



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

Minutes

**July 16, 2013
7:00 P.M.
Central Office**

Committee:

Michele Kaish (Chair)
Manikandan Alapakham
Hemant Marathe

Administration Liaison:

Dave Aderhold
Russ Schumacher
Gerard Dalton

Guests:

AGENDA:

- Updates:

- Summer Capital Projects
- HSS
 - Pool Handicapped Lift – Awaiting pricing
 - Carpet – Not to be completed this year
 - Roof – Addition and connecting link – COMPLETED
 - Tennis courts were damaged during Hurricane Sandy, fabric has separated, approximate cost of \$185,000. Currently in demolition phase.
- HSN
 - Fire Alarm Panel – Work began this week
 - Roof seaming – Complete. May have to address fireproofing, could lead to ceiling replacement. Eventual replacement of larger section of the roof
 - Stair Hardware Replacement – Complete
- CMS
 - Roof Replacement 700/800 Wing – Work began this week
 - HVAC Replacement of 2 units – First week of August
 - Lighting in hallways – First week of August
- GMS
 - Fire Alarm Panel Replacement (actually full system, all components) – Work has started
 - Novar System Upgrade (HVAC control system) - Still awaiting further information from vendor
 - Water Furnace Heating Pumps – Only a purchase of parts to keep in stock for repairs, in process.
- WIC
 - Driveway – Complete, concern about number of seams, working on a resolution between architect and contractor
 - Carpet – Not to be completed this year

- DN
 - Boiler Replacement – This is an ongoing multiple component project. The ultimate goal is working toward the removal of unit ventilators as the source of fresh air to roof top units that would also alleviate the need for window unit AC. Stage for this summer in process.
 - Walking Path – Bid received was too high for the budgeted amount, awaiting other bids.
- MH
 - Aux. Gym Door Replacement - Jim Stives is addressing this item through Buildings and Grounds funds.
 - Roof Replacement Front Canopy – To be completed in conjunction with CMS roof project, need for larger drain openings as part of the replacement of the roofing material.
- VIL
 - Art Room Floor – Still being assessed by Jim Stives
 - Chiller Replacement – Mostly complete, a couple of vent changes still needed. (Completed early due to failure during school year)
- District/BOE Office
 - Security System – Not to be completed
 - Card Swipe System – Not to be completed
 - New Truck – Dependent on funding
 - Gas Tank Replacement – Not to be completed
- School Security Updates
 - Cameras
 - 42 Cameras have been purchased. Currently obtaining vendor pricing for installation from a State of NJ approved contract vendor. Site licenses for software to increase the number of users have been purchased.
 - Eyes on the Door
 - The Committee discussed the recommendation by administration to continue Eyes on the Door at the 4-5 level and increase the program to include the 6-8 level to include hours with consideration for the after school use of the middle schools. Dr. Aderhold and Mr. Dalton met with a representative from the Davis Group on 7/16/13. The Davis Group is a State of NJ approved contract vendor for security services. The Davis Group will submit sample contracts to be reviewed by legal counsel. The per hour rate for security guards is \$14.88. Although slightly higher than the hourly rate for the district employees, it's all-inclusive. The District would not need to address benefits, pension and other such costs. All security guards would need to complete a 3-day certificated training course along with meeting district requirements for criminal history background verification.
- Student Project Proposals
 - The Committee reviewed an Eagle Scout Project that sought to enhance the center grass areas outside the main entrance to HSS. The project would include plantings and benches. Dr. Aderhold and Mr. Lepold met with the student to review the scope of the project and to prioritize the list of improvements.
 - The Committee reviewed an Eagle Scout Project that sought to repair and improve the CMS Environmental Center. The outdoor instructional area suffered damage from Hurricane Sandy and some components have aged beyond functional life. The project would include repairs to the instructional area, cleaning and the installation of a cabinet containing a white board for instructional purposes. The student engaged science faculty at CMS for the development of the project. Mr. Dalton met with this student prior to his departure from CMS.
 - Dr. Aderhold and Mr. Dalton met with two HSS students who seek to provide swimming lessons for students identified as in need. During the meeting it was determined that the students would research organizations to sponsor and oversee their community service project.

- 9000 Series
 - The 9100 series of policies were reviewed.
 - The 9200 series will be reviewed at a later meeting

- Future meeting dates
 - 8/13/13
 - 8/27/13
 - 9/16/13
 - 10/1/13
 - 10/15/13
 - 11/19/13
 - 12/10/13
 - 1/14/13

NEXT MEETING: August 13 – 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**Minutes
August 13, 2013**

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

Committee:

Michele Kaish (Chair)
Hemant Marathe

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

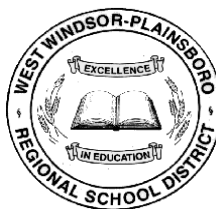
Guests:

Rachelle Feldman Hurwitz
Dana Krug

- **Policy 9200 Section**
 - Go back to 9191 – Booster Clubs – DELETE policy
 - 9200 – Cooperation Between Parents and School – Open houses should say back to school nights.
 - 9210 – Parent Organizations – DELETE policy
 - 9230 – Parent Responsibilities – DELETE policy
 - 9240 – Rights of Parents - KEEP
 - 9260 – Parental Liability for Vandalism – REMOVE the middle paragraph
 - 9270 – Home Schooling an Equivalent Education Outside the Schools (M) – As is
 - 9280 – Parent Conferences – DELETE policy
- **Tutoring/Conflict of Interest/Complaint Policy**
 - The Conflict of Interest Policy was discussed as it relates to tutoring and private music lesson situations and possible violations due to such happening on school grounds or with students currently assigned to those teachers. The issue was highlighted with a recent official complaint through the Complaint and Grievance Policy. The conflicting point is the expectation of families that tutors are available. Further discussion by the Committee will follow in future meetings. The topic was discussed with all administrators at retreat.
- **School Security**
 - A contract for the Davis Group will be on the 8/20 agenda. Those who worked for the district for the Eyes on the Door program will be able to apply for employment through the company. Due to timing, we may not have this in place at the 4-5 and 6-8 buildings for the opening of school. Work orders have been processed for upgrades or additional connections for door access phones and intercom phones.

