



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

**MINUTES  
July 18, 2017**

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

Committee:

Michele Kaish (Chair)  
Carol Herts  
Isaac Cheng

Administration Liaison:

Gerard Dalton  
Dave Aderhold

Guests:

- Eagle Project for HS South – The Committee reviewed a proposal from an Eagle Scout to construct carts for marching band equipment. Based on the recommendation of the principal, Mr. Lepold and band director, Mr. Argenziano, the Committee recommends moving forward with the project.
- 2017-18 Merit Goals for Superintendent and Assistant Superintendent – The Committee reviewed proposed merit goals for the Superintendent and Assistant Superintendent for Pupil Services. The Committee provided feedback for further consideration. The goals will be forwarded to Executive County Superintendent for approval.
- Summer Building Projects Updates – The Committee reviewed the project status report, supplied by district architect George Duthie. The report outlines progress on project by school building. Summer projects are progressing and will continue to be monitored by Mr. Duthie and Director of Buildings and Grounds, Thomas Daly. In addition to summer projects, summer painting continues throughout the district schools and has progressed as anticipated.
- Public Relations/Media – The Committee discussed the possibility of engaging a public relations firm to assist with the “visual communication” of the district given the recent development of a new mission statement and strategic goals. Administration has been in conversation with organizations that can provide branding through logo design, icons, print material and various other media. Administration will continue to narrow the focus of the scope of the work and bring forth proposed plans.
- Review of District Goal 4 – Dr. Aderhold reviewed modifications to district goal 4 following feedback from the Board retreat on June 20, 2017. The Committee supported the modifications to reorganize tasks and measurable indicators.

**NEXT MEETING:** August 15, 2017 – 7:00 p.m. at Central Office

**FUTURE MEETING:** October 10, 2017 meeting has been moved to October 11, 2017



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

MINUTES  
August 15, 2017

7:00 P.M.  
Central Office

Committee:

Michele Kaish (Chair)  
Carol Herts  
Isaac Cheng (By phone)  
Anthony Fleres

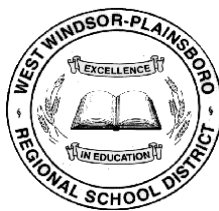
Administration Liaison:

Gerard Dalton  
Dave Aderhold

Guests:

- **Branding Proposals** – The district received four proposals for branding, to include a district logo, representation of the district mission statement, strategic plan and goals. The Committee reviewed three proposals that met the requirements of the request. Administration will interview the three firms and provide an update to the Committee at a future meeting.
- **Summer Building Projects Updates** – The Committee reviewed the project status report supplied by district architect George Duthie. The report outlines progress on project by school building. Summer projects are progressing and will continue to be monitored by Mr. Duthie and Director of Buildings and Grounds, Thomas Daly. Administration continues to meet with the district architect.
- **Policies and Regulations for Review:**
  - P 2270 Religion in Schools – The Committee had provided feedback on this policy and requested legal counsel on one paragraph. Legal counsel provided input on the policy and the edited version is being moved forward for first reading.
  - The policies in the 3000 series were updated based on changes to requirements from the New Jersey Department of Education and communicated through Strauss Esmay policy Alert 212. The edits related to updated terminology and timelines.
    - P&R 3126 District Mentoring Program
    - P&R 3221 Evaluation Of Teachers
    - P&R 3222 Evaluation Of Teaching Staff Members
    - P&R 3223 Evaluation Of Administrators
    - P&R 3224 Evaluation of Principals

**NEXT MEETING:** September 19, 2017 – 7:00 p.m. at Central Office



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

MINUTES  
September 19, 2017

7:00 P.M.  
Central Office

Committee:

Michele Kaish (Chair)  
Carol Herts  
Isaac Cheng  
Tony Fleres

Administration Liaison:

Gerard Dalton  
Dave Aderhold

Guests:

