



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
July 14, 2015**

**6:30 P.M.
Central Office**

Committee:

Michele Kaish (Chair)
Rachel Juliana
Yingchao Zhang

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

Nancy & Ron Forrest

1. CIEE Exchange Student Request – A family from the community presented their request to host an exchange student from Italy for one school year through an approved exchange program, CIEE. The Committee supported moving the request to the full Board.
2. Millstone River PTSA Donation of Replacement Benches – The Millstone River PTSA has requested approval of a donation of benches to replace worn and broken ones in an outdoor area. The cost of the benches will be in the range of \$4,000 to \$4,500. An agenda item is proposed to accept the donation in an amount not to exceed \$4,500.
3. Approved Rates for Outside Child Study Team Evaluators – Administration presented the rationale to adjust the rates for outside evaluators to remain more competitive with other school districts in the area. These evaluators are utilized when district staff is not available and statutory timelines for special education evaluations must be met. The rate changes proposed are: Learning Disabilities Teacher Consultants (LDTC) - \$450, for an increase of \$100; Speech-Language Evaluators - \$350 for an increase of \$50; Social Workers - \$325 for an increase of \$50.
4. Scout Project - Dr. Aderhold discussed a proposed Scout project for approval allowing an Eagle Scout to create an updated electronic schematic of High School South for school and district use.
5. District Goals Review – The Committee reviewed the district goals with the revisions made following the recent Board retreat – some editing of wording was suggested.
6. Merit Goals – Dr. Aderhold and Mr. Dalton reviewed their proposed merit goals for the 2015-16 school year. The merit goals will be submitted to Mercer County Superintendent for approval.
7. Potential Committee Dates – The Committee reviewed the proposed list of committee dates and agreed to the schedule.

8. Retreat Dates - The administration requested committee members review the proposed retreat dates and provide feedback to the Superintendent.
9. School Security – Mr. Dalton provided information from the New Jersey School Security Task Force Report. The report was recently published and offers recommendations to school districts. The top three recommendations were highlighted in a NJ Spotlight article. Administration will continue to monitor these recommendations as possible facility and budget impacts.

NEXT MEETING: Tuesday, August 18, at 6:30 p.m. at Central Office



SCHOOL-SECURITY TASK FORCE'S REPORT RECOMMENDS MEASURES TO BOLSTER SAFETY

JOHN MOONEY | JULY 13, 2015

While calling for giving staff and students ID and access cards, panel hedges on armed personnel and silent 'panic alarms'



Two years after it was formed, the Christie administration's task force on school security has issued a 59-page [report](#) with 42 recommendations for making the state's public schools safer.

Many of the recommendations were predictable or even redundant in the context of existing laws and guidelines, including calls for better coordination with law enforcement, better communication during emergencies, and better (and smarter) design of new school buildings.

But several of the suggestions were noteworthy, both for what they [RELATED LINKS](#) did and did not recommend that the state require of its schools.

Here are three of those recommendations:

School security staffing

The big question facing the task force, which was formed after the Sandy Hook Elementary School shootings in Connecticut, was whether New Jersey schools should start having armed security in

[NJ School Security Task Force Report](#)

[Panic Alarm Legislation](#)

every building to prevent similar tragedies.

The task force said yes -- and maybe.

On one hand, the group recommended that schools to work with law enforcement to “develop strategies for the placement” of police school resource officers (SROs) in all school buildings. And it offered some guidance for arming other security personnel.

But the report stopped short of recommending that the state require armed security personnel, saying the cost and implementation would be different for each community and should be considered locally.

Bottom line: the report said local districts should make the call, but encouraged the practice. “Provided that carefully selected and appropriately trained personnel are assigned to protect the safety and security of school personnel and property, the concept has merit, and there is an increasing sense among law enforcement and educators that SROs are effective in protecting people and property,” the report read.

Panic alarms

Since Sandy Hook, the closest that New Jersey has gotten to significant changes in state policy has been with use of “panic alarms” in schools, which would essentially alert police to an emergency with the punch of a button.

With overwhelming majorities, the state Legislature has passed legislation to require such silent alarms, including emergency lights outside school buildings.