- Summer Construction Updates
 - Progress is being made on all projects.
 - DN - There may be delays with some of the finish details at Dutch Neck related to the HVAC project. Those finishing details may be completed after the school year begins.
 - HSN – The fire proofing insulation is moving along, but did delay the completion of the roofing project. Most likely, the work will be completed within the next week.
 - GMS – The fire alarm replacement has not started, but may begin soon.
- One to One Initiative Insurance
 - As the Chromebook pilot begins at VS and MRS, we are looking at possible plans to address abuse or loss. This same topic was discussed with the finance committee. There are a variety of options:
 - District assumes cost
 - Treat as if it's a textbook and they will be responsible for damage or replacement costs
 - Insurance cost about \$65 per year for parents
 - Self-insurance cost about \$40 per parent and we would handle the difference based on lower claim expectation. (We would need to have everyone participate in this plan)
 - Feedback – There should be a cost of some sort to the families toward building responsibilities. The \$40 version seems more reasonable. Clarification – either pay the \$40 or accept responsibility.
 - New law related to big brother monitoring of the use of the device.
- Village School Update
 - DCA and DOE submissions are on target for the next couple of weeks. The project should go out for bid in November.
 - Recent meetings – Dr. Aderhold, Gerard Dalton, Larry Shanok, George Duthie and other representatives met with West Windsor Township to share the project. Positive feedback was received and questions focused on logistical issues and a plan for communication.
 - Use of new classrooms – How will we utilize the additional space at VS to support programs across the district and to alleviate space concerns? The answer to this question will be ongoing.
- October Meeting Change
 - Change 10/1/13 meeting to 9/30/13

NEXT MEETING: Tuesday, August 27, 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

Minutes

August 27, 2013

7:00 P.M.

Central Office

Committee:

Michele Kaish (Chair)
Hemant Marathe

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

- The Committee continued its review of the 9000 Policy Series.
- Identifying Policies to be revisited – A chart with the policies to be revisited will be shared at our next meeting. It is comprehensive and will need to be thoroughly reviewed.
- HSS Eagle Scout Project – A student from HS South has proposed an Eagle Scout project that would provide plaques with short quotes related to running along the mile loop sections on school property. The student met with Mr. Lepold for his approval. The project is at no cost to the district.
- Exchange Students – The district has had a variety of requests to accept exchange students. In the two most recent cases, district families have approached the district asking us to honor the request. After discussion, it was determined that requests by community members would be honored when the organization placing the student is associated with the United States Department of State.
- Online Registration – A contract will be included in the Board packet for the approval of an online registration component that will allow incoming families to complete most components of the required paperwork prior to their registration appointment. This process should cut down on the time needed for appointments and streamline the process.

NEXT MEETING: Monday, September 16, 7:00 p.m. at Central Office



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

CLOSED MINUTES

September 16, 2013

8:00 P.M.

Central Office

Committee:

Michele Kaish (Chair)
Alapakkam Manikandan
Hemant Marathe

Administration Liaison:

Victoria Kniewel
Russ Schumacher
Dave Aderhold

Guests:

Closed Session Items

- HSN
Student lifeguards at HSN will receive minimum wage.
- Head Gear
A question was raised about the middle school sports helmets to be utilized in Princeton highlighted in a recent article. Following consultation with our Athletic Director, it was determined that the helmets referenced do not offer substantial protection and impact the function of the safety goggles that are required.
- Calendar 2014-2015



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

Minutes

**September 16, 2013
7:00 P.M.
Central Office**

Committee:

Michele Kaish (Chair)
Alapakkam Manikandan
Hemant Marathe

Administration Liaison:

Dave Aderhold
Russ Schumacher
Gerard Dalton

Guests:

- Policy
 - Reviewed at the meeting were policy alerts from Stauss Esmay, policies that need to be revisited and one other where feedback was received from Gerri Hutner. It was determined that a Google Doc would be created for committee members to comment on those policies highlighted in the alert and discussion will occur on October 2nd.
- Eagle Scout Proposal
 - A project has been proposed to construct a green-roof shed at Town Center School to maintain tools and supplies for regular use in the school's garden. The project was approved by the Township of Plainsboro and supported by Mr. Stevens.
- Scholastic Student-Athlete Safety Act – Draft Policy by October 8th
- QSAC
 - The district will be monitored this year. A Board member is required to serve on the district committee.
 - Will need a BOE member on the committee
- Eyes on the Door
 - The Davis Group was able to provide security officers for the opening of school. Schools have been working with officers to standardize procedures. Officers have maintained reports to provide feedback for the district. Dr. Aderhold and Gerard Dalton are meeting with the Davis Group to obtain feedback and continue in the development of standard operating procedures unique to our schools.

