



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

### **MINUTES**

**August 28, 2012  
6:30 P.M.  
Central Office**

**Committee:**

Bob Johnson (Chair)  
Ellen Walsh  
Michele Kaish

**Administration Liaison:**

Victoria Kniewel  
Russ Schumacher  
Dave Aderhold

**Guests:**

1. The Committee reviewed their 2012-2013 Goals. Members agreed that the Committee would work to complete the review of the Policy and Procedures Manual, complete the Naming Rights Policy and revisit the Ad Hoc Committee's report on Facilities Use.
2. The Committee set their meeting dates through December 2012 with tentative dates for the remainder of the 2012-2013 school year.
3. Dr. Aderhold discussed the principals' feedback regarding the Naming Rights Policy. The Committee reviewed the policy and recommended moving Policy 7250 for a first reading at the September 11, 2012 Board of Education meeting.
4. The Committee reviewed concerns regarding lighting and sound for building use events. Currently the district has no approved lighting or sound technicians. As there are several organizations that have requested lighting and sound support with their building use requests, there is no proposed solution at this time.
5. The lighting project for HSS is tentatively scheduled for completion during the week of September 3<sup>rd</sup>, being weather dependent. It is anticipated that games may be played under the lights as early as Thursday September 6<sup>th</sup>. Marty Flynn prepared a list of field lights usage for the Committee to review and approve for the Fall season. This list was supported by the Committee and feedback was provided to Mr. Flynn.
6. The Penn Lyle Road project is currently underway and will have some impact on the opening of school. Limited access to the faculty parking lot will begin starting Tuesday September 4<sup>th</sup> as the project is completed. Bus routes will be diverted during the project completion.
  - a. The HSN Field Lights project will begin with a DRC meeting in September and Planning Board Meeting in October, both in Plainsboro.

7. Dr. Aderhold provided an update on Student Run Clubs for both high schools. Student run clubs will be prohibited from participating in any offsite competitions. The Committee endorses the administration's recommendation to fund a stipend for Junior Statesman of America (JSA) for HSN and HSS, Robotics (HSN/HSS) and National History Day (HSN/HSS).
8. The Nursing Services Plan was distributed and reviewed by the Committee. As per NJQSAK the BOE must approve the Nursing Services Plan on an annual basis. The plan meets all requirements established by the DOE and is in compliance with the format established by the local Mercer County DOE Education Specialist.
9. The Committee reviewed the request for an Electronic Message Board at HSN. The message board is being donated from both the PTA and as a gift from the class of 2011. Potential concerns discussed were: 1. Future expenses, 2. Power, 3. Potential requests from other district schools, 4. Service/maintenance contract, 5. Appearance. The Committee has requested specifics about the gift. Dr. Aderhold will follow up with Mr. Zapicchi.
10. The Committee continued its discussion of the Central Office building. Dr. Kniewel noted that there is a need for additional space for Community Education programs (pre-school and Kindergarten Extension programs, along with other possibilities) in addition to improving the workspace for Central Office staff. The Committee recommended that a group, including representatives from both townships, be assembled to review the issue and discuss what would be feasible. With recommendations from this committee, Central Office Administration will work with George Duthie from FVHD to draft preliminary plans .
11. The review of 7000/8000 Policy Series was delayed until Tuesday September 4<sup>th</sup>.

**NEXT MEETING:** September 4, 2012



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

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

Committee:

Bob Johnson (Chair)  
Ellen Walsh  
Michele Kaish

Administration Liaison:

Victoria Kniewel  
Russ Schumacher  
Dave Aderhold

Guests:

