Internal Controls-Mandatory Disclosures
- P6115.03-Federal Awards/Funds Internal Controls-Conflict of Interest
- P6311-Contracts for Goods or Services Funded by the Federal Government
- P8540-School Nutrition Programs
- P8550-Meal Charges/Outstanding Food Service Bill
- P8600-Student Transportation

The Committee reviewed the above noted policies and recommended them for first reading at the October 19, 2021 BOE meeting.

Second Reading

- P1648-School Employee Vaccination Requirement
- P2422-Comprehensive Health and Physical Education
- P2467-Surrogate Parents and Resource Family Parents
- P5111-Eligibility of Resident/Nonresident Students
- P7432-Eye Protection
- R7432-Eye Protection
- P8420-Emergency and Crisis Situations
- R8420.1-Fire and Fire Drills

The Committee reviewed the above noted policies and recommended them for second reading and approval at the October 19, 2021 BOE meeting.

Abolish

➤ P5114-Children Displaced by Domestic Violence

The Committee reviewed the above noted policy and recommended it for abolishment at the October 19, 2021 BOE meeting.

- Remote Learning Plan

The committee reviewed the District's Remote Learning Plan and recommended it for approval at the October 19, 2021 BOE meeting. The plan also requires approval by the county office of education, and the New Jersey Department of Education.

- 2023-2024 Academic Calendar

Multiple drafts of the 2023-2024 Academic Calendar were discussed and analyzed. Additional school community stakeholder feedback will be secured before final Board of Education approval.

- Crisis Manuals

The committee reviewed School Crisis Manuals that include comprehensive plans, procedures and mechanisms that provide for safety and security in all District schools.

- Update on Athletics

Both high schools successfully hosted homecoming football games on October 1 and 8, 2021. High School South and High School North girls' tennis finished first and second, respectively, in the Mercer County Tournament. Winter sports begin November 8, 2021 for swimming, diving, and ice hockey. November 22, 2021 marks the start of basketball, track, fencing, and wrestling.

- Referendum Updates

The Grover Middle School project is in the close out phase with all township inspections completed. HVAC upgrades at High School North and Community Middle School continue, including ductwork re-routing, air intake regulation and balancing. The foundation for the dance studio at High School North is expected to be poured soon. At High School South, finishing touches in the Playhouse auditorium are under way. The new gym at Community Middle School is now open and being utilized with construction in the new media center expected to be completed shortly. Planning and permitting for the Wicoff addition and renovation is underway.

- Equity Update

The District continues to host student and community events for its "Hispanic/Latinx Heritage Month Celebration." Members of the District's Equity team have created a common professional development experience for the October faculty meetings in all schools.

- Job Descriptions

The District continues to update outdated language in current job descriptions. The committee reviewed descriptions for Administrative Assistant to the Superintendent, Confidential Secretary, Health Benefits Coordinator, Instructional Assistant for ESL, Operations Lead, Security Aide, Social Media Manager (formerly Public Information Officer), Substitute Teacher, Support Specialist for iOS and Mobile Devices, Support Specialist for Repair Services and Support Specialist for Systems. The committee recommends the revised job descriptions for approval on the October 19, 2021 BOE agenda.

NEXT MEETING: November 9 2021 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
November 9, 2021

7:00 P.M.
Central Office

Committee:

Tony Fleres (Chair)
Martin Whitfield
Robin Zovich

Administration Liaison:

Lee McDonald
David Aderhold

Guests:

Jessica Cincotta
Susan Totaro
Anthony Jones
Barbara Gould

- Discussion-DEI Presentation

Members of the Diversity, Equity, and Inclusivity core team presented an overview and update on the District's strategic plan for Equity. The presentation included the impetus for the work, committee structures, goals, and next steps for implementation.

- Policy & Regulation

First Reading

- P5751-Sexual Harassment of Students
- R5751-Sexual Harassment of Students

The Committee reviewed the above noted policies and recommended them for first reading at the November 16, 2021 BOE meeting.

