



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
August 21, 2018

7:00 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Martin Whitfield
Isaac Cheng (Absent)
Anthony Fleres

Administration Liaison:

James Earle
David Aderhold
Chris Russo

Guests:

George Duthie
Tony Solimine

- **Mtg. with Bond Counsel regarding Referendum Question**

Anthony Solimine from McManimon Scotland & Baumann (MS&B) attended the Administration and Facilities Committee on August 21, 2018 to answer questions regarding the referendum question. Mr. Solimine, Mr. Duthie (district architect) and Dr. Russo reviewed the public question and discussed the legal requirements and format of the public question. Dr. Russo explained that the numbers in the referendum question do not add up to the total of \$114,875,000 listed within the question, as the required formula requires monies borrowed to be defined by eligible and not otherwise eligible (ineligible cost). However, there is another category of borrowed funds not represented in the legal format for referendum questions, which is known as excess costs. Excess costs represent the difference in the financing formula between the state allowance of \$143 per square foot and the actual cost for new construction and renovations. Mr. Solimine further explained that Renovations or Rehabilitations are 100% eligible at 40% of state responsibility, while new construction can have eligible and ineligible cost.

- **Summer Construction Projects**

Mr. Duthie reviewed the "Project Status Report" (Constriction Underway) at Grover, HSS, HSN, Hawk, Wicoff, and Community. Highlights include substantial completion as HSS and HSN Turf and HSS Track, Wicoff Gymnasium floor, roof restoration at HS North and Grover Middle School. Work at the HSS pool has been completed with the mechanical unit and generator. The bus loop at CMS has been completed. Toilet rooms at HSS are still underway. Construction is well underway at Maurice Hawk Elementary School. Site work is being completed and paving/curb is underway. Further, the Superintendent discussed in detail about "safe passage" for students and families as they enter and exit at Hawk. He also shared with the Committee the addition of 3 police officers for traffic control during the first two weeks of school.

- **Town Center Bid Opening Results**

The Superintendent provided the results of the bid opening results with the Committee. Bid contracts for the lowest bidder in General Construction Work, Structural & Miscellaneous Steel Work, and Plumbing, Drainage, & Gas Fitting Works were accepted by the district attorney. The second responsible bidder was accepted for HVAC and Refrigeration Work and Electrical work. These awards are listed on the Finance Section of the Board Agenda for August 28th.

- **Update on District Security**

- Technology Upgrades

The Superintendent provided an overview of upcoming technology upgrades to the Committee. Members of the technology staff and administration met with Millennium and Matrix to discuss installing cameras (100% coverage) in all schools, new phones in all classrooms, and strobes lights in areas where it may be difficult to hear announcements. A project manager will be overseeing the installations and work will be coordinated with building administration, technology, building and grounds, and installers. All work will occur during second shift (after 3pm).

- Class III Officers

The administration and police will be meeting on 8/22 to discuss next steps in the recruitment, hiring and staffing. Updates about district technology plans will be provided to law enforcement.

- Eyes on the Door Security

The Superintendent provided an overview on the hiring for Eyes on the Door Security Officers. To date, offers have been extended to 20 of the 26 anticipated positions. The Superintendent shared the challenge of finding qualified candidates to perform the tasks and expressed that all positions may not be filled for the start of the school year. Training is scheduled for September 5, 2018

- Memorandum of Agreement - DOE Guidance

The NJ DOE provided guidance on the Uniform Memorandum of Agreement between Education and Law Enforcement. The memo stated that districts are to follow the previous guidance until revisions are provided. The revised MOA is anticipated in September.

- Maurice Hawk Construction

This summer work at Maurice Hawk included extensive site work. Primary work included underground drainage, a new water main, and electrical conduit. All work was required to be completed prior to the school year. The new music room is close to being completed, anticipated completion date for the beginning of the school year or shortly after (one week). Superintendent explained that the weather had been a challenge but that progress was being made since weather improved this past week. Curbs are going up and anticipate paving will be done by August 28 in all areas except the large drainage area (which will be crushed stone).

- **Update on UBHC**

The Board of Education has entered into a contract with University Behavior Health Center at Rutgers to employee two full-time mental health clinicians. Interviews are underway and we anticipate having staff on site by early to mid-October.

- **2018-19 District Nursing Services Plan**

Annually the nursing services plan is required to be submitted to the Executive County Superintendent annually. The BOE approved the statement of assurance at the July 2018 meeting. The Superintendent informed the Committee that he believed that the nursing plan was presented by Mr. Dalton in June and referenced such at the July board meeting. After reviewing the A&F minutes it was since learned that this did not happen. The plan was reviewed to ensure that the Committee saw the submitted report.

- **Thomas J. Rubino Agreement**

Annually the BOE enters into an agreement with the Thomas J. Rubino Academy to ensure that educational programs are available should a need arise to remove a student to an alternative placement or an interim alternative placement for disciplinary reasons. The Superintendent shared the written agreement and explained that placements at Rubino are for very severe offenses and although rare, district wanted to ensure that there was access to place a student if needed.

- **Central Jersey (CJ) Pride Agreement**

The Committee reviewed the written agreement and shared information about CJ Pride. CJ Pride is an interagency committee of HR Directors that work to add diversity to our respective faculties by working together to attract and recruit diverse educators for teaching and administrative positions.

- **Comprehensive Equity Plan**

The Committee reviewed and supported the submission of the third year of the “Three Year Comprehensive Equity Plan 2016 – 2019.” The CEP policy is required under N.J.A.C. 6A:7 and outlines the responsibilities for achieving and maintaining compliance with all state and federal laws governing equity in educational programs.

- **Policy & Regulation Review**

- P1613 & R1613 Disclosure and Review of Applicant's Employment History
- P5561 & R5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- P5512 HIB Regulation Update

The Committee reviewed two new policies and regulations. We discussed the new policy detailing the requirements of the “Pass the Trash” law had been in effect since June 1, 2018. The Committee reviewed a policy on appropriate physical restraint techniques for special education students. Lastly, the Committee reviewed an updated HIB policy based upon mandatory updates. The model policy allowed for the school district to allow for principal preliminary determination of HIB cases. The administration, with consult of legal counsel, recommends that such discretion not be provided to the principals and that all cases be investigated fully. The updated policy does expand the definition to include incidents occurring on district board of education school buses, at district BOE school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities (APSSD). The policy further clarifies notification requirements to parents of students involved. Lastly, the required changes include the abolishment of Regulation 5512 as the requirements become included in the updated HIB Policy.

- **Send Hunger Packing**

On the August 28th BOE agenda is a MOU between Mercer Street Friends and WWP for the 2018 – 2019 school year. This program provides weekend meals for participating families.

NEXT MEETING: September 4, 2018 - 7:00 p.m. at Central Office