Update

- West Windsor Planning Board for Village School Expansion Project
 - Architect, George Duthie and Dr. Aderhold will attend the West Windsor Planning Board meeting on November 7, 2013 as the Village School project is reviewed.

NEXT MEETING: Wednesday, October 2nd at 7:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

CONFIDENTIAL MINUTES

October 2, 2013

7:30 P.M.

Central Office

Committee:

Michele Kaish (Chair)
Alapakkam Manikandan

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

Confidential

- CMS Trophies – During the summer, the trophy cases at CMS were cleaned along with other projects including the painting of the cafeteria. A plan was put in place to clean and rearrange the trophies since there were trophies collected for many years and some were not able to fit into the trophy case. The plan included the display of the 3 most current years of trophies for all received and all other trophies would be packed and stored. The trophies were packed in 3-4 boxes and packing was overseen by office staff.

When the school year began, a club advisor mentioned the desire to show trophies to children. Following a lengthy search, the boxes were not located. A custodian was assigned to place them in storage, but that custodian is no longer employed and was released from service around the time that trophy cases were cleaned.

Aramark has searched the building as well. We have requested that Aramark interview all employees regarding the events. As well, it has been requested that the former employee be contacted to ascertain if there is any knowledge of the whereabouts of the trophies.

Concern arose about the remaining trophies and the representation of the various activities. CMS has confirmed: the past 3 years of trophies for Science Olympiad, Math League, Chess, Future Problem Solvers and Lego League are represented. Aramark has been asked to contact their former employee to ascertain his recollection of the situation. As well, they will be speaking with all of those who worked at CMS during the cleaning of the trophy cases.

- Jewish Community Center – Central office representatives and George Duthie visited the site following contact by the developer with Dr. Aderhold. Following a tour of the facility, it has been determined that the site would not meet the needs of our educational programs.
- Village Expansion/Classroom Utilization – Central office is continuing our discussions with special services and principals around the utilization of space and the possible movements of programs to maximize resources and to create logical progressions within buildings.
- Buildings and Grounds – The search for a co-director has been re-opened and the administration is reviewing the salary of the current director based on current market conditions impacting the ability to find a suitable candidate



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

Wednesday, October 2, 2013

7:30 P.M.

Central Office

| | | |
|-----------------------|--------------------------------|----------------|
| <u>Committee:</u> | <u>Administration Liaison:</u> | <u>Guests:</u> |
| Michele Kaish (Chair) | Gerard Dalton | |
| Alapakham Manikandan | Russ Schumacher | |
| | Dave Aderhold | |

Policy

- Alert Policies - The latest policy alerts from Strauss Esmay were reviewed. The new HIB Policy provides some minor updates that the committee agreed were appropriate.
- Future meetings on policy will focus on the tabled policies.

Memorandum of Agreement

- The documentation for the MOA between the district and the West Windsor and Plainsboro Police Departments has been prepared and signatures from the agencies have been obtained. BOE acceptance of the MOA is on the October 8th agenda.

NEXT MEETING: October 15, 2013, 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

Confidential Minutes

October 15, 2013

7:00 P.M.

Dutch Neck

Committee:

Michele Kaish (Chair)
Alapakham Manikandan
Hemant Marathe

Administration Liaison:

Dave Aderhold
Gerard Dalton

Guests:

Dana Krug

Confidential

- Village Expansion
 - Dr. Aderhold reviewed all K-5 building maps and outlined possible scenarios for the utilization of space across the district. Input from the Committee was sought on process with constituency groups. Following the discussion with the Committee, the constituency groups to be engaged in discussion will include, principals, teaching grade levels to be impacted and PTA executive board members.
- Princeton Terrace
 - Current numbers indicate a higher number of students than anticipated with an impact at Village School in fourth grade that has increased class size, in some cases up to 27 students. Central office has contacted the leasing office to obtain further information as to the completion of remaining units and for any further information that might be helpful in predicting an increase in student registration.



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

Minutes

October 15, 2013
7:00 P.M.
Dutch Neck

Committee:

Michele Kaish (Chair)
Alapakham Manikandan
Hemant Marathe

Administration Liaison:

Dave Aderhold
Gerard Dalton

Guests:

Dana Krug

Minutes:

- Dutch Neck HVAC
 - James Stives, Director of Buildings and Grounds, gave a tour at Dutch Neck School to provide an update on the heating, ventilation and air conditioning project.
- QSAC – Operations and Governance
 - Dr. Aderhold provided an explanation of the scoring of Operations and Governance for QSAC and the district committee structure for review and self-scoring in preparation for the review by the Mercer County DOE assessment team.
- Policies
 - Scholastic Student-Athlete Safety – On June 27, 2013, this law was signed mandating physical examinations for students in grades 6-12 for school sponsored interscholastic and intramural teams. The law will require revisions to Policy 2341 - Strauss Esmay should be providing an update in the near future.
 - Fundraising – Recent discussions have raised questions about the approval of fundraising practices in the District. Building administration and the A&F Committee have been asked for input. Questions focus on the types of activities, locations, insurance requirements, and conflicts due to scheduling and fundraising by non-school based organizations.
- Updates:
 - Buildings and Grounds – Co-director interviews have concluded. A final step in the process will include the final candidate spending part of a day with James Stives.
 - Athletic transportation – Forms will be modified to allow parents to designate another adult to transport their child. Advance notice will still be the focus, but coaches will have forms available for emergent situations.