But so far Gov. Chris Christie has twice vetoed those bills on the grounds that the task force would be reviewing the idea.

RELATED STORIES



TRAGEDY IN CONNECTICUT SPURS SCHOOL-SAFETY RESPONSE IN NEW JERSEY

The task force said it supports the concept but that the state should not require the panic alarms, citing the strengths and weakness of each system, and the potential cost to school districts. A fiscal analysis of the legislation said such a statewide requirement would cost between \$2.5 million and \$12.5 million.

“While the Task Force recognizes the potential value of panic alarms in alerting law enforcement to school emergencies, due to the significant variations, capabilities, and costs of these systems, as well as their different strengths and limitations, the Task Force believes that, prior to any State mandate for their implementation, more research is needed on the State and/or local level to determine what types of systems will be most effective given the unique needs and resources of individual school districts and the law enforcement agencies that serve them,” it concluded.

Identification and access cards

One of the report’s strongest recommendations calls for issuing identification and access cards to all staff and students, something that is not uncommon now but is hardly standard practice.

The report said all staffers should be required to wear ID cards that are “clearly visible at all times while in the building.” It also recommended that districts have systems in place to screen visitors against sex-offender registries.

Its recommendation for children was that districts each develop their own system for students to wear the IDs, maybe in conjunction with meal cards or other such programs.

The report did not recommend some of the high-tech systems that are popping up in schools, including retina or other biometric scanners installed at school entrances. It said such technologies, at this point, are “ill-suited” in terms of schools’ unique needs and requirements, and that further advances and research are needed.

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WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

**MINUTES
August 18, 2015**

**6:30 P.M.
Central Office**

Committee:

Michele Kaish (Chair)
Rachel Juliana
Yingchao Zhang

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

1. SEVIS – Student Exchange Visitor Program – Administration presented information regarding the District's requirement to reapply in order to be listed as a SEVIS district through the Department of Homeland Security. The listing and approval as a SEVIS district allows for high school students from other countries to apply for one year of attendance at a district high school with a F1 Visa. The District has not sponsored students for this type of admission in the past 3 years. In addition, there has only been one such application in the past 5 years. As a result of increased requirements to remain a SEVIS district, it is recommended that we no longer participate.
2. West Windsor Township Recreation Field Use – Administration and the Athletic Director have been in ongoing discussions with the West Windsor Township Recreation Department regarding our continued use of the fields for high school athletics.
3. Policy 2622 – Pupil Assessment – The Committee reviewed the mandated policy and has moved it forward to First Reading. The policy addresses the District's responsibility for administering statewide assessments.

NEXT MEETING: Monday, September 21 - 6:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
September 21, 2015

6:30 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Rachel Juliana
Yingchao Zhang

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

Memorandum of Agreement – Administration reviewed the process of signing the Memorandum of Agreement between the district and local law enforcement. The agreement is supplied by the New Jersey Department of Education and defines the protocols for cooperation between schools and law enforcement. The agreement has been placed on the agenda for approval by the Board.

High School Schedules – Administration will make adjustments to the high school schedule to allow for delayed opening for students not sitting for the PSAT. The delayed opening will facilitate staffing and room utilization for the testing session.

Naming Request - The Committee reviewed the request to rename Community Middle School. The Committee will invite the requestors to the November 10th Administration and Facilities Committee meeting to inquire about their request. Board members may share any questions regarding the request with the committee.

Policy Alerts –

- P 3322 (Certificated) Staff Member's Use of Personal Cellular Telephones/Other Communication Devices – This policy is not currently in existence. It provides guidelines as to the appropriate time and location for use of communication devices within the work day.
- P 4322 Staff Member's Use of Personal Cellular Telephones/Other Communication Devices - This policy is not currently in existence. It provides guidelines as to the appropriate time and location for use of communication devices within the work day.
- P& R 5330 Administration of Medication – Revision – This policy has been altered to allow for administration of epinephrine to any student with a known issue even when the parent has not met the requirements for a nurse to administer. It also requires schools to provide epipens in a secured, but unlocked location in each building.

