



## FINANCE COMMITTEE MEETING MINUTES

Wednesday, January 17, 2024  
3:30 p.m.

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Committee Members: Michele Mencer, Chair  
Dr. Camille Cerciello, Ellen De Pinto, Justina Ryan

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

### 1. 2022-2023 School Year Audit Results

The Annual Comprehensive Financial Report was presented by BKC CPAs. Audit results showed a 3% increase in expenses, which is commendable given inflation rates. A healthy capital reserve remains (approximately \$3.7 million) and overall the district is financially sound. There were no audit findings nor corrective actions recommended. This is excellent news and demonstrates consistent fiscal responsibility and sound decisions made by Jason Bohm, Dr. Hart and the Board.

### 2. Memorandum of Understanding (MOU) with Law Enforcement / Agreement

The objective of the state mandated MOU with law enforcement is to ensure a positive and functional relationship between law enforcement and the Board. Readington District has signed the agreement and continues to benefit from a productive relationship with local law enforcement.

### 3. Refuse / Recycling Bid Results

The district has reached the limit of the existing refuse/recycling contract which required a bid process be initiated. Bids were solicited and one response was received. This is expected due to the large container sizes / volume of waste produced by the district and very few vendors able to accommodate this capacity. An increase of 10% was proposed and the Board recommends accepting the bid which will result in incremental cost of \$7K (10%) for the first year and thereafter, 10% increases for each of the next 2 years. Thereafter, the contract can be renewed for an additional 2 years if the Board and administration choose.

### 4. Architect Fees / Solar

A fixed fee is proposed for the Purchase Power Agreement (PPA) request in the amount of \$29,500 plus reimbursable expenses. The fixed fee for the Owner's Representative Services is \$5,000 per month per site plus reimbursable expenses. It is important to note that the complete fee(s) will be reimbursed to the School District by the successful PPA company upon contract execution. The committee agreed to negotiate the Owner's Representative Services fees.

### 5. Green Coordinator Position

The Committee discussed a recap of the prior actions taken for this position (e.g. redefine the role) which is eligible for a stipend. The role is eligible to engage in shared service agreements, contingent on Board approval and is aligned with the District Social Awareness goals to focus on Sustainable Jersey and green initiatives. Currently, the role is vacant.

## **6. Mentoring Shared Services Agreement with South Hunterdon Board of Education**

The Committee endorsed the District entering into a shared services agreement for a staff mentoring program with South Hunterdon Board of Education. This is a one-time agreement for one position.

## **7. WHS Donation**

A community member has graciously donated \$1,000.00 to Whitehouse School for use in the library and/or Garden enhancement. The Board is appreciative of this generous donation.

## **8. Board Goals**

The Committee reviewed this school year's goals relevant to Finance and agreed these remain areas of focus. For reference, the goals are listed below.

- a. Focus Goal No. 1 - *Settle an agreement with the RTAA before the end of the school year.*
- b. Continued Goal No. 6 - *To set budget parameters that effectively plan for enrollment growth, maintain the depth, breadth and quality of the educational and co-curricular program that are both sustainable and fiscally accountable to the community; Evaluating and assessing our redistricting plan to accommodate shifts in student population.*
- c. Continued Goal No. 7 - *To continue to upgrade and refine safety and security measures to ensure student and staff safety.*

## **9. Preschool Update**

A brief update on the initiation of the preschool program was shared. All planned updates were completed on time in a short two-month period. The Board appreciates the leadership and efforts of Dr. Hart and the staff to successfully bring this program to the district.

## **10. Expanded Free Lunch Thresholds by State of New Jersey**

NJ is expanding the threshold for free lunch to more students this year. An additional expansion is expected next year. Funding is provided via both federal and state funds. This important program benefits children, Maschio's Food Services and the district.

## **11. Finance Agenda Items / Bill List** - donation, architect fees, audit results, MOU with law enforcement, shared services agreement with South Hunterdon, refuse/recycling bid award

## **12. Next meeting is planned for:** February 6 at 8:30 a.m. (budget only) and March 6th at 8:30a.m.

*Tentative Topics: solar proposal / scoring, budget, capital projects, cell tower, security, ROD/SDA grant resolutions*