



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

### MINUTES

**July 19, 2016  
6:00 P.M.  
Central Office**

Committee:

Michele Kaish (Chair)  
Rachel Juliana (By Phone)  
Isaac Cheng

Administration Liaison:

Gerard Dalton  
Dave Aderhold  
Martin Smith

Guests:

Dana Krug

- Mercer Street Friends – Send Hunger Packing Program

Administration presented a request from a member of the public for a proposed program in collaboration with Mercer Street Friends Food Bank to provide free weekend meals on non-perishable foods for students in need. The identification of students benefiting from the program will be done through the schools in a discreet manner and participation will be an optional offering for the parents. The newly organized, Send Hunger Packing, has obtained approval from both townships and will still need to identify their funding sources to be served by Mercer Street Friends Food Bank. The Committee recommended support for the program.

- Review Policies/Regulations:

The first set of policies and regulations are mandatory items to remain in compliance for the Comprehensive Equity Plan. The New Jersey Department of Education updated several New Jersey Administrative Code chapters in 2016. These policies and regulations also include revision in the list of protected class of individuals as the recent revision to code includes gender identity or expression and socioeconomic status. In P2260 and P & R 2423, the term Limited English Proficient (LEP) is changed to English Language Learners (ELL).

- P1140 Affirmative Action Program – CE
- P1523 Comprehensive Equity Plan - CE
- P & R1530 Equal Employment Opportunities/Complaint Procedure - CE
- P1550 Affirmative Action Program for Employment & Contract - CE
- P & R2200 Curriculum Content - CE
- P2260 Affirmative Action Program for School & Classroom - CE
- P & R2411 Guidance Counseling – CE
- P & R2423 Bilingual and ESL Education - CE
- P2610 Educational Program Evaluation - CE
- P2622 Student Assessment – CE
- P5750 Equal Educational Opportunity - CE
- P5755 Equity in Educational Programs & Services CE

- P3431.1 Family Leave – Alert 207

The provisions of the NJFLA have not changed; however, the FMLA has been revised for an eligible employee to care for a covered servicemember or veteran. A comprehensive list detailing the two new types of FMLA military leave, “qualifying exigency leave” and “military caregiver leave” has also been incorporated into these Guides. These Policy Guides have also been updated to reflect general FMLA and NJFLA eligibility based on the recent United States Supreme Court decision on same sex marriage. These updated Guides provide clarification regarding the use of sick time concurrent with FMLA or NJFLA leave time. These Policy Guides clarify the granting of simultaneous leave to more than one eligible employee from the same family under NJFLA, as well as district requirements under NJFLA for leaves of absence beyond the period of requested family leave. A section addressing the processing of complaints for both FMLA and NJFLA has also been added to these Guides. Strauss Esmay considers these Guides as mandated in compliance with the FMLA and the NJFLA a topic of high importance, even though a Policy on the FMLA or the NJFLA is not required in either law.

- P & R5111 Eligibility of Resident-Nonresident Students – Alert 208

A few recent revisions to N.J.S.A. 18A:38-1 et seq., Persons Who May Attend Schools, and an update to the related administrative code, N.J.A.C. 6A:22 Student Residency, requires several revisions to Policy and Regulation Guides 5111. The two substantive changes resulting from new legislation include a provision to permit a student to remain in school for the remainder of the school year if the move is a result of domestic violence, sexual abuse, or other family crisis and a provision permitting the school district to request from the New Jersey Motor Vehicle Commission the parent’s name and address for use in verifying a student’s eligibility for enrollment in the district in the case of a dispute. The additional revisions in the Policy and Regulation Guide provide clarification to existing language or are minor revisions.

- P5460 High School Graduation – Alert 208

A New Jersey Department of Education Memorandum dated January 7, 2016 informed all Chief School Administrators and Charter School Lead Persons of the updated graduation requirements for the Classes of 2016, 2017, 2018, and 2019. The purpose of the Memorandum is to provide districts with updated threshold scores that students will need to achieve on the redesigned PSAT/NMSQT in order to satisfy their assessment graduation requirement. The Memorandum included an updated chart. The updated information on the January 7, 2016 Chart has been incorporated into Policy Guide 5460. The only other revisions in Policy Guide 5460 eliminate some effective dates for the 2008-2009 and 2010-2011 grade nine classes as this grade nine class of students would have graduated high school by this date.