- P 5339 Screening for Dyslexia – Mandatory but not previously adopted – This policy is mandatory and the latest version supplied by Strauss Esmay revised the definition of dyslexia to be consistent with that of the International Dyslexia Association.
- P 5615 Suspected Gang Activity – Mandatory, currently existing – The alert provides a revision to redefine actions considered to be gang related. Further work needs to combine the model policy with the currently existing policy.
- P 5756 Transgender Students – Suggested policy not currently adopted – The suggested policy was reviewed by the Committee with edits for clarification of process for administration and to clarify language within the policy.
- P 6150 Tuition Income – Suggested policy not currently adopted – The suggested policy defines the role of the Board in acceptance of tuition students related to the financial perspective of policy.
- P 8820 Opening Exercises – Mandatory with suggested revisions – The Committee reviewed the suggested revisions and agreed that our current policy meets the needs of the intended revisions and is more clearly worded. No further action on this policy is suggested at this time.

NEXT MEETING: Tuesday, October 13 - 6:30 p.m. at Central Office



Community Middle School

95 Grovers Mill Road, Box 410
Plainsboro, NJ 08536

Phone: 609-716-5300
Fax: 609-716-5333

Web Site: www.ww-p.org

July 1, 2015

Dear Mr. Fleres and WW-P Board of Education,

In reference to the Board Policy No. 7250 "School and Facility Names," please accept this request for the formation of an Ad Hoc School-Naming Committee (Policy No. 9130.1), to be charged with selecting from recommendations to rename Community Middle School in recognition of Arthur C. Downs' 50 years of dedicated service to the West Windsor-Plainsboro School District.

The Policy states that "the Board shall strive to honor the traditions and high ideals of the district and the community it serves" in selecting a name of district schools. We could not agree with this philosophy more. In his 50 years in our district, Arthur C. Downs exemplified the traditions and high ideals of WW-P in the following ways, to name but a few:

1. Dr. Downs demonstrated willingness to accept new challenges, i.e. agreeing to lead the opening of the district's first middle school.
2. In opening the WW-P Middle School, he researched and paved the way for implementation of the middle school model, including introducing teaming to create "schools within a school" and contributing to various incarnations of the middle school schedule.
3. Dr. Downs mentored teachers and administrators who have gone on to varied positions of leadership in and out of district, including Gerry Schaller, Ginny Lang, Donna Gibbs-Nini, Mark Vagle, Kathy Cave, Rick Chromey, Glenn Famous, Steve Mayer, Michael Welborn, Denise Mengani, Rosanne Bonini, Kyle Schimpf (to name a few).
4. As district administrator, Dr. Downs demonstrated the vision and skills for hiring student-centered staff and creating a true "community" climate.
5. From its early development through its 23rd year, Dr. Downs was the only principal of the Middle School. In that time, he supported the implementation of- and actively participated in- program after program to enrich students' experiences and recognize their achievements:
 - a. Outdoor Education
 - b. Science Olympiad
 - c. Student Council
 - d. AMIGOS
 - e. Project Pride

The mission of the West Windsor-Plainsboro Regional School District, valuing our tradition of excellence, is to develop all of our students as passionate, confident, life-long learners who have competence and strength of character to realize their aspirations and thoughtfully contribute to a diverse and changing world.

- f. Wake-Up Community
 - g. Inter-Scholastic Athletic Teams
 - h. 8th Grade Salute
 - i. 8th Grade Awards
 - j. Wall of Fame Student Recognition
 - k. Columbia Writing
 - l. Advisor/Advisee and Faculty/Staff Mentor Programs
6. Dr. Downs personally supported all students and staff – professionally and personally, showing up for events such as:
- a. Sports and academic competitions
 - b. Music and Drama productions
 - c. Dances and Special Activities
 - d. Plainsboro Founders' Day
 - e. Children in the hospital
 - f. Faculty and staff in the hospital
 - g. Faculty and staff showers and weddings
 - h. Funerals of students, students' families, faculty and staff families

Since his retirement, Dr. Downs is still an active participant in our community. In the past five years, he has unfailingly volunteered as an assistant coach/mentor to students in the CMS Science Olympiad team, even travelling to regionals and finals with the team. This is yet another example of his continuing devotion to the lives of middle schoolers, even in his golden years.