Second Reading

- P2425-Emergency Virtual or Remote Instruction Program
- P6115.01-Federal Awards/Funds Internal Controls-Allowability of Costs
- P6115.02-Federal Awards/Funds Internal Controls-Mandatory Disclosures
- P6115.03-Federal Awards/Funds Internal Controls-Conflict of Interest
- P6311-Contracts for Goods or Services Funded by the Federal Government
- P8540-School Nutrition Programs
- P8550-Meal Charges/Outstanding Food Service Bill
- P8600-Student Transportation

The Committee reviewed the above noted policies and recommended them for second reading and approval at the November 16, 2021 BOE meeting.

- 2023-2024 Academic Calendar

An updated version of the 2023-2024 Academic Calendar was discussed. Additional school community stakeholder feedback will be secured before final Board of Education approval.

- Safety and Security Plan Statement of Assurance

New Jersey Administrative Code (N.J.A.C. 6A:16-5.1) requires school districts to have a School Safety and Security Plan with plans, procedures, and mechanisms reviewed and updated annually. These plans were shared with the committee on October 12, 2021 and the District's Statement of Assurance will be submitted to the NJDOE county office by November 30, 2021.

- Update on Athletics

Both the High School South Boys soccer and the Girls Volleyball teams appeared in the Group IV sectional semi-finals. The United Football team closed out the season with a 50-14 victory over Newark East Side. Heading into the winter sports season, the District continues to implement appropriate health and safety protocols for all athletic teams while working with Colonial Valley Conference members to ensure similar measures are in place for competitions. Winter sports began November 8, 2021 for swimming, diving, and ice hockey. November 22, 2021 marks the start of basketball, track, fencing, and wrestling.

- Referendum Updates

HVAC upgrades at High School North and Community Middle School are entering final phases. The foundation for the dance studio at High School North has been set. At High School South, the Playhouse auditorium is nearly complete with plumbing and HVAC work underway in the new wing. Construction of the new media center at Community Middle School is in its final stages. Planning and permitting for the Wicoff addition and renovation is underway.

- Job Descriptions

The District continues to update outdated language in current job descriptions. The committee reviewed descriptions for Administrative Analyst, Administrative Assistant to the Assistant Superintendent for Curriculum and Instruction, Administrative Assistant to the Assistant Superintendent of Finance/Assistant Board Secretary, Assistant Transportation Coordinator, Bus Aide, Bus Driver, Cafeteria/Playground Aide, Payroll Supervisor, Program Analyst, Purchasing Specialist, Supervisor of Accounts, Technology Manager, and Transportation Coordinator. The committee recommends the revised job descriptions for approval on the November 16, 2021 BOE agenda.

NEXT MEETING: December 7, 2021 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
December 7, 2021**

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

<u>Committee:</u> Tony Fleres (Chair) Robin Zovich	<u>Administration Liaison:</u> Lee McDonald David Aderhold	<u>Guest:</u>
--	--	---------------

- **Policy & Regulation**

Second Reading

- P5751-Sexual Harassment of Students
- R5751-Sexual Harassment of Students

The Committee reviewed the above noted policies and recommended them for second reading and approval at the December 14, 2021 BOE meeting.

- **2023-2024 Academic Calendar**

Additional school and community stakeholder feedback was discussed with the committee. An updated version of the 2023-2024 Academic Calendar was reviewed with further conversation slated for January before final Board of Education approval.

- **Revised Safe Return Plan**

The ARP Act requires each LEA that receives ARP ESSER funds to develop and make publicly available a plan for the safe return to in-person instruction and continuity of services for all schools (Safe Return Plan). The Safe Return Plan must be reviewed and revised no less than every six months through September 2023. The committee reviewed the revised Safe Return Plan and will approve at the December 14, 2021 BOE meeting.

- **Update on Athletics**

The winter sports season has started and the District continues to implement appropriate health and safety protocols for all athletic teams while working with Colonial Valley Conference members to ensure similar measures are in place for competitions. Expectations for spectators will be communicated shortly as will a plan to transition to online ticket sales for all athletic events.

- Referendum Updates

Final punch lists for HVAC upgrades at High School North and Community Middle School are being completed. Masonry, plumbing, and fireproofing for the dance studio at High School North has begun. At High School South, tiling, dry wall, and window installation is underway in the new wing. The new media center at Community Middle School is complete and now occupied. New second floor classrooms, weight room, fitness center, team rooms are nearing completion. Planning and permitting for the Wicoff addition and renovation is underway.