- P & R8462 Reporting Potentially Missing or Abused Children – Alert 208

The revised administrative code indicates “... any employee, volunteer, or intern with reasonable cause to suspect or believe a student has attempted or **completed suicide** shall report the information to a division in the **Department of Human Services**. The old code had **contemplated suicide** where the new code has **completed suicide**. In addition, the old code had the report going to the **Department of Children and Families** as the new code has the report going to the **Department of Human Services**. One additional change was made in this updated Policy Guide regarding the telephone number to report abuse. The

updated Guides include the same telephone number to report abuse as the previous Guides and adds “or any other telephone number designated by the appropriate child welfare authorities.” This revision will not require the Board to immediately change the Policy in the event the authorities designate another telephone reporting number for reporting purposes.

- P & R5330.01 Administration of Medical Marijuana- Alert 208  
N.J.S.A. 18A:40-12.22 (P.L. 2015 Chapter 158) was recently approved requiring school districts to develop a policy authorizing parents, guardians, and primary caregivers to assist a student in the medical use of marijuana pursuant to the “Compassionate Use Medical Marijuana Act” (N.J.S.A. 24:6I-1 et seq.) while on school grounds, aboard a school bus, or attending a school-sponsored event. N.J.S.A. 18A:40-12.22 indicates the Policy must: establish protocols for verifying the New Jersey Department of Health registration process for the primary caregiver and the student; identify locations on school grounds where the medical marijuana may be administered; and prohibit the administration of medical marijuana to a student by smoking or other form of inhalation. The legislation indicates the Commissioner of Human Services and the State Board of Education may, in consultation with the Commissioner of Health, adopt rules and regulations. Strauss Esmay has developed a new Policy and Regulation Guide 5330.01 – Administration of Medical Marijuana for school districts to adopt until the New Jersey Department of Education (NJDOE) provides school districts additional guidance.
- Job Description
  - Director of Community Education  
Modifications have been made to update the job description for the position of Director of Community Education.
  - Athletic Coaches and Coordinators  
Athletic Director, Jean Marie Seal updated five job descriptions for middle school and high school coaches and athletic coordinators to be consistent with current expectations.
- Update of Videotaping Procedures  
The administration shared information regarding the camera and sound equipment needed for the videotaping of Board meetings. Due to the age of the soundboard, used for microphones at meetings, members of the technology staff recommend replacement at a cost of approximately \$1,000.
- Review of Data – Mental Health Concerns  
The administration shared data of the number of students referred for mental health screening. Ninety-three incidents were recorded.
- OPRA Request Coordinator  
The Administration and Facilities Committee discussed the possible need to create a position of OPRA Request Coordinator based on the significant increase in requests. The Committee reviewed the number of OPRA requests. The Committee will continue to review the data.
- Review of District Goals  
The Committee reviewed district goals following feedback from the retreat on June 21, 2016. The Committee provided feedback and to be utilized by the administration in the finalization of the goals.
- Review Assistant Superintendents’ Merit Goals  
The Committee reviewed merit goals for the Assistant Superintendents and Superintendent providing feedback for further modification of the goals.

- Location for future Board of Education Meetings

The Committee discussed the location and recording options of future Board of Education meetings and the Committee recommended the recording of meetings at the new district office and the purchase of a new soundboard.