George Duthie  
Phil Russo  
Andrea Knorr

- Policy and Regulation for Review:
  - P&R 3126 District Mentoring PlanAdministration made a slight modification to the regulation based on feedback from the last committee meeting. The modification related to how the district reports compliance of the mentoring plan to the New Jersey Department of Education. The Committee also reviewed the current district plan for mentoring.
- Maurice Hawk Expansion  
District architect, George Duthie and his associate Phil Russo, presented a conceptual plan of the proposed addition and alterations at Maurice Hawk School.
- Graduation Report for 2017  
The Committee reviewed the high school graduation report for 2017. The report is to be presented at the Board meeting on Tuesday, September 26<sup>th</sup>.
- 2019-20 Calendar  
The Committee reviewed the first draft of the proposed calendar and provided feedback for further discussion. The proposed calendar will be presented to the Superintendent's Advisory Council and PTA Presidents for further feedback and consideration by the Administration and Facilities Committee.
- Branding Proposal  
Administration discussed the process of interviewing three firms to provide branding and to support the District in communication strategies and increased engagement with the community. Following interviews, Administration determined that the firm of M/Studio to be the best fit for our needs. The Committee discussed the proposal and the majority of the committee recommended moving forward, but to hold off on the portion of the proposal involving video production. That topic might be discussed at a later date if deemed necessary.

Visual Brand Identity - \$9,600

Brand Guidelines Manual - \$3,000

Graphic Design Support

- Poster - \$2,000

- Direct Mail/Brochure - \$3,180

**NEXT MEETING:** 7:00 p.m. at Central Office – **WEDNESDAY**, October 11, 2017





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

**MINUTES  
October 11, 2017**

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

Committee:

Michele Kaish (Chair)  
Carol Herts

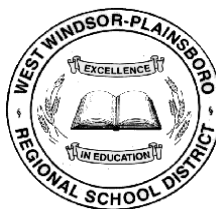
Administration Liaison:

Gerard Dalton  
Dave Aderhold

Guests:

- **QSAC** – Administration discussed the process for submission of the West Windsor-Plainsboro Regional School District Board of Education's New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance for the 2017-2018 school year to the New Jersey Department of Education.
- **Field Turf Discussion** – The Committee discussed the continued research of the turf replacement at the two high schools. The district architect is working with the athletic director to schedule site visits to districts with recent turf installations. Committee members are invited to attend the site visits and will be notified of dates and times.
- **2019-2020 Calendar Review (second draft)** – The Committee reviewed the updated version of the 2019-2020 calendar with a change of the last day of school to June 19, 2020. Since the last meeting, the district was able to change graduation to June 19 and add February 17 as a day schools would be closed. The calendar is to be reviewed by district administrators, Superintendent's Advisory Council, and PTA leadership for feedback. This feedback will be discussed at the November 21 Committee meeting.

**NEXT MEETING:** November 21, 2017, 7:00 p.m. at Central Office



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

MINUTES  
November 21, 2017

6:30 P.M.  
Central Office

Committee:

Michele Kaish (Chair)  
Isaac Cheng

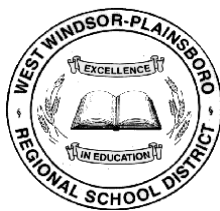
Administration Liaison:

Gerard Dalton  
Dave Aderhold

Guests:

- Capital Projects Review – Administration reviewed the capital projects recommended for consideration during the summer of 2018 and the budget planning process.
- Policy and Regulation Review: 7424 Bed Bugs – The committee reviewed the suggested policy from Strauss Esmay that provides guidance on bed bugs in schools. The policy was reviewed by district nursing and maintenance staff for their feedback. The procedures outlined in the regulation are consistent with district practices.
- 2019-20 Calendar Review – The calendar has been reviewed and feedback has been provided by District Administrators, the Superintendent's Advisory Council and PTA Leadership. The committee recommends the calendar for approval at the November 28, 2017 Board of Education meeting.
- Parent University – *How to parent in the age of social media?* – Gerard Dalton updated the committee on the recent Parent University offering. Over one hundred parents were in attendance at the program facilitated by Gerard Dalton, Director of Guidance, Lee McDonald and Director of Technology, Rick Cave. Additional guest speakers included two high school students who provided the student perspective.
- Annual Memorandum of Agreement with Law Enforcement – The committee discussed the delayed approval of the Memorandum of Agreement with Law Enforcement. Typically, the approval would have occurred during the summer. Districts across the state were advised to hold on the approval as the New Jersey Department of Education planned to modify the agreement. Recently, districts received notification that the planned modifications had not occurred and guidance was given for districts to move forward with the agreement in its prior form. The one addition to the document was a list of contacts from local law enforcement that communicates who would have access to district security cameras in emergency situations.