- The A&F Committee reviewed the Uniform State Memorandum of Agreement (MOA) between Education and Law Enforcement Officials. The district is required to sign the MOA with law enforcement from both Plainsboro and West Windsor.
- The Committee reviewed the first draft of the proposed Capital Projects List for 2013. Committee members asked clarifying questions about various aspects of the listed projects. Additional back up documentation will be brought forward at a subsequent meeting.
- The Committee received an update regarding the BOE Office Space and the Special Services Building provided by Dr. Aderhold. The administration will continue to keep the Committee and the full Board informed of the condition of these two buildings and the ongoing discussions about alternatives that would affect the usage of these buildings.
- The Committee learned that a plaque noting donors for the HSS Field Lights project was hung outside of the entrance to the new gym at High School South. As this donation was valued below \$2000 Dr. Kniewel was authorized to accept this donation on behalf of the district.
- The Committee learned of the newly signed legislation called Janet's Law. Janet's Law requires that schools establish emergency procedures for responding to sudden cardiac events. Furthermore, schools will be required to have automated external defibrillators. The district has had a long standing practice of having defibrillators in all schools. We will be purchasing new defibrillators at the conclusion of the 2012 – 2013 school year as it is recommended that defibrillators be replaced on a ten year cycle.
- Dr. Aderhold informed the Committee that a group of K-3 administrators will be meeting to further discuss K-3 attendance zones in an effort to ensure balance amongst AM and PM Kindergarten classes. Dr. Aderhold will bring forward recommendations of the administration to the A&F committee for review.
- On Monday October 15<sup>th</sup> the application for field lights at HSN will be presented to the Plainsboro Planning Board.
- The Committee reviewed a spreadsheet that documented the Committee's progress on the updating of our policy and procedures manual.
- The Committee set a goal for our next meeting for the upcoming review of the 8000 Series.

**NEXT MEETING:** Thursday November 1 @ 7:00 p.m.



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

### **MINUTES**

**December 4, 2012**

**7:00 P.M.**

**Central Office**

**Committee:**

Bob Johnson (Chair)  
Michele Kaish

**Administration Liaison:**

Victoria Kniewel  
Russ Schumacher  
Dave Aderhold

**Guests:**

- The Committee reviewed a list of proposed capital projects for the 2013 –2014 school year and endorsed the recommendations of the administration to move forward with a preliminary list of projects that need to be submitted to the NJ Department of Education for approval. Early bidding for projects may begin as early as January or February 2013 so that projects can be underway for Summer 2013.
- The central office administration is working with the district architect to develop several options for central office space. As options are defined, information will be brought forward to the Committee for their review.
- The 2014 –2015 calendar was reviewed by the Committee and will now begin the review process by multiple stakeholder groups including the PTA/PTSA presidents, Superintendent's Advisory Council and the Administrative Council. Feedback from these groups will be brought back to the Committee for further review.
- The majority of the meeting was spent reviewing the first half of the 8000 series of the policy and regulations manual.

**NEXT MEETING:** Wednesday, January 9<sup>th</sup> @ 7:00 p.m.



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

### **MINUTES**

**January 9, 2013  
7:00 P.M.  
Central Office**

**Committee:**

Bob Johnson (Chair)  
Michele Kaish  
Manikandan Alapakham

**Administration Liaison:**

Victoria Kniewel  
Russ Schumacher  
Dave Aderhold

**Guests:**

Boy Scouts

1. Dr. Aderhold provided an overview of A&F topics as we welcomed Mani to the committee. Additionally, several members of a local Boy Scout troop attended to learn more about the role of the Board of Education.
2. An update of the potential relocation of the Central Office was provided. George Duthie, District Architect, has been working with Dr. Aderhold and Gerri Hutner to meet with various district stakeholders to define needs of their departments. Furthermore, in light of the demographic study, we are reviewing the capacity of each building to ensure that the numbers utilized in the study remain consistent from 2007 (last time the capacity of each building was looked at).
3. The HSN Field Lights project is progressing with final paperwork turned into the Middlesex Planning Board for their review. Once we have permission from the Middlesex Planning Board, we will be able to apply for the permit to begin work.
4. Dr. Grip has completed the Demographic Study and will be presenting his findings to the BOE at the January 29<sup>th</sup> meeting. The Committee held a brief discussion on Dr. Grip's findings.
5. On Tuesday January 15<sup>th</sup> the A&F committee is recommending the approval of an international student from China as an I-20/F-1 Visa at a tuition rate of \$13,177.
6. On December 22<sup>nd</sup>, during a windstorm, HSN sustained additional damage to another section of their roof. Jimmy Stives and building and grounds members from Aramark secured the roof with cinder blocks. Additional work will need to be done to provide a permanent solution.