**NEXT MEETING:** August 16, 2016 – 6:30 p.m. at Central Office



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

**MINUTES  
August 16, 2016  
6:30 P.M.  
Central Office**

Committee:

Michele Kaish (Chair)  
Rachel Juliana  
Isaac Cheng

Administration Liaison:

Gerard Dalton  
Dave Aderhold

Guests:

Adam Meister (H.H.Corp)  
Jim Constantine (Looney Ricks Kiss)  
Keenan Hughes (Phillips Preiss Grygiel)

- Howard Hughes Corporation Development – Representatives from the Howard Hughes Corporation visited the committee to discuss the impact to the school district for potential development.
- Princeton Theological Seminary Development – Dr. Aderhold shared information from the recent West Windsor Township Planning Board presentation related to potential development at the Princeton Theological Seminary.
- Policies for Discussion:  
P4431.1 Family Leave – This policy corresponds with P3341.1 for teaching staff, which was updated pursuant to policy alert 207, this policy has been adjusted to match the corresponding policy.

The following policies were not in existence and were suggested as part of the audit by Strauss Esmay:

P4381 Protection Against Retaliation  
P4437 Military Leave  
P4438 Jury Duty

P5460 High School Graduation Requirements – This policy has been removed from second reading due to recent changes communicated by the NJDOE after the Strauss Esmay policy alert.

**NEXT MEETING:** September 20, 2016, 6:30 PM at the District Offices



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

**MINUTES  
September 20, 2016**

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

Committee:

Michele Kaish (Chair)  
Rachel Juliana  
Isaac Cheng

Administration Liaison:

Gerard Dalton  
Russ Schumacher  
Dave Aderhold

Guests:

Yan Mei Wang

### OPRA Request Coordinator

The Administration and Facilities Committee discussed the possible need to create a position of OPRA Request Coordinator based on the significant increase in requests. In the 2004-2014 school years, the number of OPRA requests averaged 10-15 per year. In 2014-15 there were 27 requests. In 2015-16 there were 88 requests. At the time of committee review, the district has received 46 requests for this school year. The Committee will continue to review the data at future meetings.

### Policies

Website accessibility – Strauss Esmay

Administration requested policy guidance from Strauss Esmay for a policy to address website accessibility for individuals with disabilities. Strauss Esmay is researching the topic further to determine the legal requirements of such a policy.

### P5516 Use of Electronic Communication and Recording Devices (ECD)

Administration reviewed the Strauss Esmay version of the policy and requested administration to seek further input from Strauss Esmay.

### West Windsor Bicycle and Pedestrian Alliance and the Greater Mercer TMA

Community member Yan Mei Wang met with the Committee to propose a Walk to School program that would involve possible grant applications. The Committee will continue to review the information related to the proposal and may pose further questions as appropriate.

### NJSIAA Field Hockey Tournament of Champions on 11/14 and 11/16 at High School North

The Committee supports the recommendation by administration and the athletic director to host the NJSIAA Field Hockey Tournament of Champions at High School North. This will be the second year we will host the event.

#### Substitute Secretary Rate

The Committee reviewed information from the Human Resources Department for substitute secretarial rates. The Committee supports the recommendation to change the substitute rates as proposed: 0 + years \$10.00/hr.; 2 + years \$10.50/hr.; 5 + years \$11.25/hr. change to \$12.50/hr. would all be changed to \$12.00 per hour. The current rate for our most experienced substitute secretaries is \$12.85/hr. and the recommendation is to adjust that rate to \$14.00/hour.

#### ADA Ramp Access at Maurice Hawk School

Administration described the addition of a handicapped accessible ramp to the front entrance at Maurice Hawk School. The district will work with the district architect to move the project forward.

#### Lead Water Testing

The district is required to test every fountain and drinking water source as per requirements by the State of New Jersey. Buildings and Grounds will address the testing with an approved vendor.

#### Memorandums of Agreement – Plainsboro and West Windsor

Administration presented the Memorandum of Agreement between Education and Law Enforcement Officials. The agreement provides guidance to districts and law enforcement on cooperative efforts to address areas of concern where mutual interests exist.

#### IEP Facilitation Pilot Program Agreement

Administration and the Special Services Department presented information for the district to participate in a pilot agreement with the New Jersey Department of Education, Office of Special Education Programs for a Facilitated Individualized Education Program (IEP). The program provides training for district supervisors and facilitators to assist the district in resolving IEP disagreements with parents/guardians. The program is at no cost to the district and voluntary for both the district and the parents/guardians. A resolution will be on the agenda for approval of this program.

