



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

**July 15, 2014
6:30 P.M.
Central Office**

Committee:

Michele Kaish (Chair)
Rachel Juliana
Louisa Ho

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

George Duthie, Architect

- Policies
 - 3283 – Electronic Communications Between Teaching Staff Members and Students
 - 4283 – Electronic Communications Between Support Staff Members and Students
 - Policies 3283 and 4283 are newly mandated policies designed to prevent improper communications between school employees and students via e-mail, cellular telephones, social networking sites, and other internet-based media. These policies are mandated to be in place for the opening of the school year.
 - 5533 – Pupil Smoking
 - The proposed policy on pupil smoking has added language to address the increased use of electronic smoking devices. New Jersey law prohibits the use of electronic smoking devices in public places and work spaces.
 - Strauss Esmay Agreement
 - Strauss Esmay offers a service to host all policies online; the service offers a user-friendly version of policies, ability to search by keywords, and cross-referencing to other associated policies. Administration is making the recommendation to subscribe to this service.
- Facility Naming
 - Policies 7250 and 0155.1 were reviewed in view of a request to name a district field. As per the policy, an ad hoc committee will move forward to review the request and develop recommendations, which will be reported to the A&F Committee.
- Student Computer Use – Acceptable Use Policy
 - The district has consulted with Strauss Esmay on student computer use and the need for students to subscribe to educational web sites with parental permission. The guidance received is to add an amendment to the Acceptable Use Policy to notify parents that students will be subscribing to these sites as part of student work with computers.

- Capital Projects Update
 - George Duthie, district architect, provided an update on the expansion project at Village School and on 2014 capital projects, and review of proposed 2015-2016 capital projects.
- Technology Audit
 - The district received two proposals for an assessment of network, wireless, and systems. The administration recommends moving forward with the proposal from Promedia Technology Services at a cost of \$25,200.
- Merit Goals
 - Merit goals for the Superintendent and Assistant Superintendents were reviewed prior to submission to the Executive County Superintendent.
- District Goals
 - The Superintendent reviewed district goals and updates following feedback from the Board retreat on June 23, 2014.
- Future Committee Meetings Dates
 - September 9, 2014
 - October 14, 2014
 - November 11, 2014
 - December 2, 2014
 - January 20, 2015

NEXT MEETING: August 19, 2014 - 6:30 p.m. at Central Office