7. Policy 8000 Series was postponed until the January 22<sup>nd</sup> meeting.
8. Dr. Aderhold provided a school security update to the Committee. On Tuesday, January 29<sup>th</sup> members of the Plainsboro and West Windsor Police Departments will be meeting with a representative group of West Windsor Plainsboro administrators to determine the state of our emergency preparedness. During the month of January, Dr. Aderhold has attended 7 lockdown drills to date with members of West Windsor and Plainsboro PD. Drills continue to run smoothly. The next evolution of our drills will be to vary the time of drills or run unscheduled drills absent the knowledge of building administrators. Additionally, level alike meetings have been scheduled with all grade levels to discuss specific concerns.

On January 18<sup>th</sup> Dr. Kniewel, Dr. Aderhold and several members of the administrative team will be attending a state meeting hosted at TCNJ on school security.

9. The Board Office Roof, damaged during Hurricane Sandy, is slated to be fixed this spring.
10. The Committee briefly discussed the possibility of rescheduling the February 5<sup>th</sup> A&F meeting that would be replaced by the Board of Education Retreat. No decision was made.

**NEXT MEETING:** Tuesday January 22<sup>nd</sup> @ 7:00 p.m.



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

### MINUTES

January 22, 2013  
7:00 P.M.  
Central Office

Committee:

Bob Johnson (Chair)  
Michele Kaish  
Mani Manikandan

Administration Liaison:

Victoria Kniewel  
Russ Schumacher  
Dave Aderhold

Guests:

George Duthie  
Rachelle Feldman Hurwitz

Agenda:

1. The Administration and Facilities Committee discussed the possibility of a building expansion at Village Elementary School with the district architect, George Duthie. The Committee examined our current enrollment projections and our current enrollment capacity. We discussed building capacities and the challenge of meeting district program requirements within existing space limitations. We discussed enrollment constraints that will push several of our buildings in the next five years.
2. The Committee discussed the utilization of Google drive as a way to review the 8000 Series of the policy and procedures manual. After much discussion, the Committee agreed to utilize Google drive by posting comments on a virtual spreadsheet.

**NEXT MEETING:** February 19<sup>th</sup> at 7pm @ Central Office



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

### MINUTES

February 19, 2013

**7:00 P.M.**

**Central Office**

Committee:

Bob Johnson (Chair)  
Michele Kaish  
Manikandan Alapakham

Administration Liaison:

Victoria Kniewel  
Russ Schumacher  
Dave Aderhold

Guests:

George Duthie  
Lt. Jay Duffy  
Sgt. Matt Kemp  
Rachelle Feldman Hurwitz  
Michael Zapicchi