- Millstone River School Pavilion – The pavilion project will be moving forward with a change in location due to proximity to the building. This project had been approved last year with funding derived from prior fundraising at MRS.
- Dutch Neck School Walking Track – The district is awaiting a third bid.
- Maurice Hawk School Walking Track – Gerard Dalton met with a representative of the MH PTA to discuss a proposed walking track. District architect, George Duthie, has been consulted and will be providing guidance for next steps.
- Community Education Program Review – On Monday, October 21st, Dr. Aderhold and Gerard Dalton will be meeting with the consultant charged with providing the review toward finalizing the written report.

NEXT MEETING: Tuesday, November 19, 2013 – 7:00 p.m. at BOE





WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

November 19, 2013

7:00 P.M.

Board of Education

Committee:

Michele Kaish (Chair)
Alapakham Manikandan
Hemant Marathe

Administration Liaison:

Dave Aderhold
Russ Schumacher
Gerard Dalton

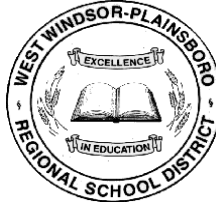
Guests:

Rachelle Feldman Hurwitz
George Duthie

- Village School Expansion – The district administration and architect met with planning board on November 5, 2013. Various township departments made requests for the Board to consider as plans move forward. District architect, George Duthie reviewed the items with the committee and provided responses for the township.
 - Connecting sidewalk with the parking lot with the synagogue –It is our position that the suggested sidewalk is redundant to the one that already exists.
 - Relocation of driveway to reduce disruption of berm and trees - Movement of the driveway disrupts more of the land and removes the compact nature of the current driveway. Consideration will be given to additional plantings in the parking lot area.
 - Staggering of arrival/departure times – The school district will make consideration of the times, but they are dependent on program schedules and staffing.
 - Lighting of entrance driveway – Lighting has been added to illuminate the driveway.
 - Service truck back-up area and the pedestrian crossing – A striped pedestrian crosswalk has been added. The timing of the garbage pick-ups and deliveries can be managed with vendors and schedules. The front driveway of Village School will be utilized more regularly for tractor-trailer deliveries.
 - Storm water issues from the Township Engineer – The items brought forward have been implemented and are included in updated plans.

- Mercer County Planning Board Feedback – Verbal feedback at this time, the written report has not been received.
 - Village Road East is a county road and the planning board has requested acceleration and deceleration lanes will require road widening. The requirement for these lanes would be a traffic flow of 500 or more cars per hour. It is recommended that the district hire a civil engineer for a traffic flow study.
- Milestone dates
 - George Duthie provided a schedule of the tentative milestone dates of the project.
- Bids will be opened on 12/17/13
 - Various contractors have already obtained bid packages.
- Energy
 - Energy efficiency will be worked into the building. Items include LED lighting, natural daylight, heat and hot water systems. There are some incentives that should be earned back through the NJ Board of Public Utilities.
- Security – The district is in the process of reviewing the Eyes on the Door Program at the 4-8 levels and making consideration for expansion to the remaining schools. Various steps are in place to guide the decision-making:
 - An electronic survey has been distributed to all families and faculty in the four schools where Eyes on the Door is in place. It is the same survey utilized last year for feedback. The same survey utilized with the public and faculty Survey of the public and faculty at the 4-8 level
 - Gerard Dalton will be meeting with the principals where EOD exists to obtain feedback.
 - Gerard Dalton will be meeting with the other grade level principals to discuss the possible implementation in the remaining buildings. Some of these principals now have experience following the addition of security during Election Day.
 - The topic of protocols during after school and evening events was raised and further consideration needs to be given to what works best in the unique scenarios. When is it feasible to check identification and when is it not longer feasible? We will work with The Davis Group to address any concerns.
- Capital Projects
 - Technology – Dr. Aderhold discussed the needs of the technology department relating to hardware upgrades based on increased usage and aging equipment. The Director of Technology is working with the staff to develop a list of proposed items and costs.
 - It was suggested that the district research equipment maintenance contracts with vendors that would allow for the management of costs.

NEXT MEETING: December 10, 2013 – Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

Minutes
January 22, 2014
7:00 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Rachel Juliana – Not present
Louisa Ho

Administration Liaisons:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

George Duthie
Jim Stives

- Village School Expansion
 - George Duthie of Fraytak Veisz Hopkins Duthie and Jim Stives attended the meeting and discussed the bid opening. We received approximately 70 bids, which includes subcontractor bids.
 - ◆ G&P Parlamas is to be awarded the bid for the general construction work.
 - ◆ Mastercraft Iron is to be awarded the bid for the steel and iron work.
 - ◆ Annese Mechanical is to be awarded the bid for plumbing, drainage, gas fittings and sprinkler.
 - ◆ Thassian Mechanical is to be awarded the bid for heating, ventilation and air conditioning.
 - ◆ MJF Electrical – worked at DN, HSS and some other projects. The district has had good results with them.
 - We will have Charlie DeFranco from Fraytak Veisz Hopkins Duthie on site; he worked on the HSS project and is familiar with the district.
 - Hard costs and soft costs were explained along with how the costs will be tracked during construction.
- Capital projects were reviewed for all ten facilities with recommendations from Buildings and Grounds, the district architect and building administrators. A prioritized list was recommended based on the combined priorities and the district ROD Grant approvals. Approximately \$597,000 will be received in ROD Grants.
- Eyes on the Door will be expanded to the remaining schools on or about February 2, 2014.
- Family ID has been proposed by Athletic Director, Jean Marie Seal. Family ID is an online system that allows parents to complete sports package paperwork online and all information will be maintained for future seasons. This low cost program will eliminate duplicated paperwork and more efficient submission of paperwork. The cost is: \$2,100. The high schools will begin using the system for the spring and the middle schools will be phased in for the fall 2014.

