

WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
July 18, 2023

7:00 P.M.
Zoom

<u>Committee:</u> Dana Krug (Chair) Robin Zovich (absent) Elizabeth George-Cheniara	<u>Administration Liaison:</u> Lee McDonald David Aderhold	<u>Guests:</u> Chris Russo
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- Policies and Regulations

First Reading

- P 1121 Benefits Covering Non-Affiliated Central Office Administrative Employees - Category C
- P 1122 Benefits Covering Non-Affiliated Administrative Employees - Category A
- P 1124 Benefits Covering Non-Affiliated Part Time School Security Officers and Pool Operator - Category D
- P 1125 Benefits Covering Non-Affiliated Community Education Staff - Category E
- P 1126 Benefits Covering Foremen - Category F
- P 1127 Benefits Covering Non-Affiliated Administrative Employees - Category G
- P 4420 Benefits Covering Non-Affiliated Support Staff - Category B
- P 5600 Student Discipline/Code of Conduct
- R 5600 Student Discipline/Code of Conduct

The Committee reviewed the above noted policies and regulations which are recommended for a first reading at the July 25, 2023 BOE meeting.

Second Reading

- P 5512 Harassment, Intimidation, or Bullying
- P 2520 Instructional Supplies
- R 2520 Instructional Supplies

The Committee reviewed the above noted policies and regulations which are recommended for a second reading and approval at the July 25, 2023 BOE meeting.

- Referendum Updates

Dr. Russo, Assistant Superintendent for Finance, discussed potential options for District solar power via the Energy Savings Improvement Program (ESIP). Ceiling work including make-up air units and hood fire suppression have been installed in the High School North culinary arts room while finishing work in the media center including circulation desk and stacks installation continues. Phase II construction at the Wicoff School, including renovation to the media center, main office, nurses suite, and front entrance is underway. Framing, plumbing, and electrical work continues. Punch list items remain in the Millstone River and Dutch Neck School Media Centers with move in underway.

- School Start Time Committee Updates

The Committee reviewed the work of the School Start Time Exploration Committee thus far including current and applicable research and the potential impacts on grade levels, family schedules, and childcare. Also discussed was the upcoming meeting that will focus on transportation and the possible effects of alternative school start times.

- Little Library Project

The committee reviewed a proposal from WWP High School North students to create a “Little Library” outside District elementary schools that would provide free year round access to appropriate grade level texts to support literacy within the community.

- Job Descriptions

The Committee reviewed updated job descriptions for Secretary To, Security Coordinator, Teacher Resource Specialist for Instruction and Intervention, Instructional Assistant for English Language Learners and Mental Health Clinician. The committee recommends the job descriptions for approval on the July 25, 2023 BOE agenda.

NEXT MEETING: August 23, 2023 – 7:00 p.m. Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
August 23, 2023

7:00 P.M.
Central Office

<u>Committee:</u> Dana Krug (Chair) Robin Zovich (absent) Elizabeth George-Cheniara	<u>Administration Liaison:</u> Lee McDonald David Aderhold	<u>Guests:</u>
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- Policies and Regulations

First Reading

- P 2419 School Threat Assessment Teams
- R2419 School Threat Assessment Teams

The Committee reviewed the above noted policies and regulations which are recommended for a first reading at the August 29, 2023 BOE meeting.

Second Reading

- P 1121 Benefits Covering Non-Affiliated Central Office Administrative Employees - Category C
- P 1122 Benefits Covering Non-Affiliated Administrative Employees - Category A
- P 1124 Benefits Covering Non-Affiliated Part Time School Security Officers and Pool Operator - Category D
- P 1125 Benefits Covering Non-Affiliated Community Education Staff - Category E
- P 1126 Benefits Covering Foremen - Category F
- P 1127 Benefits Covering Non-Affiliated Administrative Employees - Category G
- P 4420 Benefits Covering Non-Affiliated Support Staff - Category B
- P 5600 Student Discipline/Code of Conduct
- R 5600 Student Discipline/Code of Conduct

The Committee reviewed the above noted policies and regulations which are recommended for a second reading and approval at the August 29, 2023 BOE meeting.

- Nursing Services Plan

The committee reviewed the District Nursing Services plan for the 2023-2024 school year that supports student health care needs, emergency management, and other health related services.