- Equity Update

The first District Stakeholder meeting was held on November 30, 2021 to gather feedback on a draft of the WWPRSD Strategic Plan for Equity. Additional community stakeholder input will soon be collected via school climate surveys grounded in equity while members of the Diversity, Equity, and Inclusivity team continue to plan upcoming faculty professional development experiences.

- Job Descriptions

The District continues to update outdated language in current job descriptions. The committee reviewed descriptions for the following:

- Athletic Trainer
- Occupational Therapist
- Physical Therapist
- School Counselor
- Special Education Teacher
- Teacher Resource Specialist for Gifted and Talented
- Teacher Resource Specialist for Math
- Teacher Resource Specialist for Special Education
- Teacher Resource Specialist-Special Education BCBA
- Teacher Resource Specialist for Technology

The committee recommends the revised job descriptions for approval at the December 14, 2021 BOE meeting.

NEXT MEETING: January 18, 2022 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
January 18, 2022**

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

Committee:

Dana Krug (Chair)

Robin Zovich

Elizabeth George-Cheniara

Administration Liaison:

Lee McDonald

David Aderhold

Guest:

- A&F Committee Overview

Dr. McDonald provided an overview of Administration and Facilities Committee while highlighting frequent agenda items including the review of Board of Education policies and regulations; agreements and contracts; updates regarding the referendum, school safety and security, human resources, and athletics; and the District's strategic plan for equity.

- 2023-2024 Academic Calendar

Additional stakeholder feedback was discussed with the committee. An updated version of the 2023-2024 Academic Calendar was reviewed before final Board of Education approval in February.

- Update on Athletics

To proactively reduce event capacity, the District's spectator policy has been updated to limit tickets to four family members per student-athlete. The District's application for a cooperative high school softball program has been approved by the NJSIAA effective the spring 2022 season. WW-P will be hosting the Mercer County Swimming and Diving Championships at High School North January 27-29, 2022 with appropriate health and safety protocols and live streaming for spectators through WBCB-1490 AM. Spring sports registration opens via the Genesis parent portal January 18 through February 22, 2022. The committee congratulates the High School North winter boys track distance medley relay team who have been crowned Group IV state champions.

- Referendum Updates

Final punch lists for HVAC upgrades at High School North and Community Middle School continue to be completed. Masonry, plumbing, and fireproofing for the dance studio at High School North continues. At High School South, mechanical piping, ductwork, and installation is underway in the new main office. Plumbing fixtures at science rooms have been installed; inspections are scheduled.

At Community Middle School, the new Weight Room, Fitness Center, and Team Rooms have received final inspections and have been turned over to the District. Renovation of the new band room (old media center) is underway. Pre-installation and planning meetings for the Wicoff addition and renovation continue.

- Equity Update

Members of the Diversity, Equity, and Inclusivity team and school administration are facilitating professional development experiences on the intersection of social-emotional learning (WWPRSD Goal 3) and equity (WWPRSD Goal 4) during January faculty meetings. Preparation and planning for a districtwide celebration of Black History Month in February is underway.

- Future A&F Meeting Dates

The following tentative A&F committee dates for 2022 and 2023 were reviewed: February 1, March 1, April 12, May 17, June 14, July 19, August 23, September 13, October 11, November 8, December 6, 2022 and January 17, 2023.

NEXT MEETING: February 1, 2022 – 5:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
February 1, 2022**

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

Committee:

Dana Krug (Chair)
Robin Zovich
Elizabeth George-Cheniara

Administration Liaison:

Lee McDonald
David Aderhold

Guests:

- 2023-2024 Academic Calendar

The committee conducted a final review of the 2023-2024 Academic Calendar for Board of Education approval on February 8, 2022.

- Update on Athletics

A limited number of students will attend and celebrate senior nights for the varsity girls and boys basketball teams February 8, 2022 at High School North. The Mercer County Tournaments for wrestling, boys, and girls basketball will be held the weeks of February 6 and 13, 2022. High School spring sports registration is underway in the Genesis parent portal through February 22, 2022. Registration for middle school athletics is open February 1 through March 7, 2021.