NEXT MEETING: Tuesday, February 11, 2014 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

Minutes

**February 11, 2014
7:00 P.M.
Central Office**

Committee:

Michele Kaish (Chair)
Rachel Juliana
Louisa Ho

Administration Liaisons:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

- Enrollment projections
 - The administration and Committee reviewed enrollment projections based on the analysis of the October 15 count, principal recommendations, and central administration review. The projections will guide the determination of class sections for 2014-2015 scheduling.
- Community Education Program Review
 - The District received the final copy of the report from GID Consulting. Recent changes in the leadership structure of Community Education were in progress simultaneously to the finalization of the report. The Board and administration will continue to review the recommendations in the report.
- Pride Survey – Health Risk Factor Survey (substance use)
 - The Mercer Council on Alcohol and Drug Addiction would like to administer an anonymous Pride Survey to students in grades 6-12. [The survey provides county-wide statistical data regarding the use, perception of risk, and disapproval of substance abuse.] Schools willing to participate are randomly selected and, therefore, all schools may not participate. Parents will be notified if their children are selected and parents will be offered an opportunity to opt-out.
- Policy Status
 - Strauss Esmay provided the District with an account of policies to be completed; the District reviewed its account and developed a reconciled list. The Committee will schedule dates to complete the work on the policies based upon priorities recommended by that administration.

- Eyes on Door Update
 - The Davis Group moved to implement Eyes on Door officers at all schools beginning on February 10, 2014. The schools new to the program await the installation of intercom systems for the officers. Bids for the equipment and installation were received and purchase orders have been processed. To date, building administrators report positive feedback on the security presence.
- FamilyID Update
 - The program to facilitate online registration for athletics has netted positive results within the first week, when over 360 athletic packages were processed. Feedback received indicated the need for a “save” function so that data is not lost on entry; the vendor is working on that feature and it will be offered in late summer or early fall.
- Beth Chaim
 - Congregation Beth Chaim responded to the request of Village School principal to utilize field space during the Village Expansion Project. Permission has been granted to use the fields provided the district provides proper insurance coverage.

NEXT MEETING: March 18, 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

Minutes

**February 11, 2014
7:00 P.M.
Central Office**

Committee:

Michele Kaish (Chair)
Rachel Juliana
Louisa Ho

Administration Liaisons:

Gerard Dalton
Russ Schumacher
Dave Aderhold

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NEXT MEETING: March 18, 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

Minutes

March 18, 2014

7:00 P.M.

Central Office

Committee:

Michele Kaish (Chair)
Rachel Juliana
Louisa Ho

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

Bill Gardner - WWPSA

- Village Update
 - All pertinent documentation has been processed with the NJ Department of Education and the School Construction Authority. The project is progressing in accordance with the projected schedule.
- Other Projects – Walking Tracks, Pavilions, Summer Building Use, etc.
 - The walking track at Dutch Neck School is progressing. Purchase orders have been processed for the contractor. The contractor is waiting for the proper weather conditions.
 - The Millstone River School pavilion project is progressing. Purchase orders have been processed for Van Cleef Engineering to prepare grading plans and permit information. The weather conditions have impacted the start of this work.
- Eagle Scout Projects for GMS
 - A proposal for an Eagle Scout project at Grover Middle School seeks to provide markers for the cross-country course. The course is to be marked with pressure treated wood posts at key mile markers and at turning points. The finish line will be marked with paving stones.
 - A proposal for an Eagle Scout project at Grover Middle School seeks to improve the seventh grade courtyard. Improvements to the area include adding mulch, flowers and benches.
- Ice Hockey Co-op Agreement with Ewing
 - The High School North Ice Hockey team does not have a sufficient number of participants for a team. Ewing Township is in a similar situation and both athletic directors proposed the students from Ewing playing with our team. Ewing will pay the district a per pupil fee, yet to be determined, for their students to participate on the HSN team.

- International Student Inquiries – 2014-15 (3 requests)
 - The District received 3 requests for placement of international exchange students for next school year. Only one may be moving forward at this time pending further information from the exchange organization related to financial compensation for the host family. One other request was not associated with an approved exchange program and was not presented in a manner consistent with the full-year of study required by the United States Department of State. The third was a non-specific inquiry from an exchange program without an identified student or host family.
- Pre-School Proposal for 2014-15
 - Supervisors from the Special Services Department have proposed changes to the current structure of the integrated pre-school program that would reduce 3 sections down to 2 based on enrollment projections. The elimination of one section will create a space for a full-day preschool program for children with Autism. The students to be enrolled in the program are currently enrolled in out-of-district placement at a higher cost. Offering the program for these students in-district, increases the continuity of their program and decreases costs through realignment of staff.

