



FINANCE & FACILITIES MEETING MINUTES

Tuesday, June 6, 2017 at 8:45 a.m.

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

Administrative Staff: Barbara Sargent, Superintendent
Tom Venanzi, SBA/Board Secretary
Don Race, Facilities Manager

1. Mr. Venanzi discussed the summer construction projects and the change order approval process. Motion 3.17 will approve authorization to the finance/facilities committee during the summer months of construction to approve change orders on facility projects in between board meetings with ratification to occur by the Board at the subsequent business meeting. This is a similar situation that occurs with the Personnel Committee and summer hires. The Committee recommends approval of this motion.
2. RMS Media Center door project
 - Three quotes were received that ranged from \$45,000 to \$101,900. These quotes exceed the bid threshold of \$40,000 that the Business Administrator is authorized to award. Motion 3.18 will authorize the Business Administrator to bid the project. Due to the necessary time for bid process, the project will not be completed this summer. Mr. Race is reviewing options to complete the project in various phases during the 2017-18 school year. The Committee recommends approval of this motion.
3. Sidewalk and curb replacement project at Three Bridges School
 - The anticipated contractor has been removed from the ESC Co-op program. Mr. Race anticipates receiving new quotes by June 13th. It is expected the quote will be less than the \$40,000 Qualified Purchasing Agent threshold. If so, no approval is needed by the Board.
4. Updated on Lead Testing
 - Mr. Race provided an update on the lead testing process. PARS Environmental is scheduled for June 9th for a walk-through of each school to determine points of testing. The tentative date of testing is June 17th. Testing will occur on a Saturday after the water has sat in the pipes for a minimum of eight hours. Results are expected by June 30th. Immediate remediation will occur by disconnecting any problematic fixtures. Sinks (also known as bubblers) in the classrooms may be removed. Staff has stated that these sinks have low usage since the installation of the water bottle filling units.

5. Custodial Contract Renewal

- This contract is up for the first of two one year renewals. The contract price is based on an index rate as defined by N.J.S.A. 18A: 18A-2(bb). The index rate has increased to 3% which is more than the budgeted 2% increase. This results in an approximate increase of \$17,600. Mr. Venanzi recommended placing a cap on the index during the next bidding process. The Committee recommends approval of this motion.

6. Solar Update

- Mr. Race stated that the electrical poles located at old bus parking lot will be relocated this week by JCP&L.

7. Update of 2016-17 Board Goals related to finance/facilities

- The Committee reviewed the assigned goals and determined that the goals were on target. The goals are 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

8. NJ Manufacturer's Insurance is offering a \$600 donation to the district. They have tied this incentive into the opportunity to provide fliers to the staff offering various personal lines of insurance. The Committee felt that this was a benefit for the staff and a flier would not be an intrusive form of communication. Also, NJM is a contributor to the Educational Leadership Foundation of New Jersey which assists the NJSBA fulfilling its mission. The Committee recommends approval of this motion.

9. Treasurer of School Moneys

- Mr. Venanzi has recommended the addition of a Treasurer. This would be an external person that basically reconciles the bank statements to the district's financial reports. There is no concern with impropriety with the current process but would strengthen internal controls by separation of duties. The district had a Treasurer until approximately three years ago when the Board terminated the position due to the uncertainty of the value of services the District was receiving.
- The Committee was not opposed to the recommendation but tabled the idea until the issue can be discussed with the new Business Administrator which will be after June 30th.

10. Finance Agenda items

- The Committee discussed the agenda items. Other than the items previously noted, the majority of the remaining agenda items are the standard annual approvals with some minor increases in fees. The Committee recommends approval of these motions.

11. The next Finance/Facilities Committee meeting date is set for July 18, 2017 at 10:00 a.m.