- Referendum Updates

Dr. McDonald provided a photographic tour of the construction progress at High School South and Community Middle School. Highlights included renovations to the media centers, playhouse/theatre, and new science classrooms at both schools.

- Equity Update

A districtwide celebration of Black History Month begins February 2, 2022 with various events, activities, and speakers to honor the achievements, contributions, and culture of African Americans. Dr. McDonald shared and highlighted a District calendar of events.

NEXT MEETING: March 1, 2022 - 7 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
March 1, 2022

7:00 P.M.
Central Office

Committee:
Dana Krug (Chair)
Robin Zovich
Elizabeth George-Cheniara

Administration Liaison:
Lee McDonald
David Aderhold

Guests:

- Policies and Regulations

- P2415.05 Student Surveys, Analysis, Evaluations, Examinations, Testing or Treatment
- P2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- R2460.30 Additional/Compensatory Special Education and Related Services
- P2622 Student Assessment
- R2622 Student Assessment
- P8454 Management of Pediculosis
- P9560 Administration of School Surveys

The Committee reviewed the above noted policies and recommended them for first reading at the March 15, 2022 BOE meeting.

- Use of Facilities

The committee engaged in a conversation regarding the use of district facilities by school and community organizations with an anticipated increase of activities this spring and summer. Facility use rates, including projected costs for cleaning and security, were discussed.

- School Traffic Concerns

The committee discussed school traffic concerns brought forward by community stakeholders. Dr. McDonald shared the District's response to an increase in automobile volume at arrival and dismissal times including upgrades to entry/exit points as part of the referendum construction, additional road striping, and changes in traffic patterns to alleviate congestion. The District continues to consult with law enforcement on how to improve traffic conditions while encouraging families to utilize school transportation.

- EDP Rates

The committee reviewed proposed costs and fees for the Extended Day Program, which anticipates an increase in enrollment and staffing for summer 2022 and the 2022-2023 school year.

- Update on Athletics

Congratulations to High School North boy's winter track for their Mercer County, Group III Central Sectional, and Group III State Championships. Coach Matthew Coburn has been recognized by the NJEA and NJSIAA as "a coach for all seasons" for his efforts in leading High School South boys soccer, winter, and spring track. Spring sports begin March 7th at the high school level and March 14th at the middle schools. The District anticipates over 1000 high school students and nearly 800 middle school students will participate.

- Referendum Updates

Final punch lists for HVAC upgrades at High School North and Community Middle School continue to be completed. Interior work including ductwork, fireproofing, and priming of walls in the dance studio at High School North is concluding. At High School South, tilework, painting, electrical finishes, and ceiling grid installation is underway. At Community Middle School, work on the new band room including masonry, piping, and framing continues. Masonry and foundation work for the Wicoff addition and renovation has begun.

- Equity Update

Members of the Diversity, Equity, and Inclusivity team and school administration are preparing for the next community stakeholder meeting March 23rd to move forward the strategic planning process. The District continues to cross-pollinate equity (WWPRSD Goal 4) with student centered learning (Goal 1), global competency (Goal 2), and social-emotional learning (Goal 3).

- Job Descriptions

The committee reviewed revised job descriptions for 20 different positions. The descriptions require more time for discussion, so the committee will revisit at the next meeting.

NEXT MEETING: April 12, 2022 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
April 12, 2022

6:00 P.M.
Central Office

Committee:
Dana Krug (Chair)
Robin Zovich
Elizabeth George-Cheniara

Administration Liaison:
Lee McDonald
David Aderhold

Guests:

- Policies and Regulations

- P5460 High School Graduation
- P5541 Anti-Hazing
- P8465 Bias Crimes and Bias-Related Acts
- R8465 Bias Crimes and Bias-Related Acts

The Committee reviewed the above noted policies and recommended them for first reading at the April 26, 2022 BOE meeting.

- P2415.05 Student Surveys, Analysis, Evaluations, Examinations, Testing or Treatment
- P2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- R2460.30 Additional/Compensatory Special Education and Related Services
- P2622 Student Assessment
- R2622 Student Assessment
- P8454 Management of Pediculosis
- P9560 Administration of School Surveys

The Committee reviewed the above noted policies and recommended them for second reading and approval at the April 26, 2022 BOE meeting.

