



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
July 17, 2018

7:00 P.M.
Central Office

<u>Committee:</u> Michele Kaish (Chair) Martin Whitfield Isaac Cheng (Absent)	<u>Administration Liaison:</u> Dave Aderhold	<u>Guests:</u>
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- The Committee reviewed the property line within Lot 3, Block 1901 of the Plainsboro Township Tax Map regarding the Community Middle School property line. A resident on Cora Lane brought forward a request for the school district to fix the access road located on Lot 4 of the tax map. Upon review by Van Cleef Engineering it has been determined that a Right of Way was granted to Lot 4 for ingress and egress. Furthermore, the deed makes no mention of maintenance responsibilities to the driveway currently located within the easement. As such, it has been determined that the responsibilities for maintenance of the driveway would be the responsibility of the owner of Lot 4.
- The Committee reviewed the proposed 2018 – 2019 District Goals. It was noted that one addition was made to Goal #4 identifying the work management of the steps in the ESIP procurement process that will produce an Energy Savings Improvement Process proposal.
- Efforts continued to update the policy manual. Currently efforts are underway to format all policies and procedures under one section on the website.
- The A&F Committee joined the Finance Committee to review a draft of the public question for a referendum. Dr. Russo will be inviting the district's Bond Council to the August 21st Finance Committee to discuss the wording and legal requirements of the public question.
- The A&F Committee joined the Finance Committee to review a comprehensive safety and communication program that included the addition of classroom phones, IP strobes, outdoor speakers, outdoor signage, indoor and exterior cameras, upgrades to access controls, and an increase in the number of switches. The program also provides for the utilization of a visitor management system.
- The timelines for bidding of the Town Center Elementary School expansion project was reviewed. Pre-bid meetings will occur on July 23rd (yesterday) with the deadline for submission to be on August 9th. It is expected that the bid will be awarded at the August 28th Board of Education meeting.

- The Superintendent updated the committee on the approval status of the shared service agreement for Class III Police Officers. At the July 11th public meeting the Plainsboro Township Committee approved the Shared Service Agreement with a 5 – 0 vote. The Wes Windsor Council vote is on Monday, July 30th.
- The Committee was informed of hiring process for the Special Education Supervisor for grades 4 – 8 and the Assistant Principal process for Community Middle School. Both positions have concluded their searches with recommended candidates being voted upon this evening.
- The Superintendent discussed student suspension data for the 17-18 school year. The data shows that there were 152 total suspensions issued to 98 different students. Therefore, 98 students out of 5430 middle and high school students or 1.8% of the secondary students received a suspension. Due to the relatively low number of suspension by school HSS (49), HSN (42), GMS (36), and CMS (25) there is no evidence of bias within the subgroup data.
- The Committee briefly discussed updates to HIB laws and the future need to update our district policy based upon legal updates in the code. Mr. McDonald will provide an overview of the changes during his public presentation on Tuesday evening.
- The Committee reviewed and recommends the approval of a new job description entitled, Director of Counseling, Health, and Wellness. This position serves to reorganize several functions within the district and align responsibilities to reflect a comprehensive approach to SEL and Wellness.
- The Superintendent provided an update to summer construction projects. Projects are moving well and there are currently no pending concerns. Most notably is the field turf project at HSS and HSN and the bathroom project at HSS. All projects are on track.
- The Committee reviewed the submission of the Superintendent 18-19 merit goals and recommends them to the BOE for their approval and submission to the Executive County Superintendent.

NEXT MEETING: August 21, 2018 - 7:00 p.m. at Central Office