#### Agenda:

1. The committee welcomed Lt. Jay Duffy of the Plainsboro Police Department and Sgt. Matt Kemp of the West Windsor Police Department to discuss school security and to review school security recommendations. Mike Zapicchi and George Duthie also joined the committee to participate in this conversation. The committee began with a brief conversation of communication during the recent district lockdown. After that discussion the officers discussed the after action of the shooting at Sandy Hook Elementary School. They discussed the importance of decreasing the response time for police and creating time to move a school into a lockdown should there be an active threat. Sgt. Kemp shared that there is evidence of the importance of creating a tactical diversion to take away the plan of an active shooter. The officers shared that their number one recommendation is “addressing an armed threat.” When the officers were asked what they would recommend as a stepped down solution, absent the hiring of an officer in every building, the officers stressed the importance of controllable entrance ways. The committee discussed the numerous ways in which control of entrance ways could be enhanced which included staffing and reconfiguring entrance ways. This discussion included the importance in having “eyes on the doors” (EOD’s). While there is a wide range of solutions that are being considered the committee conversation focused on those recommended by the police departments. Many ideas will be discussed next Tuesday evening at the Board of Education discussion which will include a wide range of steps the district will take to address security concerns.
2. George Duthie of FVFD, district architect, was present to review the potential building expansion at Village Elementary School. The committee discussed the two presented options for consideration. The committee is recommending option two for Village Elementary School to the full Board of Education. Both option # 1 and #2 include space for include 6 classrooms, 2 small group instruction rooms, an OT/PT room, Community Education, multipurpose spaces, a new Central Office which includes Special Services and Guidance, Community Education Office Space, and a Registration Office. The primary difference between Option #1 and #2 is that Option #2 includes three conference spaces and an enhanced Multi-Purpose Space. Furthermore, the committee discussed moving forward an architectural contract on the 2/26/13 agenda for the schematic design phase of the project.



3. The proposed revisions to the 2013 – 2014 calendar were met with a lively conversation and some disagreement between a Tuesday June 17<sup>th</sup> or Saturday June 21<sup>st</sup> graduation. As previously discussed, graduation was impacted as a result of an unexpected conflict with the Sun Bank Arena. The committee discussed the impact of moving the last day of school from Thursday 6/19/14 to either Tuesday 6/17/2014 or Saturday 6/21/2014. The placement of professional development days, the recognition of Diwali or Chinese New Year within the calendar, and the potential need of two additional school days should a Tuesday, June 17, 2014 graduation date be approved were discussed. While the meeting concluded without a resolution of these issues, post meeting conversations did result in a committee recommendation to approve the 2013 – 2014 calendar on the BOE agenda on February 22, 2013.
4. The HSN Field Lights are being installed this week. Footings were poured on Tuesday of this past week.
5. The Tennis Courts at High School South have sustained damage due to several high wind incidents. Currently the court is not functional for the Spring season. Jimmy Stives is working with outside contractors to evaluate how we will fix the court surface. Marty Flynn is working to secure courts for the HSS Tennis team at either municipal or county parks.
6. The 8000 Series was not discussed. The 9000 series was distributed.

**NEXT MEETING:** March 5<sup>th</sup> at 7pm (After BOE meeting)



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

### **MINUTES**

**March 5, 2013  
7:00 P.M.  
Central Office**

Committee:

Bob Johnson (Chair)  
Michele Kaish  
Manikandan Alapakham

Administration Liaison:

Victoria Kniewel  
Russ Schumacher  
Dave Aderhold

Guests:

1. The Committee reviewed Policy and Regulation 9150 regarding School Visitors. As we will be establishing a School Security Pilot, the Committee wanted to ensure maximum flexibility and adherence to our current guidelines. A brief discussion was held regarding our current policy as it does not explicitly state that we check visitor identification as a matter of practice. The Committee felt strongly that we should allow for the “maximum flexibility” during the pilot to determine what we can learn.
2. The Committee discussed the Building Use Policy and the Administration’s recommendation to add a security surcharge on all facility users Monday through Friday after 6:30pm. The rate that would be charged was not discussed. Additionally, weekend facilities use was discussed but there is not currently a recommendation for consideration. Additionally, we discussed the importance of having all facility users re-register with updated documentation. For many organizations they have not updated their documentation in several years. The re-registration process will take place during the summer 2013.
3. The Committee resumed its review of the 8000 Policy Series. The Committee will continue our review of the 8000 series at the April 9<sup>th</sup> meeting.
4. The meeting calendar was reviewed for the remainder of the 2012 – 2013 school year. Due to conflicts, the Committee decided to meet on May 13, 2013 in place of the May 7<sup>th</sup> and May 21<sup>st</sup> dates.