- QSAC Scores

The Committee discussed scores from the 2023 New Jersey Quality Single Accountability Continuum (NJQSAC) review. WWP has been designated as a “high performing” school district and certified by the State Board of Education as providing a thorough and efficient system of education thereby being placed on a continuum in the five NJQSAC areas including Instruction and Program, Fiscal Management, Governance, Operations and Personnel.

- Athletics Updates

The high school fall sports season is underway with nearly a thousand students participating. United football kicked off the season on August 25th with soccer, tennis, volleyball, and field hockey competition beginning the week of September 3rd. The committee discussed ongoing conversations with local schools regarding the possibility of starting a Cricket program.

- Referendum Updates

Punch list items are underway in the High School North culinary arts room and media center. Phase II construction at the Wicoff School continues in the media center, main office, nurse’s suite, and front entrance. A new driveway has been poured off Plainsboro Road. Punch list items continue in the Millstone River and Dutch Neck School Media Centers. Construction of a sensory playground at Town Center has begun.

- School Start Time Committee Updates

The School Start Time Exploration Committee met Monday August 21st to discuss transportation and the potential impact of shifting bell schedules on the District budget. The next School Start Time Exploration Committee will focus on athletics and extra-curricular activities and the possible effects of alternative school start times.

- Send Hunger Packing

The committee reviewed a Memorandum of Understanding (MOU) for the District’s participation in the 2023-2024 Send Hunger Packing (SHUP) program.

- Job Descriptions

The Committee reviewed updated job descriptions for the Supervisor of Technology, Training, and Media Resources, Supervisor of K-12 Social Studies, Supervisor of K-12 Science, Supervisor of K-5 Mathematics, Supervisor of 6-12 Mathematics, Supervisor of K-5 Language Arts, Supervisor of 6-12 Language Arts, Supervisor of Curriculum and Instruction, Supervisor of World Languages and Dual Language Immersion Grades K-12, Supervisor of Instructional Technology, Director of Data, Assessment, and Accountability. The committee recommends the job descriptions for approval on the August 29, 2023 BOE agenda.

NEXT MEETING: September 12, 2023 – 7:00 p.m. Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
September 12, 2023

7:00 P.M.
Central Office

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

Administration Liaison:
Lee McDonald
David Aderhold

Guests:
COP Eamon Blanchard
Sgt. Marty McElrath

- Policies and Regulations

First Reading

- P 4420 Benefits Covering Non-Affiliated Support Staff – Category B

The Committee reviewed the above noted policies and regulations which are recommended for a first reading at the September 19, 2023 BOE meeting.

Second Reading

- P 2419 School Threat Assessment Teams
- R2419 School Threat Assessment Teams

The Committee reviewed the above noted policies and regulations which are recommended for a second reading and approval at the September 19, 2023 BOE meeting.

- Referendum Updates

Phase II construction at the Wicoff School continues with the renovated media center now open for use by students and staff and the new parking lot accessible for staff. Renovations of the High School North culinary arts room and media center and the Millstone River and Dutch Neck School media centers are completed with spaces occupied by students and staff. Construction of the sensory playground at Town Center continues.

- Athletics Updates

Heat and humidity were a challenge during the opening week for all high school sports but adjustments allowed student athletes to be safe without disruption to competition. WW-P United Football team is 2-1 with back-to-back convincing wins. North Cross Country Junior boys won

their grade level at the Thompson Park Class Meet. The committee discussed ongoing conversations with local schools regarding the possibility of starting a Cricket program.

- School Start Time Committee Updates

The School Start Time Exploration Committee met on Monday September 18, 2023 to discuss athletics and extra-curricular activities and the possible effects of alternative school start times. The School Start Time Exploration Committee will meet in October to finalize recommendations to the Board of Education.

- School Security

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

- Memorandum of Agreement (MOA) with Law Enforcement

The committee reviewed the MOA with the West Windsor and Plainsboro Police Departments to ensure cooperation with local law enforcement. Plainsboro Police Chief Eamon Blanchard and Sergeant Marty McElrath discussed safety initiatives including Project Safe Roads.