**NEXT MEETING: Monday, December 11, 2017 - 7:00 p.m. at Central Office**



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

MINUTES  
January 16, 2018

7:00 P.M.  
Central Office

Committee:

Michele Kaish (Chair)  
Martin Whitfield  
Isaac Cheng

Administration Liaison:

Gerard Dalton  
Dave Aderhold

Guests:

- Regulation Review: 5350 Student Suicide - The Board adopted Policy 5350 – Student Suicide Prevention at the July 2017 meeting. The associated regulation was omitted from that adoption. Director of Guidance, Lee McDonald reviewed the regulation with guidance staff and made minor alterations to the Strauss Esmay model to be consistent with district practices. The Committee recommends Regulation 5350 – Student Suicide Prevention for a First Reading.
- 2018-19 Enrollment Review/Discussion – The Committee reviewed preliminary enrollment numbers for the 2018-19 school year based on the information available in the student information system, Genesis. Kindergarten registration opened earlier in the month and therefore the number of kindergarten students is not predicted at this time. The Committee also discussed information related to student mobility for students entering and exiting the district.
- Hourly Rate Chart – The Committee reviewed modifications to the hourly rate chart impacted by recent changes to the minimum wage in the state. Hourly rates are utilized for payment of employees not covered by negotiated contractual agreements and usually for part-time or temporary work.
- Turf Discussion – The Committee discussed the purchasing process for the turf field replacement at both high schools. At the last Board meeting, the district's attorney requested a delay on the approval to review the cooperative purchasing requirements. Following a thorough review, the district will proceed with the cooperative purchasing of the field through the Educational Services Commission of New Jersey. The Committee reviewed literature associated with the product offered by the vendor Field Turf and supports moving forward with this vendor which will allow the work to be completed during the summer of 2018.
- Upcoming Transgender Training for Staff – The Committee discussed training sessions to be offered to all principals, assistant principals, school counselors and child study team members working with transgender students. The provider, Dr. Paula Rodriguez-Rust will provide a general training session on the topic in four half-day sessions to be followed with two full day sessions for all school counselors and child study team members. The sessions are scheduled on January 29<sup>th</sup> and 30<sup>th</sup> and February 5<sup>th</sup> and 6<sup>th</sup>. The total cost for four days of professional development for up to 90 faculty members will be \$4,500.

- Potential Classroom Addition-Town Center School – The Committee reviewed a timeline for a potential classroom addition to Town Center School. The timeline was received from the district architect after the agenda for the meeting had already been distributed and was not reflected on the agenda.
- Future A&F Dates:

2/5/18	8/14/18
3/13/18	9/4/18
4/17/18	10/16/18
5/15/18	11/13/18
6/18/18	12/4/18
7/17/18	1/15/19

**NEXT MEETING: Monday, February 5, 2018 – 7:00 p.m. at Central Office**





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

MINUTES  
February 5, 2018

7:00 P.M.  
Central Office

Committee:

Michele Kaish (Chair)  
Martin Whitfield  
Isaac Cheng

Administration Liaison:

Gerard Dalton  
Dave Aderhold

Guests:

- Policies and Regulations for review in accordance with Strauss Esmay Alert 214:  
The following list of policies and regulations represent updates and new items from the latest policy alert. The Committee recommends the following for First Reading:

P3437	Military Leave (Teaching Staff Members) - Revision
P4437	Military Leave (Support Staff Members) - Revision
P5516.01	Student Tracking Devices - New
P7440/R7440	School District Security - Revision
P7441/R7441	Electronic Surveillance in School Buildings and on School Grounds - Revision
P8507	Breakfast Offer versus Serve - New
P8630/R8630	Bus Driver-Bus Aide Responsibility - Revision
P9242	Use of Electronic Signatures - New
- Following minor edits for clarification of the role of the principal or designee within the regulation, the Committee recommends the following for Second Reading:

R 5350	Student Suicide Prevention
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- The Committee will discuss the following at the March 13<sup>th</sup> meeting:

P2330/R2330 – Homework was discussed and minor modifications were recommended to Administration.

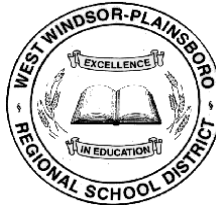
Bylaw 0169.02 - Board Member Use of Social Networks and Regulation 5460.1 High School Transcripts will be discussed following feedback from the Committee and Administration.

- Staff Member Attendance at Tenure & Seniority Seminar – Human Resources:  
The Committee discussed the approval for Charity Fues, Director of Human Resources, Patrick Duncan, Special Assistant for Labor Relations and Alison Milone, Human Resources Specialist to attend the Tenure and Seniority Seminar 2018 by Califon Consultants, LLC on March 23, 2018 at the cost of \$325 for the first attendee and \$225 for each additional attendee, this would represent a total cost of \$775.
- Parent University – Future Programs:  
Assistant Superintendent, Gerard Dalton shared information related to upcoming Parent University programs. On March 12, 2018, a session will be held to educate parents on the increased incidence of vaping, a topic that has been in the news and of concern with adolescent students. Attitudes In Reverse has offered to provide a Parent University session related to social and emotional learning, the title of the program is being finalized; the program is tentatively scheduled for late April.
- School Expansion Projects – Maurice Hawk & Town Center – questions from presentation, topics related to residential growth:  
Dr. Aderhold updated the Committee on the work of demographer, Dr. Gripp. Dr. Gripp is currently awaiting the judicial decision related to the impact of the Council on Affordable Housing (COAH) and the impact of housing numbers. The topic will be discussed at a future meeting.

**Item(s) not on the agenda:**

- Right of Way Plainsboro Township:  
Plainsboro Township has been approved for a grant that would fund the completion of a sidewalk across district property at Millstone River School and Community Middle School. District and township officials met to discuss the process necessary to formalize the approval to allow the Township the right of way to construct the sidewalk. Further investigation is underway to determine if approval is required by the New Jersey Department of Education. The grant funded project must be completed by the end of 2018.
- Memorandum of Understanding – Pure Edge:  
As a follow-up to the county-wide Call to Action, Dr. Aderhold has been in communication with Pure Edge Incorporated. The organization is offering 15 days of professional development focused on teacher self-care funded through grants. Their approach follows the Collaborative for Academic, Social and Emotional Learning (CASEL) model. These professional development opportunities will be offered to all Mercer County Schools. West Windsor-Plainsboro Regional School District will serve as the lead agency on the agreement with Pure Edge Incorporated.

**NEXT MEETING:** March 13, 2018 – 7:00 p.m. at Central Office



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

**MINUTES  
March 13, 2018**

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

<u>Committee:</u>	<u>Administration Liaison:</u>	<u>Guests:</u>
Michele Kaish (Chair)	Gerard Dalton	
Martin Whitfield	Dave Aderhold	
Isaac Cheng		

### **Policies and Regulations for review:**

The Committee reviewed the following bylaw, policies and regulations and recommended moving these items for First Reading:

Review Bylaw 0169.02 – Board Member Use of Social Networks

Revisit P/R 7441 – Electronic Surveillance in School Buildings and On School Grounds

Revisit P/R 2330 – Homework

Revisit P3282 – Use of Social Networking Sites (for Teaching Staff Members)

### **NJ DOE County Office** – Approval of Middle School LLD Special Education Program

Administration discussed the application to the Mercer County Office of Special Services for the approval of a Language Learning Disabilities program at the middle level. The program had run in prior years, but has not been in place for the past two years. Districts must seek approval when opening new programs.