While this letter cannot be inclusive of all of Dr. Downs' accomplishments, we feel it provides enough support to influence the Board to appoint a committee that will start the necessary process toward renaming Community Middle School. We all would like the opportunity to serve on the committee to discuss the following suggested names:

- 1. Arthur C. Downs Community Middle School
- 2. Arthur C. Downs Middle School
- 3. Downs Community Middle School
- 4. Arthur Downs Middle School

Thank you for your attention to our request. We look forward to hearing from you soon.

Respectfully,

Members of Community Middle School Faculty

Ellen Burgess

Patrick Lepore

Colleen Pedersen

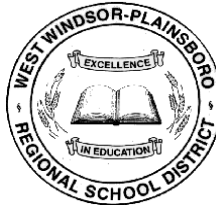
Faith Scibienski

Donna Gil (retired)

Lynn Fisher (retired)

cc: Dr. David Aderhold, Superintendent
 Michele Kaish, Chairwoman of Administration and Facilities Committee
 Dr. Shauna Carter, Principal of Community Middle School

The mission of the West Windsor-Plainsboro Regional School District, valuing our tradition of excellence, is to develop all of our students as passionate, confident, life-long learners who have competence and strength of character to realize their aspirations and thoughtfully contribute to a diverse and changing world.



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
October 13, 2015

6:30 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Rachel Juliana
Yingchao Zhang

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

Policy 5615 – The district currently has Policy 5615 – Suspected Gang Activity. Modifications have been recommended in the policy based on a recent policy alert from Strauss Esmay. The definition of suspected gang activity has been revised to include more matters to be considered by administration in determining if gang activity exists.

Policy 5115 – The district does not currently have a Policy 5115 – Foreign Exchange Policy. The proposed policy will guide administration and the Administration and Facilities Committee when reviewing requests to accept students seeking placement through high school exchange programs.

Policy 5756 – This policy was included in the most recent alert from Strauss Esmay. The policy related to Transgendered Students was discussed further following the first reading with the Board. Administration continues to research the various components of the policy and has consulted with legal counsel. The policy will be reviewed by the Committee at a future meeting before a second reading and approval by the Board.

Policy & Regulation 2260 – Administration prepared a mandated policy, not originally on the agenda – Policy and Regulation 2260 – Affirmative Action Program for School and Classroom Practices. The policy guides equal and bias-free access for all students to all school facilities, courses, programs and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender identity or expression, disability, or socioeconomic status. The policy and regulation outline the requirements of school districts as determined by New Jersey Administrative Code.

Policy & Regulation 2361 – The Committee has reviewed revisions to Policy and Regulation 2361 as suggested by our recent review of policies by Strauss Esmay – Acceptable Use of Computer Networks. The new policy and regulation provide for guidance on our current and anticipated trends in the use of technology, the district's role in monitoring use, internet safety and guidelines for appropriate use.

Policy & Regulation 2560 – The Committee reviewed Policy and Regulation 2560 as suggested by our recent review of policies by Strauss Esmay – Live Animals in Schools. The policy and regulation provide administration guidance for the approval and appropriate care for animals in schools.

NEXT MEETING: Tuesday, November 10 - 6:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

November 10, 2015

6:30 P.M.

Central Office

Committee:

Michele Kaish (Chair)
Rachel Juliana
Yingchao Zhang

Administration Liaison:

Gerard Dalton

Guests:

| | |
|------------------|------------------|
| Donna Gil | Faith Scibienski |
| Lynn Fisher | Mort Levine |
| Colleen Pedersen | Patrick Lepore |
| Ellen Burgess | |

- Public Discussion on Facility Naming – CMS
 - The Committee requested a more detailed written proposal from the requestors by the December 8th committee meeting.
- Donation - Mercer County Tournament Association (Touchpads)
 - The Athletic Director has submitted a request to accept a donation of \$3,282 from the Mercer County Tournament Association to help defray the cost of underwater touchpads, for HS North. These pads are used for our county meet, in addition to all of our home swim meets and they are in need of replacement. This donation is half of the total cost of the touchpads; Athletics will pay the remaining balance.
- Review of Policies and Regulations
 - The following policies and regulations have been placed on the November 17th BOE agenda for First Reading. These policies are from the 2000 and 5000 series and were recommended through the audit by Strauss Esmay. Of these policies, 2340 Field Trips and 5850 Social Events and Class Trips were in existence, but were in need of updating. All others are not currently existing policies.

