



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

### MINUTES

**July 19, 2016  
6:00 P.M.  
Central Office**

Committee:

Michele Kaish (Chair)  
Rachel Juliana (By Phone)  
Isaac Cheng

Administration Liaison:

Gerard Dalton  
Dave Aderhold  
Martin Smith

Guests:

Dana Krug

- Mercer Street Friends – Send Hunger Packing Program

Administration presented a request from a member of the public for a proposed program in collaboration with Mercer Street Friends Food Bank to provide free weekend meals on non-perishable foods for students in need. The identification of students benefiting from the program will be done through the schools in a discreet manner and participation will be an optional offering for the parents. The newly organized, Send Hunger Packing, has obtained approval from both townships and will still need to identify their funding sources to be served by Mercer Street Friends Food Bank. The Committee recommended support for the program.

- Review Policies/Regulations:

The first set of policies and regulations are mandatory items to remain in compliance for the Comprehensive Equity Plan. The New Jersey Department of Education updated several New Jersey Administrative Code chapters in 2016. These policies and regulations also include revision in the list of protected class of individuals as the recent revision to code includes gender identity or expression and socioeconomic status. In P2260 and P & R 2423, the term Limited English Proficient (LEP) is changed to English Language Learners (ELL).

- P1140 Affirmative Action Program – CE
- P1523 Comprehensive Equity Plan - CE
- P & R1530 Equal Employment Opportunities/Complaint Procedure - CE
- P1550 Affirmative Action Program for Employment & Contract - CE
- P & R2200 Curriculum Content - CE
- P2260 Affirmative Action Program for School & Classroom - CE
- P & R2411 Guidance Counseling – CE
- P & R2423 Bilingual and ESL Education - CE
- P2610 Educational Program Evaluation - CE
- P2622 Student Assessment – CE
- P5750 Equal Educational Opportunity - CE
- P5755 Equity in Educational Programs & Services CE

- P3431.1 Family Leave – Alert 207  
The provisions of the NJFLA have not changed; however, the FMLA has been revised for an eligible employee to care for a covered servicemember or veteran. A comprehensive list detailing the two new types of FMLA military leave, “qualifying exigency leave” and “military caregiver leave” has also been incorporated into these Guides. These Policy Guides have also been updated to reflect general FMLA and NJFLA eligibility based on the recent United States Supreme Court decision on same sex marriage. These updated Guides provide clarification regarding the use of sick time concurrent with FMLA or NJFLA leave time. These Policy Guides clarify the granting of simultaneous leave to more than one eligible employee from the same family under NJFLA, as well as district requirements under NJFLA for leaves of absence beyond the period of requested family leave. A section addressing the processing of complaints for both FMLA and NJFLA has also been added to these Guides. Strauss Esmay considers these Guides as mandated in compliance with the FMLA and the NJFLA a topic of high importance, even though a Policy on the FMLA or the NJFLA is not required in either law.
  
- P & R5111 Eligibility of Resident-Nonresident Students – Alert 208  
A few recent revisions to N.J.S.A. 18A:38-1 et seq., Persons Who May Attend Schools, and an update to the related administrative code, N.J.A.C. 6A:22 Student Residency, requires several revisions to Policy and Regulation Guides 5111. The two substantive changes resulting from new legislation include a provision to permit a student to remain in school for the remainder of the school year if the move is a result of domestic violence, sexual abuse, or other family crisis and a provision permitting the school district to request from the New Jersey Motor Vehicle Commission the parent’s name and address for use in verifying a student’s eligibility for enrollment in the district in the case of a dispute. The additional revisions in the Policy and Regulation Guide provide clarification to existing language or are minor revisions.
  
- P5460 High School Graduation – Alert 208  
A New Jersey Department of Education Memorandum dated January 7, 2016 informed all Chief School Administrators and Charter School Lead Persons of the updated graduation requirements for the Classes of 2016, 2017, 2018, and 2019. The purpose of the Memorandum is to provide districts with updated threshold scores that students will need to achieve on the redesigned PSAT/NMSQT in order to satisfy their assessment graduation requirement. The Memorandum included an updated chart. The updated information on the January 7, 2016 Chart has been incorporated into Policy Guide 5460. The only other revisions in Policy Guide 5460 eliminate some effective dates for the 2008-2009 and 2010-2011 grade nine classes as this grade nine class of students would have graduated high school by this date.
  
- P & R8462 Reporting Potentially Missing or Abused Children – Alert 208  
The revised administrative code indicates “... any employee, volunteer, or intern with reasonable cause to suspect or believe a student has attempted or **completed suicide** shall report the information to a division in the **Department of Human Services**. The old code had **contemplated suicide** where the new code has **completed suicide**. In addition, the old code had the report going to the **Department of Children and Families** as the new code has the report going to the **Department of Human Services**. One additional change was made in this updated Policy Guide regarding the telephone number to report abuse. The

updated Guides include the same telephone number to report abuse as the previous Guides and adds “or any other telephone number designated by the appropriate child welfare authorities.” This revision will not require the Board to immediately change the Policy in the event the authorities designate another telephone reporting number for reporting purposes.

- P &R5330.01 Administration of Medical Marijuana- Alert 208  
N.J.S.A. 18A:40-12.22 (P.L. 2015 Chapter 158) was recently approved requiring school districts to develop a policy authorizing parents, guardians, and primary caregivers to assist a student in the medical use of marijuana pursuant to the “Compassionate Use Medical Marijuana Act” (N.J.S.A. 24:6I-1 et seq.) while on school grounds, aboard a school bus, or attending a school-sponsored event. N.J.S.A. 18A:40-12.22 indicates the Policy must: establish protocols for verifying the New Jersey Department of Health registration process for the primary caregiver and the student; identify locations on school grounds where the medical marijuana may be administered; and prohibit the administration of medical marijuana to a student by smoking or other form of inhalation. The legislation indicates the Commissioner of Human Services and the State Board of Education may, in consultation with the Commissioner of Health, adopt rules and regulations. Strauss Esmay has developed a new Policy and Regulation Guide 5330.01 – Administration of Medical Marijuana for school districts to adopt until the New Jersey Department of Education (NJDOE) provides school districts additional guidance.

- Job Description

- Director of Community Education  
Modifications have been made to update the job description for the position of Director of Community Education.
- Athletic Coaches and Coordinators  
Athletic Director, Jean Marie Seal updated five job descriptions for middle school and high school coaches and athletic coordinators to be consistent with current expectations.

- Update of Videotaping Procedures

The administration shared information regarding the camera and sound equipment needed for the videotaping of Board meetings. Due to the age of the soundboard, used for microphones at meetings, members of the technology staff recommend replacement at a cost of approximately \$1,000.

- Review of Data – Mental Health Concerns

The administration shared data of the number of students referred for mental health screening. Ninety-three incidents were recorded.

- OPRA Request Coordinator

The Administration and Facilities Committee discussed the possible need to create a position of OPRA Request Coordinator based on the significant increase in requests. The Committee reviewed the number of OPRA requests. The Committee will continue to review the data.

- Review of District Goals

The Committee reviewed district goals following feedback from the retreat on June 21, 2016. The Committee provided feedback and to be utilized by the administration in the finalization of the goals.

- Review Assistant Superintendents’ Merit Goals

The Committee reviewed merit goals for the Assistant Superintendents and Superintendent providing feedback for further modification of the goals.

- Location for future Board of Education Meetings  
The Committee discussed the location and recording options of future Board of Education meetings and the Committee recommended the recording of meetings at the new district office and the purchase of a new soundboard.

**NEXT MEETING:** August 16, 2016 – 6:30 p.m. at Central Office