



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

January 9, 2012
7:00 P.M.
Central Office

<u>Committee:</u> Bob Johnson (Chair) Hemant Marathe Todd Hochman	<u>Administration Liaison:</u> Victoria Kniewel Russ Schumacher Dave Aderhold	<u>Guests:</u>
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- The A & F Committee discussed the submission of the HS North Post Prom Federal Highway Safety Grant for 2013. The Committee was in full support for the submission of this grant.
- The Committee reviewed the 2013-2014 calendar and has recommended the Superintendent review the proposed calendar with the PTSA/PTA, principals and representatives of district staff.
- The Committee has reviewed the request of an international exchange student from China to live with relatives as a tuition based student under an F-1 Visa. The Committee was in support of this request and will forward it to the full board for their consideration.
- Dr. Kniewel provided the Committee with an update regarding the Central Office building. The Committee discussed concerns raised by the Finance Committee regarding funding, facilities usage and the utilization of the enterprise fund in building additional classroom and office spaces. The Committee is in support, however, of further investigating the district's facility needs and is in continued support of finding appropriate office space for the current Board of Education Administrative Offices. It was recommended that the district seek a legal opinion regarding the ability to utilize the enterprise fund toward such construction. Additionally, it was recommended that the district continue to explore options including the potential funding structure of any potential facilities project.
- The Committee reviewed the possibility of contracting for a demographic study to review and update the enrollment projections of the district. School districts are required to have an updated enrollment projection completed once every five school years as a component of NJ Administrative Code. The Committee authorized the administration to prepare and release a request for proposal for a demographic study. The successful bidder would be brought before the full BOE for approval.

- The Committee reviewed and will be recommending sending one staff member to attend training for School Dudes. School Dudes is our online registration and billing software for Community Education and Building and Grounds.
- The Committee reviewed a recommendation from Rick Cave regarding an upgrade to Infinite Campus that would allow for online registration. The online registration module would allow families greater access to the registration process. Families would still be required to schedule an appointment at the Registration Office, but the process would be reduced to a documentation review for families to provide “proof of residency” and then sign off on all completed information. The Committee is supportive of this upgrade and will be making a recommendation to the full BOE at a subsequent meeting.
- The Committee reviewed the adopted resolution from the West Windsor Township Planning Board and will work to modify the Field Lights Policy to reflect the limitations imposed by the Planning Board. Additionally, the Committee received a status update on the Delaware River Canal Commission application. The DRCC governs the utilization of land adjacent to the canal bordering the fields at High School South. The BOE is making an application to the DRCC to clarify the utilization of the fields at High School South. This application was an outstanding document from the referendum project at High School South.
- The Committee discussed the possible creation of a Booster Club – Hall of Fame and has requested further information from the Booster Club regarding this subject.
- Dr. Aderhold provided the Committee with an update of Pre-School room utilization and discussed the need for additional classroom spaces for both regular education and special education programs.
- Dr. Aderhold provided the Committee with information regarding a potential joint initiative with the West Windsor Health Department. Shannon Pope of the Health Department has held preliminary discussions regarding the introduction of Allergy Bracelets for K–5 students on a voluntary basis. The Health Department will continue to meet with stakeholders to further develop this concept and will speak at a future A&F meeting.
- The February 20th A&F meeting will be canceled and rescheduled sometime in February.
- The Policy Review of the 6000 Series was postponed to a later meeting.

NEXT MEETING: January 23, 2012 – High School South Media Center at 7:00 p.m.