



FINANCE & FACILITIES MEETING MINUTES

Friday, January 25, 2018 at 8:30 a.m.

Committee Members: Ray Egbert, Chair

Laura Simon, Carol Hample, Tom Wallace (absent), Anna Shinn (substitute)

Administrative Staff: Dr. Jonathan Hart, Superintendent

Jason Bohm, SBA/Board Secretary

Don Race, Facilities Manager (Present for Items # 2 and 3)

1. 2017 – 2018 Audit

Mr. Weiss from BKC Certified Public Accountants presented audited financial numbers. The audit report can't be finalized until state pension information is received by the State of New Jersey. The pension information is expected to be received next week. However, the pension information only affects one footnote with no changes to the audited revenue and expenditure amounts. There were no audit findings that require a formal corrective action plan. Some of the key financial information is listed below.

	Increase from Prior Year	Percentage of Increase from Prior Year	
Revenue:			
Tax Levy	\$538,137	2.00%	
State Aid – Operating	\$108,011	6.73%	
Expenditures:			
Instruction	\$91,460	0.70%	
Tuition – Special Needs	\$373,367	62.00%	New students
Pupil Transportation	\$194,566	15.57%	Additional transportation related to special needs students
Employee Benefits	\$178,374	3.58%	Modest increase compared to other Districts due to health care consortium
Debt Service	\$1,965,000	139.36%	Increase due to refinancing; remaining debt to be repaid within nine years

2. 2018-19 Capital Projects

The RMS walkway/lighting project is substantially completed.

3. 2019-20 Capital Projects

a) Vestibules

Updated architectural plans and revised estimated costs were provided by SSP Architects. As previously discussed, the TBS cost was expected to increase due to architectural changes. We have received the final cost for TBS; however, the final plans should be received next week. The total estimated project cost for the District is now \$1,066,500 which is an increase from \$1,014,000. The Committee recommends approval so that the bidding process can begin.

b) RMS locker rooms

Revised architectural plans were also provided for the RMS locker room refresh. The total estimated cost is approximately \$624,495 which only includes the two locker rooms near the “new” gym and not the locker rooms near the “old” gym. The Committee felt this estimated cost was extremely expensive considering what work was needed. The Committee recommended to cancel this project. Mr. Race stated that the maintenance department could complete a refresh project (painting, minor work, etc.) without performing a complete renovation. This would likely occur during the summer of 2020 due the number of projects scheduled for the summer of 2019.

c) RMS mat storage room

This project was to be included as an alternate bid for the RMS locker room project. This work will now be completed by the maintenance department at an estimated cost of \$10,000.

d) Other projects

Two new projects are needed to be included in the capital project list.

- 1) The condensate tank at TBS needs to be replaced due to recently found corrosion. The tank has been temporarily repaired but will need to be replaced this summer. The approximate cost is \$15,000.
- 2) The Meraki software the District uses for networking is set to expire with no support. New equipment and related software is needed to maintain the District’s current networking capabilities. The capital expenditure for this project is estimated to be \$25,000. There is also a related need to extend the Meraki software warranty for an additional five years at an operating cost of \$75,000.

4. Dental for Paraprofessionals/Clerical Aides/Bus Drivers

As previously discussed, a dental plan is now offered to this group of employees with the premium being paid by the employees. Ten employees have signed up for the dental plan which is the minimum number of enrollments mandated by the insurer.

5. Finance Agenda Items

Most items are standard except for the Century Link approval to be the internet provider and increases in preschool tuition. There is no increase in price by Century Link. The Committee recommends approval of the Agenda items.

6. Bill List

The Bill list contains the usual items and the Committee recommends approval.

7. Budget 2019-20

- a. Initiatives for next school year were discussed with potential budget impact.
- b. Other budget items to discuss
 - i. Additional Class III officer time was discussed for school security.
 - ii. Substitute rates were discussed.
 - iii. Afterschool coverage discussion was tabled until the next meeting due to time constraints.
 - iv. Preschool tuition and transportation rates were discussed.
 - v. Summer sports program revenue and expenses were discussed.

8. Next meeting is planned for January 31st at 8:30 a.m. This meeting will be for budget review.