P 2340 Field Trips

R 2340 Field Trips

P 2363 Student Use of Privately-Owned Technology

P 2432 School Sponsored Publications

R 2432 School Sponsored Publications

P 2551 Musical Instruments

P 5561 Use of Physical Restraint

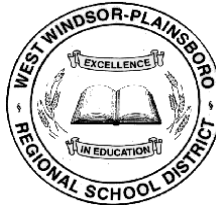
R 5561 Use of Physical Restraint

P 5850 Social Events and Class Trips

R 5850 Social Events and Class Trips

- QSAC Review
 - Administration discussed the submission of the New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance for the 2015-2016 school year to the New Jersey Department of Education. In 2014-15, the district completed the full monitoring process with the NJDOE, this year and next year, the district is responsible to complete the self-assessment for submission.
- Ewing Hockey Agreement
 - Administration has put forth an agenda item to authorize entering into an agreement with Ewing Township Board of Education regarding the cooperative ice hockey team of High School North and Ewing High School for the 2015-2016 school year. This item represents a second year agreement for the participation of 2 student athletes from Ewing High School to become members of the district team.
- Sabbatical Leave Request
 - Administration discussed a recent request from a district staff member for a sabbatical leave. Dr. Aderhold will investigate the request further prior to any recommendation.
- BOE Resolution for Sustainable Schools
 - On Monday, November 16th the district will be hosting a conversation regarding sustainable practices for representatives from each Mercer County municipalities' Green Team, school district officials from 6 of 9 school districts, representatives from Sustainable Jersey and our district architect. The Administration will be bringing forward a draft resolution to the A&F Committee at our December 8th meeting. In order to participate in Sustainable Jersey's program, a school must pass a resolution that states its intention to pursue Sustainable Jersey for Schools certification and designate a person to be the formal liaison to the Sustainable Jersey for Schools program. Sustainable Jersey for Schools program is a voluntary program. Participation does not obligate the school district to any specific time commitment or budgetary obligations. Districts and schools may choose to cease program participation at any time.

NEXT MEETING: Tuesday, December 8 - 6:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
December 8, 2015

6:30 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Rachel Juliana
Yingchao Zhang

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

Laura Bond

BOE Resolution for Sustainable Schools – Administration introduced a Resolution for the District to participate in Sustainable Jersey for Schools. Sustainable Jersey for Schools recognizes and promotes best practices that result in a healthier school climate, improve the educational program, and conserve our schools' limited physical and financial resources. The Sustainable Jersey for Schools program is a voluntary program. Participation does not obligate the school district to any specific time commitment or budgetary obligations. Districts and schools may choose to cease program participation at any time.

Policy 2415.04 Title I District-Wide Parental Involvement – This policy is a mandated policy and was determined to be in need of updating through the audit by Strauss Esmay.

Policy 2431 Athletic Competition – This policy has been updated to include cheerleading consistent with state requirements.

Policy and Regulation 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries – This policy and regulation have been updated to include cheerleading consistent with state requirements.

Capital Projects Summary-Summer 2016 – Administration presented a draft version of proposed capital projects for the upcoming summer. Final estimates for all projects will follow after engineering reports are provided to the district architect. Administration also provided an update related to the process of long-term capital projects review with building principals at all ten facilities. The district architect is finalizing a comprehensive list of projects including, but not limited to, programmatic, building envelope, site/civil/athletic and rehabilitation. Assistant Superintendent, Gerard Dalton, facilitated meetings with each principal, supervisors, buildings and grounds and the district architect to tour facilities and discuss priorities.

