



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
November 13, 2018

7:00 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Martin Whitfield
Isaac Cheng - Absent

Administration Liaison:

James Earle
David Aderhold

Guests:

Karen Slagle
Tony Fleres

- **Job Descriptions:**

- **Guidance Counselor**
- **Instructional Assistant (Special Ed and Dual Language Immersion)**

The A&F Committee reviewed three job descriptions for review, School Counselor and two versions of Instructional Assistant (special education and dual language immersion). The Counselor job description is a change in the title. Human Resources recommended that the title change from "Guidance Counselor" to "School Counselor" as recognized by the NJDOE Board of Certification. The special education job description was updated to include "specific" essential duties consistent with responsibilities executed in a special education environment. The Committee reviewed the prior instructional assistant job description and noted that the duties outlined were general and lacked clarity. The Committee reviewed the Dual Language Immersion Instructional Assistant description to ensure that duties were consistent with activities performed in the DLI program.

- **Review School Safety and Security Plan Statement of Assurance**

The A&F Committee reviewed the NJDOE Broadcast which provides guidance on completing the School Safety Plan Review Statement of Assurance. Committee members had the opportunity to review an actual "Crisis Management and Emergency Procedures - District Manual" for Community Middle School with safety and security components included. The district binder with all 10 school manuals was available for review during the meeting.

- **Special Services Program Review**

The A&F Committee invited the Director of Special Services to provide an update on the 2012 Special Services programs review with recommendations. The Director informed the Committee that 91 of 95 recommendations from the 2012 program review have been addressed, some are no longer relevant, and some we will continue to address. The Director discussed 15 Key Themes identified from the recommendations and Special Services identified 3 “Areas for Continued Attention” from the 2012 review which remain the focus of their work: Parental Relations, Program Offerings/Continuum of Services/Curriculum, and Data-Driven Decision Making. The Director informed the Committee that the department will begin the process of a new Special Services program review during the 2019-2020 school year.

- **Review School Calendar for 2020-2021 (Draft 3)**

The A&F Committee reviewed the 3rd draft of the 2020-2021 calendar for updates. The calendar was updated to reflect the changes in dates for middle school “conferences.” Conferences will be held in consecutive days, October 13 – 16, 2018 and January 14-15, 2018. The Calendar will be reviewed once again by the Superintendent’s Advisory Council for recommendations and/or updates.

- **Review of pending Policies for Second Reading**

The A&F Committee reviewed four policies for a second reading, Policy 8505-Local Wellness Policy, Policy 8550-Unpaid Meal Charges and Policies 1121, 1122, 4420-Benefits Covering Non-Affiliate Support Staff. Committee members addressed several questions that were raised during the first reading and agreed to adjust language in Policy 8505.

- **Review Policy 2551 – Musical Instruments**

The A&F committee reviewed Policy 2551 – Musical Instruments to determine if there are recommendations or suggestions for updates. The Committee will engage in a deeper study of the policy and provide input at a future meeting.

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