**NEXT MEETING:** October 10, 2016 at 6:30 p.m. - Central Office



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

MINUTES  
October 10, 2016

6:30 P.M.  
Central Office

Committee:

Michele Kaish (Chair)  
Rachel Juliana  
Isaac Cheng (Phone)

Administration Liaison:

Gerard Dalton  
Russ Schumacher  
Dave Aderhold

Guests:

- QSAC - Administration discussed the submission of the New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance for the 2016-2017 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.
- OPRA Request Discussion - The Committee continued to review the number of OPRA requests. As of Friday, October 7, 2016 there were 51 requests. Of those requests, 15 required attorney review. Legal bills for the month of July totaled \$288. Legal billing for August and September are still being processed.
- 2018-19 Calendar - The Committee discussed an initial draft for the 2018-19 school calendar. The Committee requested review of past and future calendars to be utilized for comparison at a future meeting.
- Potential Future Housing Developments – Administration discussed the continued monitoring of potential housing developments in West Windsor Township. The Committee proposed a Board liaison for the planning boards in both townships.
- Policies and Regulations
  - P 2417 Student Intervention and Referral Services – Policy 2417 was last adopted by the Board in 2012. Changes to New Jersey Administrative Code necessitated revision to the policy to include references to the updated code references.
  - P 2481 & R 2481 Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition - Policy and Regulation 2481 were last adopted by the Board in 2012. Changes to New Jersey Administrative Code necessitated revision to the policy to include references to the updated code references.

**NEXT MEETING:** November 1, 2016 at 6:30 p.m. at Central Office



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

**MINUTES  
Tuesday, November 1, 2016**

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

Committee:

Michele Kaish (Chair)  
Rachel Juliana  
Isaac Cheng  
Tony Fleres

Administration Liaison:

Gerard Dalton  
Dave Aderhold

Guests:

**2018-19 Calendar** – The Committee will continue discussion at future meetings.

**Policies/Regulations** – P/R 5610 Suspension, P/R 5611 Removal of Students for Firearms Offenses, P/R 5612 Assaults on District BOE Members or Employees, P/R 5613 Removal of Students for Assaults With Weapons Offenses – all policies and regulations were moved forward for First Reading. These are policy changes on existing policies due to changes in NJ code.

**Potential Future Housing Developments** – Administration discussed the continued monitoring of potential housing developments in West Windsor Township and ongoing dialogue with representatives from the Howard Hughes Corporation.

**Special Services Per Diem Consultant** – The Committee discussed extending a Special Services consultant to work on Extraordinary Aid Application and IDEA through January 31, 2017 – she will be added to the November 8 BOE agenda.

**NEXT MEETING:** December 6, 2016 – 6:30 p.m. at Central Office





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

**MINUTES  
December 6, 2016**

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

**Committee:**

Michele Kaish (Chair)  
Rachel Juliana (absent)  
Isaac Cheng (phone conference)

**Administration Liaison:**

Gerard Dalton  
Dave Aderhold

**Guests:**

**2017-18 and 2018-19 School Calendars** – The committee provided feedback and has asked for multiple versions of the calendar to be developed to review all options.

**Capital Projects** – The Committee reviewed the most recent iteration of capital projects presented by the district architect, Building and Grounds and administration. Administration is awaiting further cost estimates from the architect and related professionals.

**Enrollment**– Administration reviewed initial enrollment numbers that still need to be reviewed by building administrators.

**Policies and Regulations for Review** – The Committee reviewed and all policies and regulations; they were moved forward for First Reading, these changes on existing policies and regulations are due to changes in NJ Code.