NEXT MEETING: Tuesday, January 19, 2016 - 6:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
January 19, 2016

6:30 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Rachel Juliana
Isaac Cheng

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

Policy 5756 Transgendered Students – The Committee reviewed the proposed policy along with legal guidance from the District's attorney – the policy will be placed on the 1-26-16 BOE agenda for First Reading.

Bylaws 0167 and 0168 – The bylaws were reviewed in conjunction with discussion on videotaping of BOE meetings. The Committee will review the bylaws further and await guidance from the District's attorney on any possible revisions. Further discussions related to the bylaws will continue at future meetings.

Policies and Regulations – The following policies were not in existence and were suggested based on the audit from Strauss Esmay. The policies have been modified by administration to reflect current district practices.

P3270 Lesson Plans and Plan Books
P3244 In-Service Training

R3270 Lesson Plans and Plan Books
R3244 In-Service Training

Videotaping Meetings – The Committee discussed the topic of videotaping meetings and reviewed some other districts' videotaped and audio-recorded meetings. The Committee requested further information for options related to equipment needed and the various types of levels of complexity. Administration has requested further information from the appropriate staff.

Donation from Fencing Booster Club – The Committee reviewed the donation of \$3,302 from the Fencing Booster Club for the purchase of warm-up suits. The Committee recommends acceptance of the donation.

NJSIAA Cooperative Hockey Agreement 2016-17 and 2017-18 Seasons – The Athletic Director recommended the cooperative agreement for HSN and HSS hockey teams due to the declining number of participants. The Committee recommends approval of the cooperative agreement and the agreement will be finalized with NJISAA.

CMS Renaming Request – The Committee began the review of the packet of materials received from the requestors. Further review and conversation will continue at the February committee meeting.

Future Committee Dates –

February 9
March 1
April 5
May 3
June 7
July 19
August 16
September 9
October 10 (Monday)
November 1
December 6
January 17, 2017

NEXT MEETING: Tuesday, February 9, 2016 – 6:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
Tuesday, February 9, 2016

6:30 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Rachel Juliana
Isaac Cheng

Administration Liaison:

Gerard Dalton
Dave Aderhold

Guests:

George Duthie
Dana Krug

Capital Projects – The Committee reviewed an executive summary and comprehensive list of capital projects presented by Assistant Superintendent Gerard Dalton and Architect George Duthie. The reports provide information for district-wide and site specific capital projects and are prioritized based on current information. Discussion focused on the continued monitoring and how prioritization may be impacted through regular inspection and conditions of facilities and equipment.

Naming Request for CMS - The Committee continued the review of materials for the naming request. The discussion will continue at the next A&F Committee meeting on March 1, 2016.

Videotaping of Meetings – The Committee continued discussion related to the videotaping of meetings and reviewed potential costs of various recording capabilities. The Committee has authorized a test recording of one of the March meetings, which will then be viewed by the Committee to further inform their decision.

2017-18 Calendar – The Committee reviewed the process for calendar development along with calendars for prior years. Feedback was provided for administration to develop a draft calendar for further review at the next Committee meeting.

Enrollment Projections – The Superintendent reviewed the 2016-17 enrollment projections for all grade levels in preparation for budget planning and staffing.

Transgender Policy – The Committee reviewed input from Board members and made some changes to wording.

NEXT MEETING: Tuesday, March 1, 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
Tuesday, March 1, 2016

7:00 P.M.
Central Office

Committee:
Michele Kaish (Chair)
Rachel Juliana
Isaac Cheng

Administration Liaison:
Gerard Dalton
Dave Aderhold

Guests:

Committee Members Rachel Juliana and Isaac Cheng participated via phone conferencing

Substitute Rates – The Committee reviewed substitute rates for WWP as compared to 23 other districts for nurses, certified substitute teachers, 60 credit substitute teachers, instructional aids and secretaries. The Committee discussed budgetary impact and further information was requested – any potential rate changes will be discussed at a future meeting.

Policies for Review- The Committee reviewed the following policies which were moved to the March 8th BOE agenda for First Reading: P6311 Contracts for Goods and Services Funded by Federal Grants, P6424 Emergency Contacts, P6471 School District Travel – these 6000 series policies were recommended through the audit of our policy manual by Strauss Esmay.

