



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
September 21, 2015

6:30 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Rachel Juliana
Yingchao Zhang

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

Memorandum of Agreement – Administration reviewed the process of signing the Memorandum of Agreement between the district and local law enforcement. The agreement is supplied by the New Jersey Department of Education and defines the protocols for cooperation between schools and law enforcement. The agreement has been placed on the agenda for approval by the Board.

High School Schedules – Administration will make adjustments to the high school schedule to allow for delayed opening for students not sitting for the PSAT. The delayed opening will facilitate staffing and room utilization for the testing session.

Naming Request - The Committee reviewed the request to rename Community Middle School. The Committee will invite the requestors to the November 10th Administration and Facilities Committee meeting to inquire about their request. Board members may share any questions regarding the request with the committee.

Policy Alerts –

- P 3322 (Certificated) Staff Member's Use of Personal Cellular Telephones/Other Communication Devices – This policy is not currently in existence. It provides guidelines as to the appropriate time and location for use of communication devices within the work day.
- P 4322 Staff Member's Use of Personal Cellular Telephones/Other Communication Devices - This policy is not currently in existence. It provides guidelines as to the appropriate time and location for use of communication devices within the work day.
- P& R 5330 Administration of Medication – Revision – This policy has been altered to allow for administration of epinephrine to any student with a known issue even when the parent has not met the requirements for a nurse to administer. It also requires schools to provide epipens in a secured, but unlocked location in each building.

- P 5339 Screening for Dyslexia – Mandatory but not previously adopted – This policy is mandatory and the latest version supplied by Strauss Esmay revised the definition of dyslexia to be consistent with that of the International Dyslexia Association.
- P 5615 Suspected Gang Activity – Mandatory, currently existing – The alert provides a revision to redefine actions considered to be gang related. Further work needs to combine the model policy with the currently existing policy.
- P 5756 Transgender Students – Suggested policy not currently adopted – The suggested policy was reviewed by the Committee with edits for clarification of process for administration and to clarify language within the policy.
- P 6150 Tuition Income – Suggested policy not currently adopted – The suggested policy defines the role of the Board in acceptance of tuition students related to the financial perspective of policy.
- P 8820 Opening Exercises – Mandatory with suggested revisions – The Committee reviewed the suggested revisions and agreed that our current policy meets the needs of the intended revisions and is more clearly worded. No further action on this policy is suggested at this time.

NEXT MEETING: Tuesday, October 13 - 6:30 p.m. at Central Office



Community Middle School

95 Grovers Mill Road, Box 410
Plainsboro, NJ 08536

Phone: 609-716-5300
Fax: 609-716-5333

Web Site: www.ww-p.org

July 1, 2015

Dear Mr. Fleres and WW-P Board of Education,

In reference to the Board Policy No. 7250 "School and Facility Names," please accept this request for the formation of an Ad Hoc School-Naming Committee (Policy No. 9130.1), to be charged with selecting from recommendations to rename Community Middle School in recognition of Arthur C. Downs' 50 years of dedicated service to the West Windsor-Plainsboro School District.

The Policy states that "the Board shall strive to honor the traditions and high ideals of the district and the community it serves" in selecting a name of district schools. We could not agree with this philosophy more. In his 50 years in our district, Arthur C. Downs exemplified the traditions and high ideals of WW-P in the following ways, to name but a few:

1. Dr. Downs demonstrated willingness to accept new challenges, i.e. agreeing to lead the opening of the district's first middle school.
2. In opening the WW-P Middle School, he researched and paved the way for implementation of the middle school model, including introducing teaming to create "schools within a school" and contributing to various incarnations of the middle school schedule.
3. Dr. Downs mentored teachers and administrators who have gone on to varied positions of leadership in and out of district, including Gerry Schaller, Ginny Lang, Donna Gibbs-Nini, Mark Vagle, Kathy Cave, Rick Chromey, Glenn Famous, Steve Mayer, Michael Welborn, Denise Mengani, Rosanne Bonini, Kyle Schimpf (to name a few).
4. As district administrator, Dr. Downs demonstrated the vision and skills for hiring student-centered staff and creating a true "community" climate.
5. From its early development through its 23rd year, Dr. Downs was the only principal of the Middle School. In that time, he supported the implementation of- and actively participated in- program after program to enrich students' experiences and recognize their achievements:
 - a. Outdoor Education
 - b. Science Olympiad
 - c. Student Council
 - d. AMIGOS
 - e. Project Pride

The mission of the West Windsor-Plainsboro Regional School District, valuing our tradition of excellence, is to develop all of our students as passionate, confident, life-long learners who have competence and strength of character to realize their aspirations and thoughtfully contribute to a diverse and changing world.

- f. Wake-Up Community
 - g. Inter-Scholastic Athletic Teams
 - h. 8th Grade Salute
 - i. 8th Grade Awards
 - j. Wall of Fame Student Recognition
 - k. Columbia Writing
 - l. Advisor/Advisee and Faculty/Staff Mentor Programs
6. Dr. Downs personally supported all students and staff – professionally and personally, showing up for events such as:
- a. Sports and academic competitions
 - b. Music and Drama productions
 - c. Dances and Special Activities
 - d. Plainsboro Founders' Day
 - e. Children in the hospital
 - f. Faculty and staff in the hospital
 - g. Faculty and staff showers and weddings
 - h. Funerals of students, students' families, faculty and staff families

Since his retirement, Dr. Downs is still an active participant in our community. In the past five years, he has unfailingly volunteered as an assistant coach/mentor to students in the CMS Science Olympiad team, even travelling to regionals and finals with the team. This is yet another example of his continuing devotion to the lives of middle schoolers, even in his golden years.

While this letter cannot be inclusive of all of Dr. Downs' accomplishments, we feel it provides enough support to influence the Board to appoint a committee that will start the necessary process toward renaming Community Middle School. We all would like the opportunity to serve on the committee to discuss the following suggested names:

- 1. Arthur C. Downs Community Middle School
- 2. Arthur C. Downs Middle School
- 3. Downs Community Middle School
- 4. Arthur Downs Middle School

Thank you for your attention to our request. We look forward to hearing from you soon.

Respectfully,

Members of Community Middle School Faculty

Ellen Burgess

Patrick Lepore

Colleen Pedersen

Faith Scibienski

Donna Gil (retired)

Lynn Fisher (retired)

cc: Dr. David Aderhold, Superintendent
 Michele Kaish, Chairwoman of Administration and Facilities Committee ✓
 Dr. Shauna Carter, Principal of Community Middle School

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