**NEXT MEETING:** Tuesday, January 17, 2017– 6:30 p.m. at Central Office





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

MINUTES  
January 17, 2017

6:30 P.M.  
Central Office

Committee:

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

Administration Liaison:

Gerard Dalton  
Dave Aderhold

Guests:

George Duthie - Architect  
Anthony Fleres

- Capital Project Review with district architect, George Duthie – The district architect reviewed a proposed list of capital projects for all district schools for consideration during the summer of 2017. Mr. Duthie reviewed the projects school by school providing the current concerns and historical information as appropriate. The Committee asked for modifications of the list that will be completed by Mr. Duthie.
- Policies and Regulations for Review – The Committee reviewed and provided feedback on policies and regulations from the Strauss-Esmay Policy Alert 210. All policies and regulations have been placed on the agenda for first reading.  
Policies and Regulations  
P2415.30 – Title I Educational Stability for Children in Foster Care – Mandatory - New  
P & R1510 – Americans with Disabilities Act – Mandatory - Revised  
P & R2418 – Section 504 of Rehabilitation Act of 1973 – Students – Mandatory - New  
P & R5116 – Education of Homeless Children – Mandatory - Revised  
P5330.04 – Administering an Opioid Antidote – Suggested  
P & R8330 – Student Records – Mandatory - Revised
- 2018-19 Calendar – The Committee reviewed various iterations of the calendar based on feedback from prior meetings. The District awaits a final response from Sun Bank Arena for high school graduation reservations prior to the approval of a final 2018-19 calendar.
- Speaker – High Impact - Keeping Today's Youth Safe! – The Committee heard a proposal for a student and parent programs focusing on social media awareness, internet safety and cyberbullying. Student presentations would be provided at the two middle schools with a combined parent presentation at a cost of \$2,500. The Committee supported the program and administration will move forward with scheduling. An agenda item for the cost will be included on a future agenda once the date has been scheduled.
- Mini-Explorers – The Committee discussed classroom space considerations for special education and general education programs in the near future and the possible impact on the Mini-Explorers program.

- Maurice Hawk Walk-to-School Proposal – At a prior meeting, a member of the public sought district participation in a Walk-to-School program. Upon further investigation, the citizen is working with West Windsor Township officials instead of the school district.
- Future meeting dates:

February 7, 2017

March 21, 2017

April 18, 2017

May 16, 2017

June 13, 2017

July 18, 2017

August 8, 2017

September 19, 2017

October 10, 2017

November 21, 2017

December 11, 2017

January 16, 2018

**NEXT MEETING:** February 7, 2017 – 6:30 p.m. Central Office



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

**MINUTES  
February 7, 2017**

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

Committee:

Michele Kaish (Chair)  
Carol Herts  
Isaac Cheng (by phone)

Administration Liaison:

Gerard Dalton  
Dave Aderhold

Guests:

George Duthie

- Capital Projects – The district architect, George Duthie, presented a proposed list of capital projects, for consideration during the summer of 2017, for all district schools. Mr. Duthie reviewed the projects school by school providing the current concerns and historical information as appropriate. The Committee asked for modifications of the list which will be completed by Mr. Duthie. Administration reported on the continued monitoring of potential housing developments in the community and the anticipated impact on school enrollment. Administration and Mr. Duthie reviewed initial conceptual plans for expansion of Maurice Hawk in anticipation of this enrollment growth.
- Transportation - Administration has continued to research options for the relocation of buses from the Wallace Road location after June 30, 2017. Assistant Superintendent for Finance, Larry Shanok, has been in communication with local organizations regarding possible options for bus parking. The Committee will continue to discuss progress on the relocation of buses as the options are finalized.
- Policies - The Committee reviewed two policies that were required by Strauss Esmay through a recent audit of policies; Strauss Esmay had also updated the original versions of these policies in 2016.
  - . P5514 – Student Use of Vehicles
  - . P5516 – Use of Electronic Communications and Recording Devices
- Athletics – Administration provided an update on the continuing search for a permanent athletic director. Administration also provided an update of participation numbers for the high school football teams, related concerns and communications with the interim athletic director, high school principals and football coaches. Potential solutions to the participation concern will continue to be researched and discussed at a future meeting.

