



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
March 21, 2017
7:00 P.M.
Central Office

<u>Committee:</u> Michele Kaish (Chair) Carol Herts Isaac Cheng	<u>Administration Liaison:</u> Gerard Dalton Dave Aderhold	<u>Guests:</u> George Duthie
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- District Expansion – George Duthie, the district architect, provided information related to planning for future capacity. The information included possible future expansion of district facilities. George Duthie and the Superintendent will provide a presentation of this information at the March 28 BOE Meeting.
- Policies and Regulations Review:
 - P1511 Board of Education Website Accessibility
 - Policy 1511 was developed by Strauss Esmay in collaboration with legal counsel as a component of a resolution of Case Number 02-16-1449, U.S. Department of Education, Office for Civil Rights. The policy guides the district on the accessibility of the district website for individuals with disabilities.
 - P2468 Independent Educational Evaluations
 - P and R2460 Special Education
 - R2460.1 Special Education - Location, Identification and Referral
 - R2460.8 Special Education - Free and Appropriate Public Education
 - R2460.9 Special Education - Transition from Early Intervention Programs to Preschool Programs
 - R2460.15 Special Education-In-Service Training Needs for Professional And Paraprofessional Staff
 - The NJDOE broadcasted a memorandum dated February 7, 2017 highlighting minor revisions to the required Special Education Model Policies and Regulations that incorporate amended requirements in the Special Education Administrative Code. The Model Policies and Regulations were last revised January 20, 2009. Districts are required to adopt these guides and submit an Assurance Statement to the County Office by May 5, 2017. The committee viewed the Assurance Statement that will accompany the submission to the County Office. These Policies and Regulations are mandated and are on the Strauss Esmay Index of Regulation Guides that must be adopted by the Board.

- P6220 Budget Preparation
- P6311 Contracts for Goods or Services Funded by Federal Grants
- P6362 Contributions to Board Members and Contract Awards
- P6424 Emergency Contracts
- P6471 School District Travel
- P6472 Tuition Assistance
- P6620 Petty Cash
- P6740 Reserve Accounts
- P6810 Financial Objectives
- P6820 Financial Reports
- P3215.2 Employment of Substitute Teacher
- P and R3144 Certification of Tenure Charges
- P and R3218 Substance Abuse
- P4140 Termination
- P4431.3 New Jersey's Family Leave Insurance Program

The above listed polices reflect a large portion of policies to be adopted as per the most recent policy audit by Strauss Esmay. Policies in the 3000 series - Teaching Staff Members, and 4000 series – Support Staff, were reviewed by Human Resources and edited to address current district practices. Policies in the 6000 series, Finances, were reviewed and edited by the Assistant Superintendent for Finance and other staff to reflect current district practices.

- Statement of Assurance – Administration reviewed the Statement of Assurance required by the NJDOE Office of Special Education. The district must submit the Statement of Assurance to confirm that the above policy changes in the 2000 series have been completed.
- Not Even Once Program – Administration shared information about an upcoming training program to include administrators, teachers, student assistance counselors and police for the prevention of heroin addiction facilitated by the Manchester Township Police Department. The program, Not Even Once, was developed and copyrighted by the Manchester Police Department in collaboration with educators and aligns to NJDOE health curriculum standards. The district will host the training session and then discuss the implementation of police facilitated training of students during twelfth grade health.
- 2018-19 School Calendars – The Committee reviewed the various versions of calendars for the 2018-19 school year and has recommended moving forward with a calendar for a vote at the April 28th meeting. The calendar will be shared with full Board, the Superintendent's Advisory Council and PTA Presidents prior to the vote.

NEXT MEETING: April 18, 2017 at 7:00 p.m. at Central Office