**NEXT MEETING:** March 19, 6:30 p.m. at High School North



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

### **MINUTES**

**March 19, 2013  
6:30 P.M.  
High School North**

**Committee:**

Bob Johnson (Chair)  
Michele Kaish  
Manikandan Alapakham

**Administration Liaison:**

Victoria Kniewel  
Russ Schumacher  
Dave Aderhold

**Guests:**

Dana Krug

1. The Committee reviewed a student disciplinary matter that occurred in the parking lot at High School North. As a result of the incident, the Committee discussed the possibility of adopting a Weapons Awareness Policy similar to that utilized by Bridgewater-Raritan Regional School District and was supportive of the administration drafting a policy for review.
2. Dr. Aderhold provided an update on the Village Building Expansion. George Duthie, district architect, and one of his project architects met last week to present an updated design of the Village Building Expansion. Slight changes were noted after Van Cleef Engineering completed a review of existing utility lines. The building cannot be placed over existing utility lines and as such, requires a slight shift to the footprint of the proposed building. It is anticipated that Mr. Duthie will appear before the Administration and Facilities Committee at the April 23<sup>rd</sup> meeting.
3. The West Windsor Police have requested that the district consider placing DARE containers at Village Elementary School. The placement of containers would raise funds that would support our DARE program. The Committee asked the administration to check with PTA representatives and building administration whether such a request would conflict with any fund raising and/or school community service activities.
4. The Committee continued the review of the 8000 Policy Series.

**NEXT MEETING:** April 9, 2013 - 7pm at Central Office



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

### **MINUTES**

**April 9, 2013  
7:00 P.M.  
Central Office**

**Committee:**

Bob Johnson (Chair)  
Michele Kaish  
Manikandan Alapakham

**Administration Liaison:**

Victoria Kniewel  
Russ Schumacher  
Dave Aderhold

**Guests:**

Rachelle Feldman Hurwitz  
George Duthie

1. The Committee heard an update from George Duthie regarding the expansion at Village Elementary School. Mr. Duthie presented the conceptual design for the addition which included a review of both the interior and exterior plans. The Committee reviewed the footprint of the building and the proposed floor plan and was supportive of the current design and layout. On April 17<sup>th</sup>, George will meet with special education and on April 19<sup>th</sup>, central office and community education staffs to review the floor plans and furniture needs.
2. Dr. Aderhold presented a proposed structure for Community Education. The Committee was supportive of the structure and recommended a further discussion with the Finance Committee on April 23<sup>rd</sup>.
3. The Committee reviewed the 2014 – 2015 District Calendar reflecting understandings reached at the recent BOE Retreat. The calendar will next be reviewed by the Superintendent's Advisory Committee, PTA Presidents and Principals. It is anticipated that the calendar will be brought forward for the Board of Education's consideration on April 30<sup>th</sup>.
4. Dr. Aderhold provided an update on school security. The District began a pilot program at Millstone River and Village Elementary Schools. The pilot, called "Eyes on the Door," places security monitors at the front entrances of these two buildings for the remainder of the school year. Additionally, administrators continue to work with district architect, George Duthie, in conducting a site analysis at each building. Recommendations from these site analyses will be provided to the Committee for their review and further recommendations.

**NEXT MEETING:** April 23, 7:00 p.m. at Central Office



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

**MINUTES**

**April 23, 2013  
7:00 P.M.  
Central Office**

Committee:

Bob Johnson (Chair)  
Michele Kaish  
Manikandan Alapakham

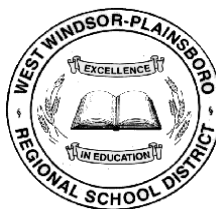
Administration Liaison:

Victoria Kniewel  
Russ Schumacher  
Dave Aderhold

Guests:

- The Committee completed their review of the 8000 Policy Series.
- A brief discussion of the 2014-15 School Calendar was held. The Committee learned that the proposed date for HS graduation of June 19, 2015 was no longer available at the Sun Center. As a result, the district is holding June 18, 2015. The Committee is re-examining the calendar at this time.