NEXT MEETING: April 8, 2014 - 6:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

**April 8, 2014
6:30 P.M.
Central Office**

Committee:

Michele Kaish (Chair)
Rachel Juliana
Louisa Ho

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

- Exchange student request with updated information for consideration – The committee has discussed a request for the placement of an exchange student through Youth for Understanding. The committee did not recommend permission for the placement based on the fact that the host family has a current placement in the district and this request would be the second in two years.
- CMS atrium beautification update – The student council and the art department will be placing student sculptures in the atrium areas at Community Middle School that display a patriotic theme related to the theme If Not Me, Then Who. The theme relates to the ongoing character education work with the Travis Manion Foundation.
- Buildings & Grounds and Village School updates – Mr. Stives provided an updated list sharing that all summer projects are progressing and bid openings for projects will occur on April 23rd. The Village Expansion Project weekly update from Fraytak, Veisz, Hopkins and Duthie was reviewed.
- Janet's Law preparation for September – The district nurses have prepared documentation to meet the requirements of Janet's Law effective September 2014. Janet's Law provides specific guidance related to CPR training and Automatic External Defibrillator (AED) protocols for schools.
- Emergency closing days during the 2014-2015 school year – The committee reviewed calendars for the 2014-15 and 2015-16 school years and discussed options to address additional emergency closing days.
- Piano donation – The district will be receiving the donation of a piano from the Princeton Alliance Church. Jeff Santoro, Arts Supervisor and Michael Zanicchi, Principal, supported the acceptance of the donation and will allocate funds through the budget for transporting and tuning the piano.

- Tech policy as it relates to the 1-1 based on lessons learned from the pilot – The committee requested further information on the pilot program related to:
 - Data from success of the program from the parent, student and teacher perspectives with consideration of a survey.
 - Data related to theft, loss, damage and insurance claims.

- Closed Session – Pending Litigation

NEXT MEETING: May 13 - 6:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
May 13, 2014
6:30 P.M.
Central Office**

Committee:

Michele Kaish (Chair)
Rachel Juliana
Louisa Ho

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

Brian Downing

Exchange Student Request

- A parent in the community asked the A&F Committee to reconsider the decision to deny a request for the attendance of an exchange student in the district. This request follows a placement that was honored for the 2013-1204 school year. The Committee affirmed the decision to deny the request.

NJ School Climate Survey

- Director of Guidance Lee McDonald would like WW-P to participate in the New Jersey School Climate Survey; the survey could be administered during the middle of the 2014-2015 school year. The survey will gather feedback from students, parents, and faculty; and the information would be used to guide work in the area of school climate.

Eyes on the Door

- During construction, we need to re-route traffic in and around Village School. An additional safety officer has been assigned to Village School to assist with outdoor Physical Education classes and safe crossings at the rear of the building.
- Additional safety officers will be assigned during the upcoming June 3 primary elections.

Building & Grounds Update

- Director of Buildings and Grounds Jim Stives will be resigning from his position effective September 1, 2014.

Planning Board

- District administration met with Marvin Gardner, West Windsor Township Planning Board representative, to gain a greater understanding of current and potential development projects in the community.

NEXT MEETING: June 3 - 1:30 p.m. at Village School (Child Study Team conference room)



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

Minutes

June 3, 2014

1:30 P.M.

Village School – CST Conference Room

Committee:

Michele Kaish (*Chair*) - *absent*
Rachel Juliana
Louisa Ho

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold
Alicia Boyko

Guests:

Dana Krug
George Duthie
Charlie DeFranco

- Village School
 - The expansion project at Village School offered the opportunity for the committee to meet in a different location and learn about progress from the architect, George Duthie and site supervisor, Charlie DeFranco. During the tour, the Committee visited the cafeteria for an explanation on the replacement of the floor as a capital project during the summer of 2014.
- Calendar - 2014-15 and 2015-16
 - The Committee received feedback from administration on the revised 2014-15 and 2015-16 calendars following review by PTA leadership, Superintendent's Advisory Council and Principals. The revised calendars add Presidents' Day as an additional emergency closing day for a total of four days.
- School and Facility Names Policy - Policy 7250
 - The Committee reviewed the policy for greater understanding based on recent inquiries.
- Athletic Shed Addition at HSN
 - The Athletic Director is working with the Buildings and Grounds Director for the placement of a shed to store track equipment at High School North. Currently, mats and other equipment are left outside in the elements and the need for proper storage was defined. The shed will be funded through the athletic department budget.
- Pupil Attendance and Extended Vacations
 - The Committee discussed concerns raised by building administration about the increased number of extended vacations. Data will be gathered following the close of the school year from Infinite Campus and school attendance personnel to develop recommendations that would revise Policy 5200 – Attendance.

NEXT MEETING: July 1 - 6:30 p.m. at Central office

WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

PROPOSED REVISED 2014-2015 SCHOOL YEAR CALENDAR

| SEPTEMBER 2014 | | | | |
|----------------|-----------|-----------|-----------|----|
| M | T | W | Th | F |
| | AUGUST 26 | AUGUST 27 | AUGUST 28 | |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | | | |

| FEBRUARY 2015 | | | | |
|---------------|----|----|----|----|
| M | T | W | Th | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| | | | | |

| COLOR CODES | |
|-------------|------------------------------|
| | Schools Closed |
| | Emergency Closing Day |
| | Early Dismissal: Conferences |
| | Early Dismissal Day K-12 |
| | Professional Development Day |
| | PD Day. NEW Teachers Only. |

| OCTOBER 2014 | | | | |
|--------------|----|----|----|----|
| M | T | W | Th | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

| MARCH 2015 | | | | |
|------------|----|----|----|----|
| M | T | W | Th | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