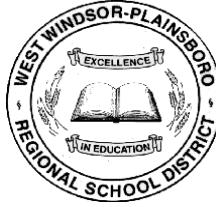
- Facility Use

The committee discussed District facility rental contracts with community organizations for the 2023-2024 school year per R7510-Use of School Facilities.

- Job Descriptions

The Committee reviewed an updated job description for the District Registrar. The committee recommends the job description for approval on the September 19, 2023 BOE agenda.

NEXT MEETING: October 10, 2023 – 7:00 p.m. Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
October 10, 2023

7:00 P.M.
Central Office

<u>Committee:</u> Dana Krug (Chair) Robin Zovich Elizabeth George-Cheniara	<u>Administration Liaison:</u> Lee McDonald David Aderhold	<u>Guests:</u>
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- Policies and Regulations

First Reading

- P 8500 Food Services
- P 3212 Attendance
- R 3212 Attendance
- P 4212 Attendance
- R 4212 Attendance
- P 5111 Eligibility of Resident/Nonresident Students
- R 5111 Eligibility of Resident/Nonresident Students

The Committee reviewed the above noted policies and regulations which are recommended for a first reading at the October 17, 2023 BOE meeting.

Second Reading

- P 4420 Benefits Covering Non-Affiliated Support Staff – Category B

The Committee reviewed the above noted policies and regulations which are recommended for a second reading and approval at the October 17, 2023 BOE meeting.

Abolish

- P 5460.02 Bridge Year Pilot Program
- R 5460.02 Bridge Year Pilot Program
- P 8540 School Nutrition Programs
- P 8550 Meal Charges/Outstanding Food Service Bill

The Committee reviewed the above noted policies and recommend approval to be abolished at the October 17, 2023 BOE meeting.

- Referendum Updates

Phase II construction at the Wicoff School continues with renovations to the new main entrance, main office, and the nurse's suite nearing completion. Construction of the sensory playground at the Town Center School continues. Permitting for media center renovations at Maurice Hawk and Village School are underway.

- Athletics Updates

WW-P's winter sports registration for middle and high school students is open. High school student athletes can choose to participate in the following winter sports:

- Girls and Boys Basketball
- Girls and Boys Fencing
- Girls and Boys Indoor Track
- Girls and Boys Swimming
- Cheerleading
- Diving
- Wrestling
- Ice Hockey- CSP between North and South

Middle school student athletes can choose to participate in the following winter sports:

- Cheerleading: Available to both boys and girls in 6-8th grade
- Wrestling: Available to both boys and girls in 6-8th grade
- Girls Basketball: Available to girls in 7-8th grade
- Boys Basketball: Available to boys in 7-8th grade

The committee discussed the next steps regarding the possibility of starting a Cricket program.

- School Start Time Committee Updates

The School Start Time Exploration Committee will meet in October to finalize recommendations to the Board of Education. Dr. McDonald will present the recommendations at the November 14, 2023 Board of Education meeting.

- Facility Use

The committee discussed District facility rental contracts with community organizations for the 2023-2024 school year per R7510-Use of School Facilities.

NEXT MEETING: November 7, 2023 – 7:00 p.m. Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
November 7, 2023

6:00 P.M.
Central Office

<u>Committee:</u> Dana Krug (Chair) Robin Zovich Elizabeth George-Cheniara	<u>Administration Liaison:</u> Lee McDonald David Aderhold	<u>Guests:</u>
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- Policies and Regulations

First Reading

- P & R 1642.01 Sick Leave

The Committee reviewed the above noted policies and regulations which are recommended for a first reading at the November 14, 2023 BOE meeting.

Second Reading

- P 8500 Food Services
- P 3212 Attendance
- R 3212 Attendance
- P 4212 Attendance
- R 4212 Attendance
- P 5111 Eligibility of Resident/Nonresident Students
- R 5111 Eligibility of Resident/Nonresident Students

The Committee reviewed the above noted policies and regulations which are recommended for a second reading and approval at the November 14, 2023 BOE meeting.

Abolish

- P & R 3432 Sick Leave
- P & R 4432 Sick Leave

The Committee reviewed the above noted policies and recommend approval to be abolished at the November 14, 2023 BOE meeting.