**NEXT MEETING:** May 13, 7:00 p.m. at Central Office



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

### MINUTES

**May 13, 2013  
7:00 P.M.  
Central Office**

Committee:

Michele Kaish (Chair)  
Manikandan Alapakham  
Hemant Marathe

Administration Liaison:

Victoria Kniewel  
Russ Schumacher  
Dave Aderhold

Guests:

Roseann Bonino  
Richard Kaye

### MINUTES:

- Roseann Bonino, Principal of Millstone River Elementary School, came forward to present a concept regarding an outside classroom learning space for Millstone River. It is being recommended by Millstone River that the area known as “Kay’s Garden” be updated and enhanced to include a free standing outdoor space. Funds would be provided through the Millstone River student activity fund. Essentially, it is being recommended that a similar structure be built at Millstone River to that of Village School. The Committee endorsed the concept of the outdoor learning environment. There are many next steps which include and but are not limited to DOE and DCA submission, site work by VanCleaf Engineering, documentation and application by FVFD and review and approval by the Planning Board.
- Dr. Aderhold presented an update to the Village Expansion project. A new set of updated floor plans was presented to the A&F Committee. George Duthie of FVFD met with all staff that would be moving to the new facility to review their program needs. The floor plans were updated after their input. The Committee reviewed the most up-to-date plans. The administration signed off to the conceptual design as of May 17<sup>th</sup>. The next step will be the submission to the DCA and DOE for approval.

George Duthie and Dr. Aderhold will be prepared to present and overview of the Village Expansion project at the June 11, 2013, Board of Education meeting.

- The Committee had a brief discussion regarding issuing district email addresses for board members. At this point the Committee is not prepared to bring this recommendation forward to the full BOE. There are several outstanding questions that remain that must be researched and brought back to the Committee for further discussion.

- Dr. Aderhold provided a brief update regarding the pilot programs at Millstone River and Village schools. Both pilot programs are fully staffed and we have been receiving positive feedback from parents and faculty at both buildings. It is anticipated that a survey of faculty and parents be conducted by the end of the school year to gather more formal feedback.
- The damage sustained to the HSS tennis courts has left us without a usable court at HSS. The tennis team has been conducting practice and matches at Mercer County Park. A bid is ready and was sent out on May 9<sup>th</sup>. The bids will be opened on May 23. If a successful bidder is found the administration will bring it forward on a subsequent BOE agenda.
- The Committee reviewed our meeting calendar for June and July. Dates for August 2013 – January 2014 will be set once Gerard Dalton joins the A&F Committee in July. Upcoming dates include June 4<sup>th</sup>, June 18<sup>th</sup>, and July 16<sup>th</sup>.
- Dr. Aderhold reviewed a request from the West Windsor Arts Council. The Arts Council has requested that the district “partner” with them and provide busing for an after-school art class (K-8) throughout the school year as well as for a Kindergarten Extension Program. The administration is opposed to such a partnership as the Arts Council would be in direct competition with our Community Education KE program. Currently, we provide midday transportation to approved daycare providers. The Arts Council is not an approved daycare provider. Furthermore, the district does not have available buses and would have to incur the cost of a bus to honor this request. The Committee supported this recommendation. It was noted that we recommend that the Art Council consider working with Community Education to provide classes onsite through our existing programs.
- The review of the 9000 series was postponed until June 4<sup>th</sup>.
- The Committee held a discussion regarding the 2014-15 School Calendar. Mrs. Kaish provided an overview of feedback heard at the last PTA/PTSA meeting and the Superintendent Advisory Committee meeting. Concerns presented revolved around the opening of school professional development days in September, instructional continuity throughout the calendar which includes the concern that the current calendar may encourage absenteeism. The concerns with instructional continuity have arisen from the challenges of the competing interests and constraints that factor into the development of the calendar and a desire to maintain a calendar that concludes by the third week of June. The Committee agreed that a much greater BOE conversation was necessary before we can move forward with the approval of the 2014 – 2015 calendar.

