



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

**MINUTES**

**November 19, 2013  
7:00 P.M.  
Board of Education**

Committee:

Michele Kaish (Chair)  
Alapakham Manikandan  
Hemant Marathe

Administration Liaison:

Dave Aderhold  
Russ Schumacher  
Gerard Dalton

Guests:

Rachelle Feldman Hurwitz  
George Duthie

- Village School Expansion – The district administration and architect met with planning board on November 5, 2013. Various township departments made requests for the Board to consider as plans move forward. District architect, George Duthie reviewed the items with the committee and provided responses for the township.
  - Connecting sidewalk with the parking lot with the synagogue –It is our position that the suggested sidewalk is redundant to the one that already exists.
  - Relocation of driveway to reduce disruption of berm and trees - Movement of the driveway disrupts more of the land and removes the compact nature of the current driveway. Consideration will be given to additional plantings in the parking lot area.
  - Staggering of arrival/departure times – The school district will make consideration of the times, but they are dependent on program schedules and staffing.
  - Lighting of entrance driveway – Lighting has been added to illuminate the driveway.
  - Service truck back-up area and the pedestrian crossing – A striped pedestrian crosswalk has been added. The timing of the garbage pick-ups and deliveries can be managed with vendors and schedules. The front driveway of Village School will be utilized more regularly for tractor-trailer deliveries.
  - Storm water issues from the Township Engineer – The items brought forward have been implemented and are included in updated plans.

- Mercer County Planning Board Feedback – Verbal feedback at this time, the written report has not been received.
  - Village Road East is a county road and the planning board has requested acceleration and decelerations lanes will require road widening. The requirement for these lanes would be a traffic flow of 500 or more cars per hour. It is recommended that the district hire a civil engineer for a traffic flow study.
- Milestone dates
  - George Duthie provided a schedule of the tentative milestone dates of the project.
- Bids will be opened on 12/17/13
  - Various contractors have already obtained bid packages.
- Energy
  - Energy efficiency will be worked into the building. Items include LED lighting, natural daylight, heat and hot water systems. There are some incentives that should be earned back through the NJ Board of Public Utilities.
- Security – The district is in the process of reviewing the Eyes on the Door Program at the 4-8 levels and making consideration for expansion to the remaining schools. Various steps are in place to guide the decision-making:
  - An electronic survey has been distributed to all families and faculty in the four schools where Eyes on the Door is in place. It is the same survey utilized last year for feedback. The same survey utilized with the public and faculty Survey of the public and faculty at the 4-8 level
  - Gerard Dalton will be meeting with the principals where EOD exists to obtain feedback.
  - Gerard Dalton will be meeting with the other grade level principals to discuss the possible implementation in the remaining buildings. Some of these principals now have experience following the addition of security during Election Day.
  - The topic of protocols during after school and evening events was raised and further consideration needs to be given to what works best in the unique scenarios. When is it feasible to check identification and when is it not longer feasible? We will work with The Davis Group to address any concerns.
- Capital Projects
  - Technology – Dr. Aderhold discussed the needs of the technology department relating to hardware upgrades based on increased usage and aging equipment. The Director of Technology is working with the staff to develop a list of proposed items and costs.
  - It was suggested that the district research equipment maintenance contracts with vendors that would allow for the management of costs.

**NEXT MEETING:** December 10, 2013 – Central Office