- Send Hunger Packing – Administration provided an update on this program which was initially discussed in July 2016. Melissa Hager, a community member from West Windsor, initially proposed the program in collaboration with Mercer Street Friends Food Bank to provide free weekend meals of non-perishable foods for students in need. Melissa has gathered an advisory board for the local organization, WW-P Send Hunger Packing, to raise awareness and funding in order to support those in need in West Windsor and Plainsboro. The initial fundraising and grant opportunities with Mercer Street Friends has made it possible for meal delivery to begin in early March. The identification of students benefiting from the program will be done through the schools in a discreet manner and participation will be an optional offering for the parents. District administration will be addressing the logistical concerns for the delivery of meals through the Buildings and Grounds Department, school principals and designated contacts at each school.

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

**FUTURE DATE CHANGE:** The August meeting will be moved to August 15, 2017



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

**MINUTES  
March 21, 2017  
7:00 P.M.  
Central Office**

Committee:

Michele Kaish (Chair)  
Carol Herts  
Isaac Cheng

Administration Liaison:

Gerard Dalton  
Dave Aderhold

Guests:

George Duthie

- District Expansion – George Duthie, the district architect, provided information related to planning for future capacity. The information included possible future expansion of district facilities. George Duthie and the Superintendent will provide a presentation of this information at the March 28 BOE Meeting.
- Policies and Regulations Review:
  - P1511 Board of Education Website Accessibility
    - Policy 1511 was developed by Strauss Esmay in collaboration with legal counsel as a component of a resolution of Case Number 02-16-1449, U.S. Department of Education, Office for Civil Rights. The policy guides the district on the accessibility of the district website for individuals with disabilities.
  - P2468 Independent Educational Evaluations
  - P and R2460 Special Education
  - R2460.1 Special Education - Location, Identification and Referral
  - R2460.8 Special Education - Free and Appropriate Public Education
  - R2460.9 Special Education - Transition from Early Intervention Programs to Preschool Programs
  - R2460.15 Special Education-In-Service Training Needs for Professional And Paraprofessional Staff
    - The NJDOE broadcasted a memorandum dated February 7, 2017 highlighting minor revisions to the required Special Education Model Policies and Regulations that incorporate amended requirements in the Special Education Administrative Code. The Model Policies and Regulations were last revised January 20, 2009. Districts are required to adopt these guides and submit an Assurance Statement to the County Office by May 5, 2017. The committee viewed the Assurance Statement that will accompany the submission to the County Office. These Policies and Regulations are mandated and are on the Strauss Esmay Index of Regulation Guides that must be adopted by the Board.

- P6220 Budget Preparation
- P6311 Contracts for Goods or Services Funded by Federal Grants
- P6362 Contributions to Board Members and Contract Awards
- P6424 Emergency Contracts
- P6471 School District Travel
- P6472 Tuition Assistance
- P6620 Petty Cash
- P6740 Reserve Accounts
- P6810 Financial Objectives
- P6820 Financial Reports
- P3215.2 Employment of Substitute Teacher
- P and R3144 Certification of Tenure Charges
- P and R3218 Substance Abuse
- P4140 Termination
- P4431.3 New Jersey's Family Leave Insurance Program

The above listed policies reflect a large portion of policies to be adopted as per the most recent policy audit by Strauss Esmay. Policies in the 3000 series - Teaching Staff Members, and 4000 series – Support Staff, were reviewed by Human Resources and edited to address current district practices. Policies in the 6000 series, Finances, were reviewed and edited by the Assistant Superintendent for Finance and other staff to reflect current district practices.

- Statement of Assurance – Administration reviewed the Statement of Assurance required by the NJDOE Office of Special Education. The district must submit the Statement of Assurance to confirm that the above policy changes in the 2000 series have been completed.
- Not Even Once Program – Administration shared information about an upcoming training program to include administrators, teachers, student assistance counselors and police for the prevention of heroin addiction facilitated by the Manchester Township Police Department. The program, Not Even Once, was developed and copyrighted by the Manchester Police Department in collaboration with educators and aligns to NJDOE health curriculum standards. The district will host the training session and then discuss the implementation of police facilitated training of students during twelfth grade health.
- 2018-19 School Calendars – The Committee reviewed the various versions of calendars for the 2018-19 school year and has recommended moving forward with a calendar for a vote at the April 28<sup>th</sup> meeting. The calendar will be shared with full Board, the Superintendent's Advisory Council and PTA Presidents prior to the vote.