- Update on Athletics

Spring sports are underway with more than 1000 high school students and nearly 800 middle school students participating. The District continues to leverage the Positive Coaching Alliance and recently held three student athlete workshops on Triple Impact Competitors, Making Teammates Better, and Sports Can Battle Racism. The newly formed United Softball Team is 3-1 in the season; High School South Boys Tennis placed second at the Morristown Classic. Registration for fall high school sports begins May 10, 2022.

- Referendum Updates

Final punch lists for HVAC upgrades at High School North and Community Middle School continue to be completed. Masonry work at the High School North dance studio is complete, exterior windows are installed, and interior finishes have begun. At High School South, tilework, painting, and ceiling grid installation continues along with other finishes. At Community Middle School, work on the new band room including ductwork, painting, and light installation has begun. Masonry and foundation work for the Wicoff addition and renovation continues.

- Equity Update

Members of the Diversity, Equity, and Inclusivity team and school administration met with community stakeholders on March 23rd to secure feedback on an Equity strategic plan draft. Equity professional development for staff continues with preparations underway to celebrate Asian American and Pacific Islander Heritage and Jewish American Heritage Month throughout May.

- Job Descriptions

The District continues to update outdated language in current job descriptions. The committee reviewed descriptions for Assistant Athletic Director-Supervisor of Health, Physical Education, and Driver Education, Assistant Director of Technology; Assistant Principal; Director of Athletics; Director of Data Assessment and Accountability; Director of Special Services; Director of Technology; Principal; Supervisor of 6-12 Language Arts; Supervisor of 6-12 Mathematics; Supervisor of Curriculum and Instruction; Supervisor of Instructional Technology; Supervisor of K-5 Language Arts; Supervisor of K-5 Mathematics; Supervisor of Science; Supervisor of Social Studies; Supervisor of Special Services; Supervisor of Technology, Training, and Media Resources; and Supervisor of World Languages. The committee recommends the revised job descriptions for a second review at the next A&F committee meeting.

NEXT MEETING: May 16, 2022 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
May 16, 2022

7:00 P.M.
Virtual

Committee:

Dana Krug (Chair)
Robin Zovich (absent)
Elizabeth George-Cheniara

Administration Liaison:

Lee McDonald
David Aderhold

Guests:

Charity Comella
Jessica Cincotta
Susan Totaro
Barbara Gould

- Equity Presentation

Members of the Diversity, Equity, and Inclusivity team met with the committee to secure feedback on a strategic plan draft. A follow up presentation will be made at the May 24, 2022 Board of Education meeting. The District is celebrating Asian American and Pacific Islander Heritage and Jewish American Heritage Month throughout May with various activities and events.

- Policies and Regulations

First Reading

- P 1122-Benefits Covering Non-Affiliated Administrative Employees-Category G
- P 2415.04 – Title I District – Wide Parent and Family Engagement
- P 2415.50 – Title I School Parent and Family Engagement
- P2417-Student Intervention and Referral Services
- P7410-Maintenance and Repair
- R7410.01-Facilities, Maintenance, Repair Scheduling, and Accounting
- R7510-Use of School Facilities

The Committee reviewed the above noted policies and regulations and recommended them for first reading at the May 24, 2022 BOE meeting.

Second Reading

- P5460 High School Graduation
- P5541 Anti-Hazing
- P8465 Bias Crimes and Bias-Related Acts
- R8465 Bias Crimes and Bias-Related Acts

The Committee reviewed the above noted policies and regulations and recommended them for second reading and approval at the May 24, 2022 BOE meeting.

Abolish

➤ R7510.01-Use of School Facilities (COVID Addendum)

The Committee reviewed the above noted policy and recommended its abolishment at the May 24, 2022 BOE meeting.

- AVID Contract

The committee reviewed the 2022-2023 contract for the Advancement Via Individual Determination (AVID) program offered at both High School North and South.

- Health Services Update

The District will be issuing a Request for Quote (RFQ) to secure a school physician for the 2022-2023 school year. The committee recognizes and thanks Dr. Gerry Raymond for his many years of service to the District.