**Town Center Expansion** –The Committee continued discussion of the proposed expansion project at Town Center School as previously discussed at the budget presentation and the Board retreat.

**School Security-School Resource Officers** - The Committee discussed the possibility of adding Class III Officers to schools. Class III Officers are a special class of officer permitted by the state and must meet specific requirements for employment. These officers must be retired police officers from a New Jersey agency.

**School Visitor Protocols** – The Committee discussed increasing requirements for school visitors consistent with the practices of other districts around the state. Administration will continue to review new protocols with building principals and any changes would be communicated to parents, faculty and staff in writing.

**Visitor Management Systems** – In coordination with school visitor protocols and the review of security communication systems, the Technology Department is researching the various visitor information systems that allow for electronic check-in and monitoring of school visitors. As further information is gathered, it will be shared with the Committee before a final recommendation is brought to the Board.

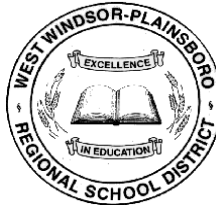
### **Additional Items**

#### **Parent University**

The Committee received an update on the Parent University Session – Vaping: What your kids don't want you to know. Over 100 attendees participated in the session presented by Nicki Francis of Wellspring Center for Prevention, Mr. Dalton, district student assistance counselors and a health teacher. A future program on the topic of maintaining a healthy brain and resiliency is scheduled for April 25<sup>th</sup>. Administration is currently planning an additional offering for May.

**School Capacity Report** - Dr. Aderhold presented a draft version of the School Capacity Report. The report will be presented at the March 20<sup>th</sup> Board of Education meeting.

**NEXT MEETING:** April 17, 2018 - 7:00 p.m. at Central Office



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

MINUTES  
April 17, 2018

7:00 P.M.  
Central Office

<u>Committee:</u>	<u>Administration Liaison:</u>	<u>Guests:</u>
Michele Kaish (Chair)	Gerard Dalton	George Duthie
Martin Whitfield	Dave Aderhold	
Isaac Cheng		

**Referendum:** Dr. Aderhold and district architect, George Duthie presented conceptual plans for additions and renovations to various schools based on data derived from the demographic study and capacity report. Further information will be shared with the public at the May 8<sup>th</sup> Board meeting.

### **Regulations:**

**R7441 Electronic Surveillance in School Buildings and on School Grounds** – The regulation will be moved forward for second reading. Additional language was added related to maintaining video surveillance related to criminal activity.

**R5600 Pupil Discipline/Code of Conduct** - The Committee discussed modifications to the regulation that have been recommended by building administrators. Each year, building administrators make recommended changes based on current trends with pupil discipline.

**NJSIAA Cooperative Hockey Agreement – 2018-2019 and 2019-2020** – The Committee discussed the request by the Athletic Director to approved the Cooperative Hockey Agreement for the 2018-19 and 2019-2020 school years between the NJSIAA and both High School North and High School South due to limited participation numbers. This agreement continues the past practice for a cooperative program.

**2018-19 School Calendar** – The Committee reviewed the 2018-19 calendar following the adjustments to the 2017-18 calendar following the additional need for emergency closing days. The Committee reviewed the restrictive nature of the 2018-19 calendar and did not recommend any changes at this time.

**Facilities Rental** – Due to the potential need of a classroom at Dutch Neck because of the implementation of the Dual Language Immersion program, the administration began to find a solution to ensure the continuance of the Kindergarten Extension program. The district is working with Prince of Peace to secure a rental agreement. Should an agreement be reached the administration will present a proposal to the Board of Education for their review and approval.

**Athletic Structure** - As a continued review of our administrative structure and due to the growth of the athletic department, the administration is reviewing the need for greater supervision of both the athletic department and the physical education department. In the months ahead the district will engage in a program review of the PE department. Further recommendations may be made at a future date.

