



## FINANCE COMMITTEE MEETING MINUTES

Tuesday, May 31, 2022

[8:30 a.m.](#)

Committee Members: Dr. Camille Cerciello, Chair  
Randall Peach, Carol Hample, Thomas Wallace

Administrative Staff: Dr. Jonathan Hart, Superintendent  
Jason Bohm, SBA/Board Secretary  
Don Race, Facilities Manager

Guest: Lee Nestle, CBIZ

1. **General Insurance Renewals / SAIF (School Alliance Insurance Fund)** - Lee Nestle presenting - Discussion regarding insurance renewal and risk management. We are currently completing year 2 of a 3-year commitment. The increase in insurance renewal is 5.6%, which is below what was anticipated.
2. **2022-2023 Capital Projects**
  - a. HBS roof - no substantial update, project on schedule to start after school ends
  - b. TBS cupola - Cupola ordered, 4-5 days needed to install, anticipated August - being custom-made
  - c. Curriculum office - Supplies ordered, doors may come early, windows (long lead time), demo late June - should be completed by Sept.
  - d. Maintenance reserve projects
    - i. HBS HVAC rooftop unit might be abandoned due to cost, shall revisit quote solicitation in fall
    - ii. IT Projects
      1. Outdoor classrooms - on schedule to complete over the summer, excluding wifi access points, furniture has been ordered
      2. Swipe card scanners - significant supply chain issue, not likely complete in summer
      3. HBS stage sound - significant supply chain issue, not likely complete in summer
      4. Board conference room - significant supply chain issue, partial completion this summer- custom solution creating delays
    - iii. Remainder of maintenance reserve projects are progressing, and copier project is on schedule
  - e. TBS detention basin project - Donation funded, Rutgers University engineered / oversight - need to select vendor, project needs to be completed by mid-Sept., working with the town
3. **Breakfast Program** - For the 2022- 2023 school year breakfast will not be free to all, students will have to go through the cafeteria line to receive breakfast. We plan to continue the breakfast program and assess mid-year. Students may be eligible for free or reduced breakfast meals.
4. **Substitute Rates 2022-23** (New proposal - substitute custodian) - would be cost-effective, the sub-custodian can fulfill other jobs including snow removal, maintenance of grounds after hours and covering rec on weekends.
5. **Finance Agenda Items**

- a. Standard annual resolutions - Professional services vendors, reserves deposits, between board meeting bill remittances, transfers and change orders for capital projects, lunch price, substitutes, SAIF, among other
- b. Unusual resolutions - Revised Branchburg BOE transportation shared services agreement, (Branchburg will now pay us) Sustainable Jersey TBS detention basin \$10K donation, SEMI (Special Education Medicaid Initiative) certification of implementation
- c. New Business - Board Meeting relocation (July / August) to RMS, Board member candidate deadline

**6. Bills List** - closing out POs for 2021-22 school year so anticipate increase in bills paid in coming months

**7. Next meeting is planned for Thursday, July 7, 2022 at 8:30 a.m.**

Anticipated Topics: TBS Boiler Report, construction updates