



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

May 7, 2012
7:00 P.M.
Central Office

Committee:

Bob Johnson (Chair)
Ellen Walsh
Michele Kaish

Administration Liaison:

Victoria Kniewel (Absent)
Russ Schumacher (Absent)
Dave Aderhold

Guests:

- The Committee discussed the two RFP's that were submitted for demographic services by Statistical Forecasting, LLC and Sundance Associates. The Committee discussed various components of the RFP's. Dr. Aderhold discussed the feedback from the numerous reference checks regarding the services provided. It was apparent from the references that those that had worked with both parties were pleased with results. However, the references for Statistical Forecasting, LLC all spoke to the ability to use the data presented by Dr. Grip for both facility planning and enrollment projections. Furthermore, references strongly felt that the projections held up against current enrollment numbers. Dr. Grip has conducted recent demographic services for Robbinsville and Princeton School Districts. Mr. Jeffrey Mohre, Superintendent of Washington Township School District has worked with Dr. Grip in two districts and stated that he is one of the "premiere demographers in the state" and that he produces a "superior product." The Committee recommends that the BOE approve Statistical Forecasting, LLC at a cost of \$43,250. This would include a base bid for the demographic services and optional reports including GIS Mapping and a Housing Turnover Analysis (30 years of housing sales).
- The Committee reviewed a request from High School South to implement a pilot program utilizing internal building cameras. HSS has 8 cameras available that had been previously used before the door access control project was completed. These outdoor cameras can be converted and utilized with our existing system. All wiring and cameras would be salvageable. The fees associated with this work would be simply time to reinstall and run wiring. The request is predicated on a series of thefts of faculty offices and workspaces. Upon discussion with the police it was determined that High School South is the only high school in Mercer County that does not have internal cameras. Furthermore, the Board of Education has an existing policy, Policy 7441, that allows for the utilization of electronic surveillance in school buildings, on school grounds, and on school vehicles. The Committee has endorsed the concept of the cameras and requested HSS to submit their plan for parental/student notification and the specific location of the cameras prior to their installation.

- A retiring staff member at Dutch Neck Elementary School has offered to donate a 1992 Baldwin upright piano to the school. The Committee is supportive of this donation.
- The Committee received an update of a potential concern regarding the pool at HSN. The pool had been losing water due to a valve that was stuck. Divers were brought in to determine if there was any damage to the pool structure and drainage system. Upon inspection the divers found that a piece of cement had broken off and became stuck in the hinge of the drain which prevented the valve to close properly. The pool has been closed so that the water and chemical levels could be regulated. We anticipate the pool to reopen shortly.
- It is expected that the DRCC will hold its next meeting on Tuesday May 22nd (updated since the committee meeting). Upon reviewing district property it is believed that there is sufficient land behind CMS and Millstone River that borders the Plainsboro Pond that could be utilized if there is not sufficient property on HSS to satisfy violations of the easement.
- No update of the Penn Lyle Road Project was provided as we are still waiting for West Windsor Township to submit documentation for our review.
- The Committee discussed a process for completing the review of the 7000, 8000, and 9000 series of the policy review. During the May 21st Administration and Facilities Committee meeting the Committee will review policies and regulations 7100 – 7300. The Committee did hold a preliminary discussion of Policy 7250 (School and Facility Names). The Committee will work to define the term “facility.” Once defined the Committee will work to develop a policy that develops consistency amongst schools and differentiates between naming a facility and renaming a facility.
- The Committee discussed our meeting calendar for June 4th and June 18th. The Committee plans to hold meetings on Tuesday evenings in July and August (dates to be determined). A schedule for September 2012 – June 2013 will be forthcoming.

NEXT MEETING: May 21, 2012 – Central Office at 7:00 p.m.