



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

**MINUTES
September 20, 2016**

**6:30 P.M.
Central Office**

<u>Committee:</u> Michele Kaish (Chair) Rachel Juliana Isaac Cheng	<u>Administration Liaison:</u> Gerard Dalton Russ Schumacher Dave Aderhold	<u>Guests:</u> Yan Mei Wang
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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. In the 2004-2014 school years, the number of OPRA requests averaged 10-15 per year. In 2014-15 there were 27 requests. In 2015-16 there were 88 requests. At the time of committee review, the district has received 46 requests for this school year. The Committee will continue to review the data at future meetings.

Policies

Website accessibility – Strauss Esmay

Administration requested policy guidance from Strauss Esmay for a policy to address website accessibility for individuals with disabilities. Strauss Esmay is researching the topic further to determine the legal requirements of such a policy.

P5516 Use of Electronic Communication and Recording Devices (ECD)

Administration reviewed the Strauss Esmay version of the policy and requested administration to seek further input from Strauss Esmay.

West Windsor Bicycle and Pedestrian Alliance and the Greater Mercer TMA

Community member Yan Mei Wang met with the Committee to propose a Walk to School program that would involve possible grant applications. The Committee will continue to review the information related to the proposal and may pose further questions as appropriate.

NJSIAA Field Hockey Tournament of Champions on 11/14 and 11/16 at High School North

The Committee supports the recommendation by administration and the athletic director to host the NJSIAA Field Hockey Tournament of Champions at High School North. This will be the second year we will host the event.

Substitute Secretary Rate

The Committee reviewed information from the Human Resources Department for substitute secretarial rates. The Committee supports the recommendation to change the substitute rates as proposed: 0 + years \$10.00/hr.; 2 + years \$10.50/hr.; 5 + years \$11.25/hr. change to \$12.50/hr. would all be changed to \$12.00 per hour. The current rate for our most experienced substitute secretaries is \$12.85/hr. and the recommendation is to adjust that rate to \$14.00/hour.

ADA Ramp Access at Maurice Hawk School

Administration described the addition of a handicapped accessible ramp to the front entrance at Maurice Hawk School. The district will work with the district architect to move the project forward.

Lead Water Testing

The district is required to test every fountain and drinking water source as per requirements by the State of New Jersey. Buildings and Grounds will address the testing with an approved vendor.

Memorandums of Agreement – Plainsboro and West Windsor

Administration presented the Memorandum of Agreement between Education and Law Enforcement Officials. The agreement provides guidance to districts and law enforcement on cooperative efforts to address areas of concern where mutual interests exist.

IEP Facilitation Pilot Program Agreement

Administration and the Special Services Department presented information for the district to participate in a pilot agreement with the New Jersey Department of Education, Office of Special Education Programs for a Facilitated Individualized Education Program (IEP). The program provides training for district supervisors and facilitators to assist the district in resolving IEP disagreements with parents/guardians. The program is at no cost to the district and voluntary for both the district and the parents/guardians. A resolution will be on the agenda for approval of this program.

NEXT MEETING: October 10, 2016 at 6:30 p.m. - Central Office