- Referendum Updates

Dr. McDonald provided a photographic tour of the construction progress at High School South, High School North, Community Middle and Wicoff Elementary School. Highlights included the dance studios at both high schools, a renovated band room and new science classrooms at CMS, and new kindergarten classrooms and music room at Wicoff.

- Athletics

Registration for fall high school sports is now open. Both High School North and South recently honored college bound student athletes from the class of 2022 with a signing day ceremony. Congratulations to Christian Gobo, High School South Boy's Cross Country and Winter Track and Field, and Etsub Gezahagne, High School North Girl's Cross Country and Winter Track Field, for being recognized by the NJSIAA as Scholar Athletes.

- Job Descriptions

The District continues to update outdated language in current job descriptions. The committee reviewed descriptions for Administrative Analyst, Board Certified Behavior Analyst, and Social Media Manager. The committee re-reviewed descriptions for Assistant Athletic Director-Supervisor of Health, Physical Education, and Driver Education; Assistant Director of Technology; Assistant Principal; Director of Athletics; Director of Data, Assessment and Accountability; Director of Special Services; Director of Technology; Principal; Supervisor of 6-12 Language Arts; Supervisor of 6-12 Mathematics; Supervisor of Curriculum and Instruction; Supervisor of Instructional Technology; Supervisor of K-5 Language Arts; Supervisor of K-5 Mathematics; Supervisor of Science; Supervisor of Social Studies; Supervisor of Special Services; Supervisor of Technology, Training, and Media Resources; and Supervisor of World Languages. The committee recommends the revised job descriptions for approval on the May 24, 2022 BOE agenda.

NEXT MEETING: June 7, 2022 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
June 7, 2022**

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

Committee:
Dana Krug (Chair)
Robin Zovich
Elizabeth George-Cheniara

Administration Liaison:
Lee McDonald
David Aderhold

Guests:
Kate Dobinson
Jeff Reilly

- **Athletics Presentation**

District Athletic Director Kate Dobinson and Assistant Athletic Director Jeff Reilly presented an Athletic Action Plan which identifies areas in need of growth while highlighting program accomplishments on and off the field.

- **Policies and Regulations**

First Reading

- P3161 Examination for Cause
- P4161 Examination for Cause
- P5512 Harassment, Intimidation, and Bullying
- P8420 Emergency and Crisis Situations
- P9320 Cooperation with Law Enforcement Agencies
- R9320 Cooperation with Law Enforcement Agencies

The Committee reviewed the above noted policies and regulations and recommended them for first reading at the June 14, 2022 BOE meeting.

Second Reading

- P 2415.04 – Title I District – Wide Parent and Family Engagement
- P 2415.50 – Title I School Parent and Family Engagement
- P2417-Student Intervention and Referral Services
- P7410-Maintenance and Repair
- R7410.01-Facilities, Maintenance, Repair Scheduling, and Accounting
- R7510-Use of School Facilities

The Committee reviewed the above noted policies and regulations and recommended them for second reading and approval at the June 14, 2022 BOE meeting.

- Senior Class Trip

The committee discussed Class of 2023 senior trips.

- Equity Update

A District stakeholder meeting on May 17, 2022 provided an opportunity for additional feedback on the strategic plan while celebrating diversity, equity, and inclusivity work to date.

- Referendum Updates

The dance studio at High School North is on pace for a July 2022 completion. Finishing touches at High School South are underway including landscaping, sidewalks, and punch list items. Work will continue through the summer at Community Middle School including renovations to the band and engineering rooms and science labs. Masons are building interior and exterior walls for the Wicoff School addition.

- Job Descriptions

The District continues to update outdated language in current job descriptions. The Committee reviewed revised descriptions for Athletic Trainer and Instructional Assistant for ESL. The committee also reviewed new descriptions for Board Certified Behavior Analyst – General Education, Supervisor of World Languages, English Language Learning, and Dual Language Immersion, Grades 6-12, and Supervisor of World Languages, English Language Learning, and Dual Language Immersion, Grades K-5. The committee recommends the job descriptions for approval on the June 14, 2022 BOE agenda.

NEXT MEETING: July 19, 2022 7:00 p.m. at Central Office