FALL 2014

| | |
|-------------|---|
| 8/26-28 | PD Day. New Teachers Only. |
| 9/1 | Labor Day |
| 9/2 | Professional Development Day |
| 9/3 | First Day of School. Full Day K-12 |
| 9/25 | Schools Closed |
| 10/16-10/17 | Early Dismissal 6-8. Parent-Teacher Conferences |
| 10/23 | Schools Closed. PD Day |
| 11/6-7 | Schools Closed |
| 11/20-21 | Early Dismissal K-8. Conferences |
| 11/24-25 | Early Dismissal K-5. Conferences |
| 11/26 | Early Dismissal K-12 |
| 11/27-28 | Schools Closed. Thanksgiving Recess |

| NOVEMBER 2014 | | | | |
|---------------|----|----|----|----|
| M | T | W | Th | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| | | | | |

| APRIL 2015 | | | | |
|------------|----|----|----|----|
| M | T | W | Th | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |

WINTER 2014-2015

| | |
|------------------|--|
| 12/23 | Early Dismissal K-12. Winter Recess |
| 12/24-12/26 | Schools Closed. Winter Recess |
| 12/29 thru 12/31 | Schools Closed. Winter Recess |
| 1/1-1/2 | Schools Closed. Winter Recess |
| 1/19 | Schools Closed. Martin Luther King Jr. Day |
| 2/6 | Early Dismissal K-5. Conferences |
| 2/19 | Schools Closed. PD Day |

| DECEMBER 2014 | | | | |
|---------------|----|----|----|----|
| M | T | W | Th | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| MAY 2015 | | | | |
|----------|----|----|----|----|
| M | T | W | Th | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

SPRING 2015

| | |
|-------------|---|
| 4/2 | Emergency Closing Day |
| 4/3-4/10 | Spring Recess |
| 4/24 | Early Dismissal K-5. Conferences |
| 5/25 | Schools Closed. Memorial Day |
| 5/26 | Emergency Closing Day |
| 5/27 | Emergency Closing Day |
| 6/18 | Last Day of School. Early Dismissal K-12. High School Graduation. |
| 6/19 & 6/22 | Professional Development Days. NEW TEACHERS ONLY |

| JANUARY 2015 | | | | |
|--------------|----|----|----|----|
| M | T | W | Th | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| JUNE 2015 | | | | |
|-----------|----|----|----|----|
| M | T | W | Th | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | | | |

| EMERGENCY CLOSING DAYS | |
|------------------------|--|
| Days Used | Schools Will Be Open on the Following Days |
| 1 | May 27, 2015 |
| 2 | May 26, 2015 |
| 3 | February 16, 2015 |
| 4 | April 2, 2015 |

Note: If we have no emergency closing days, schools are closed on February 16, April 2, May 26, and May 27.

BOARD APPROVAL: XXX

WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

PROPOSED REVISED 2015-2016 SCHOOL YEAR CALENDAR

| SEPTEMBER 2015 | | | | |
|----------------|-----------|-----------|-----------|----|
| M | T | W | Th | F |
| | AUGUST 25 | AUGUST 26 | AUGUST 27 | |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

| FEBRUARY 2016 | | | | |
|---------------|----|----|----|----|
| M | T | W | Th | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | | | | |

| COLOR CODES | |
|-------------|------------------------------|
| | Schools Closed |
| | Emergency Closing Day |
| | Early Dismissal: Conferences |
| | Early Dismissal Day K-12 |
| | Professional Development Day |
| | PD Day. NEW Teachers Only. |

| OCTOBER 2015 | | | | |
|--------------|----|----|----|----|
| M | T | W | Th | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| MARCH 2016 | | | | |
|------------|----|----|----|----|
| M | T | W | Th | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

FALL 2015

| | |
|----------|-------------------------------------|
| 8/25-27 | PD Day. New Teachers Only |
| 9/1 | Professional Development Day |
| 9/2 | First Day of School |
| 9/7 | Schools Closed. Labor Day |
| 9/14 | Schools Closed |
| 9/23 | Schools Closed |
| 10/15-16 | Early Dismissal 6-8: Conferences |
| 11/5-6 | Schools Closed |
| 11/11 | Schools Closed. PD Day |
| 11/19-20 | Early Dismissal K-8: Conferences |
| 11/23-24 | Early Dismissal K-5: Conferences |
| 11/25 | Early Dismissal K-12 |
| 11/26-27 | Schools Closed. Thanksgiving Recess |

| NOVEMBER 2015 | | | | |
|---------------|----|----|----|----|
| M | T | W | Th | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

| APRIL 2016 | | | | |
|------------|----|----|----|----|
| M | T | W | Th | F |
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| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

WINTER 2015-2016

| | |
|-------------|--|
| 12/23 | Early Dismissal K-12. Winter Recess |
| 12/24-12/25 | Schools Closed. Winter Recess |
| 12/28-12/31 | Schools Closed. Winter Recess |
| 1/1 | Schools Closed. Winter Recess |
| 1/18 | Schools Closed. Martin Luther King Jr. Day |
| 2/5 | Early Dismissal K-5. Conferences |
| 2/8 | Schools Closed. Professional Development Day |

| DECEMBER 2015 | | | | |
|---------------|----|----|----|----|
| M | T | W | Th | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

| MAY 2016 | | | | |
|----------|----|----|----|----|
| M | T | W | Th | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