- Referendum Updates

Phase II construction at the Wicoff School continues with renovations to the new main entrance, main office, and the nurse's suite nearing completion. Construction of the sensory playground at the Town Center School has been completed. Permitting for media center renovations at Maurice Hawk and Village School continue.

- Athletics Updates

The athletic department is submitting a cooperative sports application to continue with a United Football program. The committee discussed the next steps regarding the possibility of starting a Cricket program. Congratulations to the High South and High School North Girls Tennis teams for capturing the Central Group 4 and Group 3 Sectional Championships respectively.

- 2025-2026 School Calendar

The committee discussed proposed 2025-2026 academic calendars. Additional stakeholder feedback will be received before approval is considered by the Board of Education.

- Alternative Programming

The committee discussed alternative programming for the 72 Grovers Mill property.

- School Start Time Committee Updates

The School Start Time Exploration Committee met on October 16, 2023 to finalize recommendations to the Board of Education. The committee discussed the proposed recommendations to be presented by Dr. McDonald at the November 14, 2023 Board of Education meeting.

NEXT MEETING: December 5, 2023 – 7:00 p.m. Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
December 5, 2023**

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

<u>Committee:</u>	<u>Administration Liaison:</u>	<u>Guests:</u>
Dana Krug (Chair)	Lee McDonald	
Robin Zovich	David Aderhold	
Elizabeth George-Cheniara		

- Policies and Regulations

First Reading

- P5116 Education of Homeless Children and Youths
- R5116 Education of Homeless Children and Youths
- P2270 Religion in the Schools

The Committee reviewed the above noted policies and regulations which are recommended for a first reading at the December 12, 2023 BOE meeting.

Second Reading

- P & R 1642.01 Sick Leave

The Committee reviewed the above noted policies and regulations which are recommended for a second reading and approval at the December 12, 2023 BOE meeting.

- 2025-2026 School Calendar

The committee discussed proposed 2025-2026 academic calendars. Additional stakeholder feedback will be received before approval is considered by the Board of Education.

- ARP - Safe Return Plan

The committee discussed and reviewed the LEA Plan for Safe Return to In-Person Instruction.

- Referendum Updates

Phase II construction at the Wicoff School continues with renovations to the new main entrance, main office, and the nurse's suite nearing completion. A dedication ceremony for the newly constructed sensory playground at the Town Center School is forthcoming. Demolition work for the media center renovations at Maurice Hawk and Village School will begin shortly.

- Athletics Updates

The cooperative sports application for the United Football program for the 2024, 2025, and 2026 seasons is under review by the NJSIAA. The committee discussed the next steps regarding the possibility of starting a Cricket program and other potential athletic teams. Spring high school sports registration will open on January 17th through February 26th. Middle school spring sports registration is open February 1st and closes March 8th.

- School Start Time Committee Updates

The committee discussed the proposed recommendations presented by Dr. McDonald at the November 14, 2023 Board of Education meeting.

NEXT MEETING: January 16, 2024 – 7:00 p.m. Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
January 16, 2024

7:00 P.M.
Zoom

<u>Committee:</u>	<u>Administration Liaison:</u>	<u>Guests:</u>
Dana Krug (Chair)	Lee McDonald	
Robin Zovich (Absent)	David Aderhold	
Elizabeth George-Cheniara		

- 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.

- Policies and Regulations

First Reading

➤ None

Second Reading

- P5116 Education of Homeless Children and Youths
- R5116 Education of Homeless Children and Youths
- P2270 Religion in the Schools

The Committee reviewed the above noted policies and regulations which are recommended for a second reading and approval at the January 23, 2024 BOE meeting.

- 2025-2026 School Calendar

The committee discussed proposed 2025-2026 academic calendars. Additional stakeholder feedback will be reviewed before approval is considered by the Board of Education.

- Shared Services Agreement

The committee discussed the District's Class III officer program and Shared Services Agreement.

- Referendum Updates

Phase II renovations to the new main entrance, main office, and the nurse's suite are completed at the Wicoff School. School staff have moved in and are utilizing the new spaces. Painting, floor and ceiling installation is underway in the Town Center School Media Center. Demolition work for the media centers at Maurice Hawk and Village School continue.

