



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
May 15, 2018

7:00 P.M.
Central Office

<u>Committee:</u> Michele Kaish (Chair) Martin Whitfield Isaac Cheng (By phone for portion)	<u>Administration Liaison:</u> Gerard Dalton Dave Aderhold	<u>Guests:</u> Rachel Juliana (First portion) Louisa Ho (First Portion) Dana Krug (Second Portion)
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- **Referendum** – The topic of referendum was added to the agenda as a follow-up to the presentation by the Superintendent at the May 8, 2018 Board of Education meeting. No questions or topics were raised at the Committee meeting.
- **Policies and Regulations for review in accordance with SE Alert 215** – The following are mandated items that already exist in district policies and regulations. There have been updates based on mandates and code requirements. Changes to these policies and regulations are minor in nature.
 - P& R5350 Student Suicide Prevention – Need M for mandated
 - P8462 Reporting Potentially Missing or Abused Children
Updates to P & R 5350 and P8462 - *The Division of Mental Health and Addiction Services (DMHAS) was recently transferred from the Department of Human Services to the Department of Health and DMHAS recently informed Strauss Esmay that school districts are no longer required to report attempted or completed student suicides to DMHAS's office as per N.J.A.C. 6A:16-11.1(b) and N.J.S.A. 30:9A-24, and as required in Policy Guide 8462. Therefore, the only reporting requirement for a school district is to report to the DCF in accordance with the June 27, 2017 NJDOE Memorandum. This new reporting requirement to DCF has been incorporated into revised Policy and Regulation Guides 5350 and reporting an attempted or completed student suicide to the DMHAS has been removed from Policy 8462. The Regulation Guide 5350 has been rewritten and should replace the district's existing Regulation Guide 5350. The revisions and updates in the Policy and Regulation Guide include updated warning signs of suicide; an immediate preliminary assessment of the risk of suicide to be conducted by the Child Study Team or a Suicide Intervention Team; an immediate notification to parents; a requirement for the parent to arrange for medical and psychiatric services, if needed; and a medical clearance to be provided before a student determined to be at-risk returns to school.*
 - P5533 Student Smoking
Updates to the policy on student smoking make specific reference to electronic smoking devices as schools have seen an increase in vaping implements such as the Juul. Student Smoking prohibits, in accordance with law, the use of an electronic smoking device in school buildings, on school grounds, at school-sponsored events away from school, or on a school bus. A district must revise their Student Code of Conduct to address a student's possession of an electronic smoking device in school buildings, on school grounds, at school-sponsored events away from school, or on school buses. Changes to the student code of conduct are consistent with this policy.

- P & R 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
The new law includes several new definitions; only applies to students with disabilities; requires parent notification; requires a full written report for each incident of restraint; addresses the utilization of seclusion techniques; and requires the New Jersey Department of Education (NJDOE) to establish guidelines for a district to ensure a review process is in place to examine the use of such restraints or seclusion techniques.

- **Review/discussion of R5600** – The Committee discussed questions that arose at the last board meeting related to Regulation 5600 – Student Discipline/Code of Conduct. Administration shared information from other New Jersey Districts and Code 6A:16-7.1 that references the requirements for all districts in New Jersey related to the Code of Conduct. The Committee recommends this regulation to move forward for second reading.

- **Continued discussion of Class III and School Security** – The Committee discussed questions related to the Class III Officer proposal. Discussion focused on hiring, training, assignment practices and the processes involved should the board decide to move this initiative forward.

- **Review/discussion of Job Descriptions – Community Education Program Administrator, Plumber** – The Committee reviewed the two listed job descriptions. The Community Education Program Administrator had minor language changes to improve consistency based on the expectations of the job functions and requirements for employment. The job description for Plumber is a newly added job description.

- **Hourly Rates** – The Committee reviewed the hourly and daily rate chart. Two changes were made to the rates. The first change relates to long-term substitutes who would be moved to the contractual rate of a first year teacher after the first 20 days. The rate changes from \$250 per day to \$273 per day for 2018-19. The rate for substitute nurses will change from \$175 per day to \$200 per day consistent with neighboring districts.

- **UBHC Agreement** – The Committee reviewed the proposal from Rutgers Health University Behavioral Health Care to provide therapeutic support services to youth and their families. The proposal would provide two full-time Mental Health Clinicians for therapy, crisis assessments and consultation with district staff at a cost of \$225,968.

Late addition to the agenda:

- **Three Staff Members Attendance at Strauss Esmay Educational Policy and School Law Seminar**

NEXT MEETING: June 18, 2018 - 7:00 p.m. at Central Office