SPRING 2016

| | |
|----------|--|
| 3/24 | Emergency Closing Day |
| 3/25 | Schools Closed. Spring Recess |
| 3/28-4/1 | Schools Closed Spring Recess |
| 4/22 | Early Dismissal K-5. Conferences |
| 5/30 | Schools Closed. Memorial Day |
| 5/31 | Emergency Closing Day |
| 6/13 | Emergency Closing Day |
| 6/17 | Last Day of School. Early Dismissal K-12. High School Graduation |
| 6/20-21 | Professional Development Days. NEW TEACHERS ONLY |

| JANUARY 2016 | | | | |
|--------------|----|----|----|----|
| M | T | W | Th | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| JUNE 2016 | | | | |
|-----------|----|----|----|----|
| M | T | W | Th | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |

| EMERGENCY CLOSING DAYS | |
|------------------------|--|
| Days Used | Schools Will Be Open on the Following Days |
| 1 | June 13, 2015 |
| 2 | May 31, 2015 |
| 3 | February 15, 2015 |
| 4 | March 24, 2015 |

Note: If we have no emergency closing days, schools are closed on February 15, March 24, May 31, and June 13.

POLICY

WEST WINDSOR-PLAINSBORO

REGIONAL
BOARD OF EDUCATION

PROPERTY

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School and Facility Names

7250 SCHOOL AND FACILITY NAMES

The West Windsor-Plainsboro Board of Education reserves the right to name and to rename all schools and facilities of the district. The Board believes naming a district school or facility is a matter of importance that deserves thoughtful attention. In making a decision to name or rename a school or facility, the Board will strive to honor the traditions and high ideals of the district and the community it serves.

I. Definition.

For the purpose of this policy, a facility is a large place within school grounds used or designed for a specific purpose, such as a theatre, auditorium, cafeteria, lobby, commons, courtyard, library, media center, stage, athletic field, pool, or gymnasium.

II. Naming New Schools or Facilities.

The Board shall encourage citizen participation in the naming of any new district facility and, in each instance, shall set-up a means whereby suggestions will be solicited from the public.

Before naming any new facility, the Board shall appoint, upon the recommendation of the Administration and Facilities Committee, an Ad Hoc Naming Committee (Policy No. 9130.1) with a specific charge. The committee will invite interested citizens or township representatives to suggest name(s) and to offer written support for the appropriateness of their suggestion(s). The committee will review name(s) submitted and will submit up to three recommendations, with the grounds for their selections, to the Board for formal action.

Criteria

The Board shall provide approved criteria for decision-making to the committee, including, but not limited to:

- a. No discrimination because of race, creed, color, national origin, nationality, ancestry, age, sex, familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, mental or physical disability, and perceived disability, and AIDS and HIV status; or manner of death.



POLICY

WEST WINDSOR-PLAINSBORO

REGIONAL BOARD OF EDUCATION

PROPERTY

7250/Page 2 of 3
School and Facility Names

- b. The history and traditions of West Windsor and Plainsboro Townships;
- c. Historical significance of an individual or groups to the life and growth of the communities;
- d. Especially significant, notable, or extraordinary contributions or achievements of an individual or group in the communities.
- e. Names of streets or local communities in identifying the location of a given school; and
- f. In no event shall a decision be made to name a school or facility after a person until at least five years after the individual's death or at least five years after the end of individual's formal association with the district.

III. Naming or Renaming Existing Schools and Facilities.

All requests to name or to rename a school or facility should be made to the Board President or the Superintendent in writing. The request will be forwarded to the Administration and Facilities Committee for consideration. If the Committee finds merit in the recommendation, it will follow the procedures outlined in section II.

IV. Other Commemorative and Memorial Recognition.

The Board recognizes the desire and importance of acknowledging and commemorating a student, teacher, administrator, or other member of the community who has died or retired, and who has made significant contributions to the school community, or whose achievements are especially significant, remarkable, or important.

Principals are authorized to approve the placement of plaques or signs, the planting of trees and gardens, and similar methods of commemorating and memorializing such persons. Such authority shall not include naming or renaming buildings or facilities, and shall be exercised only after the principal has established a school policy consistent with this policy and approved by the School Board.

V. Existing Facility Names, Commemorations, and Memorials.



POLICY

WEST WINDSOR-PLAINSBORO

REGIONAL
BOARD OF EDUCATION

PROPERTY

7250/Page 3 of 3
School and Facility Names

The Board of Education reserves the right to review and/or reconsider any district property named prior to the enactment of this policy.

Adopted: October 2, 2012



5200 ATTENDANCE

The Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level or loss of credit toward the high school diploma in accordance with policies of this Board.

Pupils shall be subjected to the school district response for unexcused absences during the school year as outlined in N.J.A.C. 6A:16-7.8(a)4 and Regulation 5200. In addition, unexcused absences from school or from classes within the school day shall subject a pupil to the disciplinary rules of the Board, which may include the denial of a pupil's participation in co-curricular activities and/or athletic competition. Repeated trancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any pupil from the course of study during which absences have occurred or the suspension or expulsion in accordance with Policy Nos. 5610 and 5620.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate for the district or for a school in the district does not meet the New Jersey Department of Education requirements, the Superintendent or designee shall develop performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3.

N.J.S.A. 18A:36-14 et seq.; 18A:38-25 et seq.
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.8

Adopted: 9 November 2010