**NEXT MEETING:** April 18, 2017 at 7:00 p.m. at Central Office



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

MINUTES  
April 18, 2017

7:00 P.M.  
Central Office

Committee:

Michele Kaish (Chair)  
Carol Herts  
Isaac Cheng – By phone

Administration Liaison:

Gerard Dalton  
Dave Aderhold

Guests:

- Policies and Regulations for Policy Alert 211:

- . **Bylaw 0000.02** – The “Introduction” Bylaw provides definitions for terms used throughout policy and regulation that have been revised by the New Jersey Department of Education. The introduction provides for definition or translation from former to current terms.
- . **P2415.06** – Unsafe School Choice Option – The policy is mandated by the New Jersey Department of Education and had revisions in December 2016. The district had not previously adopted the policy.
- . **P2467** – Surrogate Parents and Foster Parents – The policy is mandated by the New Jersey Department of Education and updates required by the New Jersey Department of Education and must be adopted by May 2017.
- . **P2622** – Student Assessment – The policy is mandated by the New Jersey Department of Education and replaces terms addressed in the above reference bylaw. New code references the requirement for student participation in PARCC are included.
- . **P & R5116** – Education of Homeless Children – The policy and regulation have been updated to remove the term “awaiting foster care placement” from the definition of homelessness. Students in foster care are addressed in Policy 2467.
- . **P5460** – High School Graduation – The policy is mandated and includes updated terms as defined in the above reference Bylaw. The new policy addresses the end-of-course PARCC requirements and alternate assessments necessary for graduation. The changes to the policy also include requirements for early graduation thereby abolishing Policy 5465.
- . **P8350** – Records Retention – The policy is recommended and the district does comply with the requirements of record retention by the New Jersey Department of Treasury.
- . **R2460.16** – Special Education – Instructional Material to Blind or Print-Disabled - The policy was included along with all other mandated policies for Special Education. This policy did not have any changes, but is to be readopted along with all other special education policies.
- . **P7446** – School Security Program – Tabled

Feedback from the Director of Guidance and Legal Counsel:

. **R2418** – Section 504 of the Rehabilitation Act of 1973 – Students

Regulation 2418 was previously approved in February 2017. Further review by the Director of Guidance and 504 Coordinators at the buildings necessitated minor changes that were reviewed and approved by the district legal counsel.

- Additional Policy Discussion:
  - **P2460** Special Education – The policy was submitted for first reading at the March 28<sup>th</sup> meeting. At the meeting, a member of the public raised concern to a change in language in item 18 where the word “not” indicated that a parent would be unable to submit a request for referral via email. The word “not” was removed and the wording from the prior version of the policy has replaced the version submitted for March 28<sup>th</sup>.
  - **P2468** Independent Educational Evaluations – The policy was further reviewed by legal counsel. Item 3f has been removed the requirement of an independent evaluator being required to communicate with the pupil’s case manager. In “Additional Considerations” language that limited the timeframe from the date of an eligibility conference to 12 months to request and Independent Educational Evaluation has been removed.
- Maurice Hawk School Expansion – Administration discussed the recommendation to designate capital reserve in the amount of \$12.5 million for the purpose of expansion at Maurice Hawk School.
- Review 2018-19 School Calendar: The Committee further reviewed the most recent version of the proposed calendar for the 2018-19 school year. The calendar is to be reviewed with PTA leadership and the Superintendent’s Advisory Council on April 25<sup>th</sup>. The Committee plans to recommend a final calendar for approval in May.