**Administrative Support** - The Superintendent reviewed the current model for administrative assistants and discussed the potential repurposing of one such position. Should the position be utilized for another purpose, it would be replaced by another function at a similar budgetary impact.

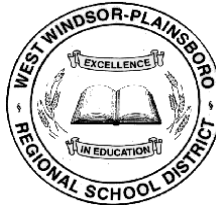
**Security – Class III Officers** – The Committee continued discussion on the concept of Class III Officers at the schools. As part of the discussion, feedback from the PTA Presidents meeting was shared.

**Closed Captioning for the District Web Site** – The Committee discussed the approval of a vendor for closed captioning for the district website. The closed captioning for videos posted on the website is required as a component of the resolution with the Office of Civil Rights regarding website accessibility.

Added item:

**Professional Development** – Administration discussed the attendance of the Director of Human Resources and the Special Assistant for Labor Relations at the Annual New Jersey Public Employment Conference on April 27, 2018 at a cost of \$199 per participant.

**NEXT MEETING:** May 15, 2018 - 7:00 p.m. at Central Office



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

MINUTES  
May 15, 2018

7:00 P.M.  
Central Office

<u>Committee:</u>	<u>Administration Liaison:</u>	<u>Guests:</u>
Michele Kaish (Chair)	Gerard Dalton	Rachel Juliana (First portion)
Martin Whitfield	Dave Aderhold	Louisa Ho (First Portion)
Isaac Cheng (By phone for portion)		Dana Krug (Second Portion)

- **Referendum** – The topic of referendum was added to the agenda as a follow-up to the presentation by the Superintendent at the May 8, 2018 Board of Education meeting. No questions or topics were raised at the Committee meeting.

- **Policies and Regulations for review in accordance with SE Alert 215** – The following are mandated items that already exist in district policies and regulations. There have been updates based on mandates and code requirements. Changes to these policies and regulations are minor in nature.

- P& R5350 Student Suicide Prevention – Need M for mandated

- P8462 Reporting Potentially Missing or Abused Children

Updates to P & R 5350 and P8462 - *The Division of Mental Health and Addiction Services (DMHAS) was recently transferred from the Department of Human Services to the Department of Health and DMHAS recently informed Strauss Esmay that school districts are no longer required to report attempted or completed student suicides to DMHAS's office as per N.J.A.C. 6A:16-11.1(b) and N.J.S.A. 30:9A-24, and as required in Policy Guide 8462. Therefore, the only reporting requirement for a school district is to report to the DCF in accordance with the June 27, 2017 NJDOE Memorandum. This new reporting requirement to DCF has been incorporated into revised Policy and Regulation Guides 5350 and reporting an attempted or completed student suicide to the DMHAS has been removed from Policy 8462. The Regulation Guide 5350 has been rewritten and should replace the district's existing Regulation Guide 5350. The revisions and updates in the Policy and Regulation Guide include updated warning signs of suicide; an immediate preliminary assessment of the risk of suicide to be conducted by the Child Study Team or a Suicide Intervention Team; an immediate notification to parents; a requirement for the parent to arrange for medical and psychiatric services, if needed; and a medical clearance to be provided before a student determined to be at-risk returns to school.*

- P5533 Student Smoking

*Updates to the policy on student smoking make specific reference to electronic smoking devices as schools have seen an increase in vaping implements such as the Juul. Student Smoking prohibits, in accordance with law, the use of an electronic smoking device in school buildings, on school grounds, at school-sponsored events away from school, or on a school bus. A district must revise their Student Code of Conduct to address a student's possession of an electronic smoking device in school buildings, on school grounds, at school-sponsored events away from school, or on school buses. Changes to the student code of conduct are consistent with this policy.*