- Athletics Updates

The committee discussed the District's engagement with community stakeholders regarding youth sports including an upcoming Parent University on the Benefits of Youth Sports February 13th. Spring high school sports registration opened January 17th and will close February 26th. Middle school spring sports registration is open February 1st and closes March 8th.

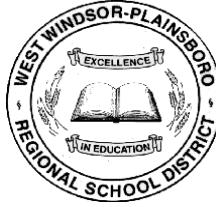
- Job Descriptions

The District continues to update outdated language in current job descriptions. The committee reviewed descriptions for Human Resources Manager, Instructional Assistant for Special Services, Mental Health Clinician and a Non-Certified School Nurse. The committee recommends the revised job descriptions for approval on the January 23, 2024 BOE agenda.

- Approve Tentative A&F Meeting Dates for 2024/25

January 16, February 8, March 12, April 16 , May 21, June 4, July 23, August 13, September 10, October 15, November 12, December 3, and January 21, 2025.

NEXT MEETING: February 8, 2024 – 7:00 p.m. Zoom



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
February 8, 2024

7:00 P.M.
Zoom

<u>Committee:</u>	<u>Administration Liaison:</u>	<u>Guests:</u>
Dana Krug (Chair)	Lee McDonald	Jessica Cincotta
Elizabeth George-Cheniara	David Aderhold	Carl Cooper
Robin Zovich (absent)		Kate Dobinson
		Jeff Reilly
		Sonia Singh

- Athletics Updates

The committee welcomed Kate Dobinson, High School South and Grover Middle School Athletic Director, and Jeff Reilly, High School North and Community Middle School Athletic Director to discuss athletic updates including trends in participation and the start of a Cricket program at High School North and South. Spring high school sports registration is open and will close February 26th. Middle school spring sports registration is open and closes March 8th.

- AVID Program

Jessica Cincotta, High School South Principal, Carl Cooper, Supervisor of Curriculum & Instruction, and Sonia Singh, High School North Assistant Principal, provided an update on the Advancement Via Individual Determination (AVID) program that is graduating its first cohort with the Class of 2024. A discussion on the AVID selection process, curriculum and instruction, and college and career readiness programming ensued.

- Reunification Memorandum of Understanding

The committee reviewed memorandum of understanding(s) with the Church of St. David the King in West Windsor and Princeton Alliance Church in Plainsboro that would allow for the relocation of students and staff in the event of an emergency. Dr. McDonald shared the District's ongoing articulation with first responders and the student reunification process.

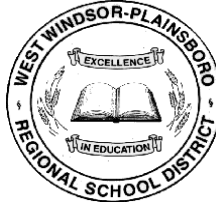
- 2025-2026 Academic Calendar

The Committee reviewed the proposed 2025-2026 academic calendar and recommends approval at the February 20, 2024 BOE meeting.

- Referendum Updates

Phase II punch list completion continues at the Wicoff School. Building and electrical inspections are complete for the Town Center School media center. Plumbing, masonry, and HVAC work is underway for the media centers at the Maurice Hawk and Village School.

NEXT MEETING: March 12, 2024 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
March 13, 2024

7:00 P.M.
Zoom

<u>Committee:</u> Dana Krug (Chair) Elizabeth George-Cheniara Robin Zovich (absent)	<u>Administration Liaison:</u> Lee McDonald David Aderhold	<u>Guests:</u>
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- Policies and Regulations

First Reading

- P 2411 School Counseling
- P 5570 Sportsmanship

The Committee reviewed the above noted policies and regulations which are recommended for a first reading at the March 19, 2024 BOE meeting.

Second Reading

None

- Community Education Proposed Rates for 2024-2025

The committee reviewed pre-school and extended day programming rates for the 2024-2025 school year.

- Referendum Updates

Phase II punch list completion continues at the Wicoff School. Materials are being moved into the Town Center School media center which is near completion. Masonry, ceiling, and lighting work continues for the media centers at the Maurice Hawk and Village School.

- Special Education Programming

The committee discussed Pathways programming at the High School North campus.

- Athletics Updates

The committee discuss the District's application for the continuation of a cooperative sports program for the High School North and High School South ice hockey programs. Spring sports are underway at the middle and high school level with healthy participation numbers.

NEXT MEETING: April 16, 2024 - 7:00 p.m. at Central Office