**NEXT MEETING:** June 4<sup>th</sup>, 7:00 p.m. at Central Office



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

### **MINUTES**

**June 18, 2013**

**7:00 P.M.**

**Central Office**

**Committee:**

Michele Kaish (Chair)  
Manikandan Alapakham  
Hemant Marathe

**Administration Liaison:**

Victoria Kniewel  
Russ Schumacher  
Dave Aderhold

**Guests:**

Dana Krug

- **Updates:**

- The Wicoff Beautification Project will see some work this summer with volunteers working to enhance the original entrance to the building in preparation of Wicoff's 100 year anniversary.
- The Dutch Neck Walking Track has been approved by both the DCA and DOE. The majority of funds have been raised. FVFD (district architect) will release a project and solicit bids from contractors for the work.
- Dr. Aderhold provided an overview of Summer Capital Projects which includes work at the following locations:
  - Maurice Hawk – Canopy
  - Wicoff – Paving
  - HSS – Tennis Courts
  - Village – Chiller Project
  - Dutch Neck – Boiler/Air conditioner
  - HSS – Project Adventure
  - HSN – Remaining roof/ceiling work damage from Hurricane Sandy
  - Community MS – Hallway lighting, roof project and air conditioning

Two other projects were discussed as being in the pipeline, Millstone River Educational Pavilion and the removal of the OT/PT trailers at Village. The Millstone River project is being reviewed by the architect and the removal of the trailers will be a component of the Village Expansion Project.



- West Windsor/Plainsboro Police – Dr. Aderhold met with the WW and Plainsboro Police on June 4<sup>th</sup> to continue conversations regarding school security upgrades and safety/security measures. It is the recommendation of the police and high school administrations that the district consider adding a police officer to each high school as an added security measure. Further discussions will be held at the committee level regarding this recommendation as this will need to be considered in conjunction with the EOD pilot.
- A school security survey was sent out to Village and Millstone River families and staff members to receive feedback on the Eye's on the Door Pilot. This data will be reviewed by the Administration and Facilities committee at its next meeting. As of June 21<sup>st</sup>, responses totaled 353 parents and 103 staff.
- Dr. Aderhold provided information regarding the process for adding internal security cameras at all buildings. It is projected that K-5 buildings will receive 3 cameras, 6-8 buildings will receive 5 cameras and the high schools will receive 6 cameras. Locations are currently being determined by building administrators. Russ Wray is working with Dr. Aderhold to determine wiring and installation costs.
- The PTA Security Committee held its first meeting on June 5<sup>th</sup>. The committee heard an overview of current district security practices. The committee agreed to work in an online format to review materials prior to our next meeting. The committee will provide recommendations to enhance current security measures. It is expected that this group will reconvene again at the end of the summer or early fall.
- As we prepare to review the EOD pilot program, Dr. Aderhold presented information on the Davis Group. The Davis Group has been awarded a security services contract through Ed Data. They are an approved contractor that could be utilized absent going out for a bid. Should we continue to move forward with the EOD program, we will need to discuss whether or not we maintain our current staffing or move to a contract service provider.
- The committee reviewed an Eagle School Project that sought to enhance the storage place for plays and musicals at HSS. The project meets a need to organize space above the HSS Playhouse for the efficient storage and hanging of costumes and props. The project was previously vetted and approved by Dennis Lepold and Jimmy Stives. The committee endorsed this project.
- Round 4 ROD Grants have been released by the Department of Education. The DOE is accepting grants up until September 4, 2013. The district will be working with FVFD to identify projects for submission.
- The Nursing Services Plan was reviewed and approved for submission to the county office. This is an annual report that must be filed.
- The 9000 Policy Series will be reviewed at the July 16<sup>th</sup> meeting.

**NEXT MEETING:** Tuesday, July 16, 7:00 p.m. at Central Office