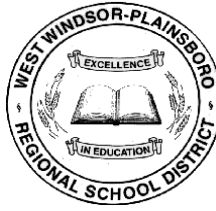
- P & R 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities  
*The new law includes several new definitions; only applies to students with disabilities; requires parent notification; requires a full written report for each incident of restraint; addresses the utilization of seclusion techniques; and requires the New Jersey Department of Education (NJDOE) to establish guidelines for a district to ensure a review process is in place to examine the use of such restraints or seclusion techniques.*
- **Review/discussion of R5600** – The Committee discussed questions that arose at the last board meeting related to Regulation 5600 – Student Discipline/Code of Conduct. Administration shared information from other New Jersey Districts and Code 6A:16-7.1 that references the requirements for all districts in New Jersey related to the Code of Conduct. The Committee recommends this regulation to move forward for second reading.
- **Continued discussion of Class III and School Security** – The Committee discussed questions related to the Class III Officer proposal. Discussion focused on hiring, training, assignment practices and the processes involved should the board decide to move this initiative forward.
- **Review/discussion of Job Descriptions – Community Education Program Administrator, Plumber** – The Committee reviewed the two listed job descriptions. The Community Education Program Administrator had minor language changes to improve consistency based on the expectations of the job functions and requirements for employment. The job description for Plumber is a newly added job description.
- **Hourly Rates** – The Committee reviewed the hourly and daily rate chart. Two changes were made to the rates. The first change relates to long-term substitutes who would be moved to the contractual rate of a first year teacher after the first 20 days. The rate changes from \$250 per day to \$273 per day for 2018-19. The rate for substitute nurses will change from \$175 per day to \$200 per day consistent with neighboring districts.
- **UBHC Agreement** – The Committee reviewed the proposal from Rutgers Health University Behavioral Health Care to provide therapeutic support services to youth and their families. The proposal would provide two full-time Mental Health Clinicians for therapy, crisis assessments and consultation with district staff at a cost of \$225,968.

Late addition to the agenda:

- **Three Staff Members Attendance at Strauss Esmay Educational Policy and School Law Seminar**

**NEXT MEETING:** June 18, 2018 - 7:00 p.m. at Central Office





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

**MINUTES  
June 18, 2018**

**5:30 P.M.  
Central Office**

Committee:

Michele Kaish (Chair)  
Martin Whitfield

Administration Liaison:

Gerard Dalton  
Dave Aderhold

Guests:

- Parking License Agreement – The Committee discussed the continued authorization of the fourth year of a five-year agreement with the trustees of the First Presbyterian Church of Plainsboro.
- Superintendent's Merit Goals – Dr. Aderhold, Superintendent, reviewed his five merit goals for submission and approval by the Mercer County Executive Superintendent of Schools.
- Assistant Superintendent Merit Goals - Gerard Dalton, Assistant Superintendent for Pupil Services, reviewed his two merit goals for submission and approval by the Mercer County Executive Superintendent of Schools.
- Class III Officers – The Committee discussed a draft of the proposed agreement between West Windsor and Plainsboro Townships and the school district for Class III Officers. Committee members asked clarifying questions and discussed the format of the agreement. Additional discussion focused on the budgeted costs for implementation of the program.
- Discussion – Eyes on The Door – Dr. Aderhold discussed options for staffing the Eyes on the Door program based on the concerns that have existed with the current vendor. A proposed job description was reviewed for placement on the agenda at the June 26<sup>th</sup> Board meeting.
- Policies (general discussion on a variety of policies) – Gerard Dalton shared information on the reconciliation of old policies and new policies as listed on the district website. The eventual goal to have only one link to currently adopted policies will be addressed over the next few weeks.
- Retreat Visit Debrief – There was no further discussion of the recent retreat of the Board of Education.

**Added Agenda Items:**

- School Based Counseling – Administration presented the proposals from Rutgers UBHC and High Focus Centers. Based on the proposals and the requirements the district seeks in the services, Administration recommends the proposal from Rutgers UBHC as their proposal is more inclusive.

- Job Description – Administration reviewed a newly proposed job description for the position of Special Education Instructional Assistant/Bus Driver. The new job description will facilitate the transportation of students with special needs to job placement activities for community-based instruction. The job description will continue to be reviewed and will be placed on a future Board agenda.

**NEXT MEETING:** July 17, 2018 - 7:00 p.m. at Central Office