**NEXT MEETING:** May 16, 2017 – 7:00 p.m. at Central Office



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

**MINUTES  
May 16, 2017**

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

**Committee:**

Michele Kaish (Chair)  
Carol Herts  
Isaac Cheng

**Administration Liaison:**

Gerard Dalton  
Russ Schumacher  
Dave Aderhold

**Guests:**

- Strategic Planning Goal Presentations – The three action plan committees for the district strategic plan presented action plans with suggested strategies. Committee members provided input and feedback for the action plan committees to include in the presentation at the public Board meeting on May 23, 2017.
- Demographic Proposal – Dr. Grip – The Committee reviewed a two-part proposal from Dr. Grip through a contract with the district architect, Fraytak, Veisz, Hopkins and Duthie to provide a demographic study update. The last completed demographic study was completed in January 2013. The cost for this service would be \$22,500. An additional optional component of the study would include a housing turnover analysis at a cost of \$15,000.
- CMS Naming – The Committee received an updated proposal from a group of current and retired faculty from Community Middle School to provide a commemorative recognition plaque for the lobby at the school. The plaque would commemorate the 50 years of service of Dr. Arthur C. Downs.
- US Security Contract – Administration discussed options for the proposed contract renewal with US Security in the continuance of the Eyes on the Door Program. Administration awaits further information from the ED Data cooperative concerning the possibility of minor adjustments to the pricing structure for more experienced officers.
- Determine Date for Maurice Hawk Site Visit – The Committee will begin the next meeting with a brief tour of Maurice Hawk School on June 13<sup>th</sup>.

**NEXT MEETING:** June 13, 2017 - 7:00 PM start @ Maurice Hawk



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

MINUTES  
June 13, 2017

7:00 P.M.  
Maurice Hawk/Central Office

Committee:

Michele Kaish (Chair)  
Carol Herts  
Isaac Cheng

Administration Liaison:

Gerard Dalton  
Dave Aderhold

Guests:

George Duthie

- Brief Tour of Maurice Hawk – The Committee began the meeting at Maurice Hawk School. George Duthie, the district architect, guided the tour and provided an overview of the changes that would occur at Maurice Hawk with the proposed expansion project.
- Policies and Regulations for Review – The Committee reviewed a list of policies and requested further input from Strauss Esmay and legal counsel on certain policies. Other policies have minor revisions and have been recommended for first reading at the June 27<sup>th</sup> Board meeting.

Policies for further review:

P2270 Religion in Schools  
P&R 4233 Political Activities  
P4324 Right of Privacy - Support Staff Members  
P4415 Substitute Wages  
P4435 Anticipated Disability  
P5120.1 Attendance Areas

Policies for first reading:

P3211 Code of Ethics  
P3230 Outside Activities  
P3282 Use of Social Networking Sites  
P3351 Healthy Workplace Environment  
P4215 Code of Ethics - Support Staff  
P&R 4218 Substance Abuse - Support Staff  
P4282 Use of Social Networking Sites-CLG revisions  
P4351 Healthy Workplace Environment  
P5350 Student Suicide Prevention  
P6830 Audit and Comprehensive Annual Financial Report  
R4321 Acceptable Use of Computer Network(s)-Computers and Resources by Support Staff Members  
R4352 Sexual Harassment of Support Staff Members Complaint Procedure

- Enrollment Age Policy 5112 – Parent Request – The Committee reviewed the current policy 5112 Entrance Age as it relates to kindergarten and first grade entrance. A parent has appealed to overturn the requirement for a child reaching the age of 5 on or before October 1<sup>st</sup>. The Committee supports maintaining the current deadline date of October 1<sup>st</sup> and did not make any recommendations to change policy or practice.
- Parking License Agreement – The Committee discussed the continued authorization of the third year of a five year agreement with the trustees of the First Presbyterian Church of Plainsboro.
- Assistant Superintendent Merit Goals – Gerard Dalton, Assistant Superintendent for Pupil Services reviewed one of his merit goals for submission and approval by the County Superintendent.

**NEXT MEETING:** July 18, 2017 – 7:00 p.m. at Central Office