P4321 Acceptable Use of Computer Networks/Computers and Resources by Support Staff Members – this policy was reviewed at a prior Committee meeting but was inadvertently left off the BOE agenda for approval.

R5600 Pupil Discipline/Code of Conduct – an error on the high school chart of consequences has been corrected to match the student handbook and current practice. This change can be found on page 27, item 7, 2nd offense column. The updated Regulation is on the March 8th BOE agenda for approval.

CMS Renaming Discussion– The Committee tabled this item pending further information from the proposal committee.

2017-18 Calendar – The Committee reviewed the changes proposed at the last meeting. Administration will move forward with the review of the calendar with the Superintendent's Advisory Council and district PTSA representatives.

Strategic Planning – The Superintendent discussed background information and a draft of the request for proposal for the 2016-17 strategic planning process. The Committee will provide feedback on the draft request for proposal.

Videotaping of Meetings – The Committee viewed a brief sample video provided by Jamie Watson. The Committee asked for specific types of shots to be reviewed in the full meeting sample to be recorded at the March 8 BOE meeting - the Committee will review the future sample for further discussion.

NEXT MEETING: Tuesday, April 5, 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
Tuesday, April 5, 2016

6:30 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Rachel Juliana
Isaac Cheng

Administration Liaison:

Gerard Dalton
Dave Aderhold

Guests:

Recording at BOE meetings and Bylaws – The Committee viewed samples of recent videos supplied by Mr. Watson and discussed options which included: audio recording, single camera recording and multiple camera recording; the costs associated with these options were also reviewed. The Committee has requested Administration review Bylaw 0168 Recording Board Meetings in collaboration with the district's legal counsel.

The Committee also reviewed Bylaws 0164 Conduct of Board Meetings and 0167 Public Participation in Board Meetings; Administration and the Committee are seeking input from the district's legal counsel on possible changes to the Bylaws based on the most recent policy alert from Strauss Esmay.

CMS Renaming Discussion– The Committee reviewed Policy 7250 School and Facility Names and respects the decisions made by previous Boards. In reviewing the written request, the Committee did not feel it demonstrated substantial and compelling reasons to recommend the request to the Board for further consideration. The Committee does, however, recognize the contributions of Dr. Downs and recommends that the petitioners consider providing alternative requests for the Committee to review. If any board member has further questions or comments on this topic, they are to be directed to the Committee Chair.

2016-2017 and 2017-18 Calendars – The Committee reviewed the changes to the conference dates for the 2016-17 and 2017-18 school calendars as related to the changes to the K-5 report cards and recommended changes to the middle school conferences. Both calendars are on the April 12 BOE agenda for approval.

Eyes on the Door – The Committee discussed the continuance of Eyes on the Door for the 2016-17 school year. A contract from a security vendor will be presented at the May BOE meeting.

Policy 3240 Professional Development for Teachers and School Leaders – This policy was previously reviewed as part of the policy audit from Strauss Esmay; it is on the April 12 BOE agenda for First Reading.

Donation – The Committee reviewed a letter of donation from the WW-P Education Foundation for the purchase of an Audioarts Air4 12-channel broadcast console and the needed cables for the high school radio station. The WW-P Education Foundation will receive the funding from an anonymous donor to fund this donation.

Merit Goal – The Committee reviewed the completion of merit goals for Assistant Superintendent for Pupil Services, Gerard Dalton. At previous meetings, as well as at the last board retreat, Mr. Dalton presented findings related to facilities based goals. The completion of these goals is on the April 12 BOE agenda for approval for submission to the Executive County Superintendent.

Substitute Rates – Substitute rates will be discussed at a future meeting.

