



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

**MINUTES
October 16, 2018**

- Policy Review:
 - P8550 Unpaid Meal Charges – Outstanding Food Charges
 - P8505 Local Wellness Policy
 - Benefits Covering Non-Affiliated Policies
 - Policy 1121
 - Policy 1122
 - Policy 4420

Assistant Superintendent provided the Committee with four policies for review, P8550 Unpaid Meal Charges, P8505 Local Wellness Policy and three Non-Affiliated Policies. Special Assistant for Labor Relations and Assistant Superintendent explained that WWPRSD did not have P8550 so the policy submitted for review was recommended by Strauss Esmay. The Committee also reviewed three options and chose “option 3” which outlines how the district will manage meals provided to students without payment. P8550 was presented with amendments which included the Healthy Hungry-Free Kids Act of 2010 and the addition of the School Wellness Policy Coordinator. The three Non-Affiliated policies (A, B, C) were reviewed and Special Assistant for Labor Relations informed the Committee that several “job titles” did not have a home and were being included in P1122. The special assistant communicated that the primary differences in categories A, B & C are vacation schedules.

- Facility Use Policy (charge for security)

Assistant Superintendent informed the Committee that the Facilities Use policy will be updated to include security officers as a selection for vendors to choose for service. Currently security officers cannot be selected to support district or non-district during events in WWPRSD buildings. The Committee agreed that security should be added as a selection on the “Facilities Use” form.

- Update on District Security

Assistant Superintendent notified the Committee that technology upgrades will begin on October 22, 2018. Millennium and Matrix will begin installation at HSS and Wicoff and are scheduled to complete both schools within 2 weeks. Paging system walkthroughs (testing the intercoms and speakers) will be performed on Oct 16, 2018. Matrix and Millennium have informed the tech staff that the anticipated timeline to complete all schools is 12 weeks. At the conclusion of installation in each school, staff will be trained on how to use the new technology (desk phones) and explore the locations of cameras and strobes.

- Special Ed Department Updates

Assistant Superintendent updated the Committee on current issues involving special education. A draft of the “Documentation of the Use of Restraint / Seclusion” was presented to the Committee for review. The document will be used by all staff members who are involved in physical restraint procedures throughout the district. In the event procedures are outlined in an

IEP, staff will follow procedures as stated. The Assistant Superintendent informed the Committee that WWPRSD is in the process of reviewing pricing information for “Evacu-chairs in all buildings.” Currently, there are four chairs in district and each school will have a chair in the event it is needed in an emergency.

- School Safety Security Plan Annual Statement of Assurance

Assistant Superintendent reviewed the NJDOE broadcast which informed districts that the School Safety and Security Plan Review Statement of Assurance is due November 30, 2018. The plan will be available to review at the next A&F meeting in November.

- Job Descriptions

Assistant Superintendent informed the Committee that two job description changes will be presented at the November meeting. The first description was a title change from “Guidance Counselor to School Counselor which is consistent with the state board of certification. The second is related to an update to “Instructional Assistant” job description. Special Assistant for Labor Relations informed the Committee that the job description needs to be updated to include a wider range of duties. Updating the duties would allow IAs to perform a wider variety of tasks.

NEXT MEETING: November 13, 2018 - 7:00 p.m. at Central Office