

Readington Township Board of Education

Finance/Facilities Meeting

Minutes

Time and Date of Meeting: Monday, April 25, 2016 at 9:00 a.m.

Location: Board Meeting Room

Committee Members in Attendance: Ray Egbert, Cheryl Filler, Laura Simon

Administrative Staff: Barbara Sargent, Superintendent
Steffi-Jo De Casas, SBA/Board Secretary
Jim Belske, Technology Coordinator

- I. Proposed Chart of Accounts Change for 2016-17 Budget
The committee agreed to recommend the elimination of separate substitute account listings to enable Aesop substitute payroll downloads into the payroll system. This will eliminate some data entry time for each pay period and allow payroll/benefits time for additional tasks absorbed by this office during the past few years such as ACA record keeping. Board approval will be sought in May.
- II. CSI Business Operations Software
The committee agreed to recommend a proposal to move to a cloud based format and off the district servers for reasons of added security and efficiency. The proposal is being submitted for board approval at the April 26th meeting.
- III. Bid Results: Summer 2016 Projects
The committee reviewed the recommendation of the board counsel and its architect to award to the low bidder, Top Line, for the base bid and all alternate bids. A resolution for approval is on the April 26th agenda.
- IV. Long Range Facility Plan – Proposed addition of Project(s)
Administration will be recommending to add replacement of the HBS roof to the district's long range facility plan since the roof is now approaching its 20 year mark. The roof is a single membrane roof and will be reaching the end of expected use. An increase in roof leak repair has been noted.

- V. The Tax Calculation for 2016-2017 Budget was reviewed in preparation for the budget hearing scheduled for April 26th.

- VI. Projection for End of Year Account Balances.
The committee reviewed current balances and discussed anticipated end of year balances.

- VII. Recommendations for employee insurance contracts will be presented to the board for approval in May for health, dental and long term disability insurances.