NEXT MEETING: Tuesday, May 3, 6:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
Tuesday, May 3, 2016

6:30 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Rachel Juliana
Isaac Cheng

Administration Liaison:

Gerard Dalton
Dave Aderhold

Guests:

Bylaws Review – the Committee reviewed three bylaws: 0164 Conduct of Board Meetings; 0167 Public Participation in Board Meetings; and 0168 Recording Board Meetings based on the most recent policy alert from Strauss Esmay and related to the review of videotaping of Board meetings. The Committee discussed the proposed revisions to the bylaws and received feedback from legal counsel. Bylaw 0167 Participation in Board Meetings will change the time limit for public comment from two minutes to three. The Committee has placed the three bylaws on the Board agenda for First Reading.

Policies and Regulations Review – the Committee reviewed the following policies and regulations identified in an audit from Strauss Esmay: P4125 Employment of Support Staff Members; P4219 Commercial Driver Controlled Substances and Alcohol Use Testing; P4281 Inappropriate Staff Conduct; P4425 Work Related Disability Pay; P4425.1 Modified Duty Early Return to Work Program-Support Staff Members; R4281 Inappropriate Staff Conduct; R4425.1 Modified Duty Early Return to Work – Support Staff Members. The policies and regulations in the 4000 series address mandatory items for non-certificated staff. These proposed policies and regulations were reviewed prior by the Director of Human Resources and revisions have been made based on district practices.

Future Growth Enrollment – Continued discussion of monitoring potential housing developments in the community which could impact enrollment growth.

Substitute Rates – The Committee reviewed rates for teacher certified substitutes, 60 credit substitutes and nursing substitutes. The Committee recommends adjustments to all rates – proposed adjustments for certificated substitutes would rise from \$90 to \$95; 60 credit substitutes would rise from \$80 to \$85; and nursing substitutes would rise from \$150 to \$175.

Strategic Planning – Administration awaits further response to the second advertisement for the Request for Proposal.

Community Middle School Renaming Request – The Committee will meet with the requestors of the naming request at the June committee meeting.

Videotaping of Board Meetings - Bylaw 0168 – Recording Board meetings was discussed and the Bylaw is on the Board agenda for First Reading.

Security Contract – Administration is working with the vendor to prepare a contract for approval for the first Board meeting in June.

Water Testing – The District awaits final reports from the recent water testing of all district buildings.

NEXT MEETING: Tuesday, June 7, 6:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
Tuesday, June 7, 2016

6:30 P.M.
Central Office

Committee:
Michele Kaish (Chair)
Rachel Juliana
Isaac Cheng

Administration Liaison:
Gerard Dalton
Dave Aderhold

Guests:
Ellen Burgess
Colleen Pedersen
Pat Lepore
Donna Gil

Parking License Agreement – The administration presented information to authorize the second year of a five year agreement with the trustees of First Presbyterian Church of Plainsboro to provide additional parking at Wicoff Elementary School. Cost is \$1,000 per month.

WW-P Gymnastics – During the 2014-15 school year, the Athletic Director received a parental request asking the district to sponsor independent gymnastics students to be able to participate in state finals in collaboration with another district. The enrollment for such participation was not sufficient for the 2015-16 school year. The athletic director is currently gauging possible participation for the 2016-17 school year; participation would be limited to no more than 2 students from each school.

Community Middle School Naming Request – The Committee met with current and retired CMS staff to discuss options to commemorate Dr. Down's service to WW-P.

New School Security Contract – The administration presented a new contract for the Eyes on the Door security program. U.S. Security Associates, Inc. is the approved vendor through the Educational Data Services Cooperative. The administration will begin working with this new vendor to facilitate transition from the current vendor.

Bylaws – The three Bylaws have been reviewed with input from Board members and minor edits have been made for the second reading; these have been placed on the June 14, 2016 BOE agenda:

Bylaw 0164 Conduct of Board Meetings
Bylaw 0167 Public Participation in Board Meetings
Bylaw 0168 Recording Board Meetings

Review of Regulation 5600 – Student Discipline/Code of Conduct – The administration recommends changes to the table of infractions and consequences in the middle school section of the Code of Conduct to match the student handbook for both middle schools.

Bench Donation – The Committee recommends the acceptance of a donation of a "Buddy Bench" from a Village school student who received the bench through Janssen Pharmaceuticals Companies. The bench is valued at \$200.

NEXT MEETING: July 19, 2016 – 6:30 p.m. at Central Office