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## FINANCE & FACILITIES MEETING MINUTES

Tuesday, July 18, 2017 at 10:00 a.m.

Committee Members Present: Ray Egbert, Chair  
Laura Simon, Anna Shinn, Chris Allen

Administrative Staff Present: Dr. William DeFabiis, Interim Superintendent  
Jason Bohm, SBA/Board Secretary  
Don Race, Facilities Manager

The following items were discussed:

- 1. Summer construction projects and change orders** – WHS bathroom demolition is complete; rough-in plumbing is underway, some asbestos found and remediated. Demolition at TBS started today. One design change: accent colors in bathrooms will be limited to walls only, due to the long lead time to order accent tiles. The floors will be a solid color. Please refer to Change Order on July 25 meeting agenda.
- 2. Vendor intermittent check request & processes moving forward** –Aero Plumbing requested an initial payment of \$22,762 for labor and materials for bathroom renovations project (for board approval on July 25) and a second payment of \$150K (for board approval at the August 2017 meeting). A total budget of \$589,900 for the project was approved by the Board in April. The Committee discussed the process for the Business Administrator to email the Finance/Facilities committee when future project payments are to be made. If anything is unusual, then the BA will provide additional support. The payment will be made as long as the Finance committee is okay with the work/bill pending since the Board has previously approved the project.
- 3. RMS Media Center door project & bid status** – A total of three bids were received today and are being reviewed. The work, if pursued, is expected to begin during the November break and finished by winter break. The lowest bid received was for \$82,000 but the bid may be invalid due to incomplete information (including not identifying subcontractors). The next lowest bid is \$97,000. Mr. Bohm explained that the Board has several options at this point including proceeding and accepting lowest responsible bid, or reject the bids and change the project parameters and rebid, or canceling the project altogether and reject all bids. Mr. Race said another less costly option could be to only replace the doors. No recommendation at this time. The bids will be further reviewed by the board attorney. The Committee will review at the August meeting.
- 4. RMS 500 entrance concrete step repairs** – This project was approved during the referendum project. The steps need to be resealed. The work is at no additional cost and is the responsibility of the contractor. The work is expected to be completed before September.
- 5. Sidewalk and curb replacement project at Three Bridges School** – Work expected to begin this week and completed before school begins.
- 6. Lead testing results** – HBS and TBS report no issues. One issue reported in a pot-filling sink in the kitchen at WHS, but the sink is not used. The faucet will be replaced and a retest conducted. RMS reported issues in the nurse's office, the library work room, a pot-filling sink in the kitchen, and a food-prep sink. All have been replaced along with other connecting pipes, and retests will be conducted. Hallway bubblers for drinking that failed have been removed, as there are several other available drinking options. Over time all the old porcelain bubblers in classrooms will be removed as students can now use bottle filling stations. The committee suggested edits to a lead testing update letter to parents, and a final copy will be shared with the full board, posted to the district website and pushed out via Genesis. Mr. Bohm reported that the State of New Jersey offers reimbursement to the district for the cost of lead test sampling and lab work, but the specific dollar amount is not yet known.

- 7. Solar update** – All solar panels have been ordered by the contractor. A new landscaping plan is being developed for RMS and is expected soon. The developer is targeting a mid-September project meeting with district leaders. Since school will be in session, any roof work at TBS will be performed at nights or on weekends when no students or staff is present. The construction will have some impact on Cross Country and Soccer activities, to be discussed internally among district staff. The committee made a recommendation that Roosevelt may be an option for Cross County and Soccer activities. Once begun, construction is expected to take at least 3 months to complete.
- 8. Balloon Festival** – No action taken on a request that was later rescinded by the Readington Police Department to use district busses as a barrier at the July balloon festival.
- 9. Revised State Aid** – The newly approved State of New Jersey budget that begins July 1, 2017 increases the amount of school aid to Readington by \$33,596 above the budgeted amount projected in February. The committee recommends appropriating the additional aid into the 2017-18 budget.
- 10. Students of employees preschool tuition rate and busing rate** – The committee recommends a \$250 increase in the non-resident tuition rate for tenured staff members to \$2,250 and \$90 per month bus fee. The bus fee is to be the same as charged to Readington Township residents.
- 11. Arlington, VA workshop/presentation/National School of Character Award for WHS** – Committee discussed the cost of attendance for WHS faculty/staff members to attend this program. No recommendation at this time, discussion tabled to the next committee meeting. Dr. DeFabiis is to obtain additional information.
- 12. Discussion was tabled regarding potential 2017-18 board goals related to finance/facilities.**
  - 2016-17 goals were as follows:
    - To set budget parameters that maintain the depth, breadth and quality of the educational and co-curricular program while remaining fiscally accountable to the community
    - Continue to advance the goals of individual and institutional sustainability in the district
    - To provide resources to support the district's strategic plan
- 13. Discussion was tabled regarding Treasurer of School Money.**
- 14. Timing of 2016-2017 audit / June financials** – June financial reports will available at the August board meeting to allow additional time to close the books for the school year ended June 30. Mr. Bohm reported the timing is acceptable to the county superintendent and also that the annual audit will be conducted in August.
- 15. Finance agenda items** – Please refer to the July 25 Board Meeting Agenda and related documentation available on the website.
- 16.** The next Finance/Facilities Committee meeting date is set for August 15, 2017 at 10 a.m.