



FINANCE & FACILITIES MEETING MINUTES

Wednesday, July 11, 2018 at 8:30 a.m.

Committee Members: Ray Egbert, Chair
Laura Simon, Carol Hample (Absent), Wayne Doran

Administrative Staff: Dr. Jonathan Hart, Superintendent
Jason Bohm, SBA/Board Secretary
Don Race, Facilities Manager (Present for Items # 1-2)

1. RMS Retention Basis Retrofit/Raingarden

The project is completed, and the Maintenance Department is handling watering procedures until the plants become established. Jason has requested reimbursement from the Township per the original agreement. The Committee was concerned that parking was lost due to the fencing being placed closer to the street than anticipated. This is mainly a concern for special school events. Don is going to post signs to indicate parallel parking is allowed along the new fence.

2. 2018-19 Capital Projects

a. RMS Bathrooms

The demolition phase has been completed. The floor cutting should begin on July 12th which will allow for rough-ins and relocation of toilets and sinks. Most of the materials (tile, counter tops, sinks, etc.) have been received. There will be four change orders forthcoming related to issues found during the demolition phase. The change orders relate to the following:

- Extending the tile to the ceiling due to the wall condition found during the demolition. New dry wall and preparation would be required if the tile was not extended to the ceiling.
- For the 200 wing bathrooms, there was an adjacent custodial room. The wall in between needed to be removed and now will need rebuilt.
- Sink location will need adjusted for a small build out because of an adjacent classroom.
- Doorways for ADA compliance will require additional cutting.

b. HBS Walkway/Lighting

The walkway is completed and the trenching work for the lighting is to begin soon.

c. Security Cameras

Administration is waiting on additional equipment to begin installation.

d. Telephone System Upgrade

Equipment has been ordered but the equipment delivery has been delayed beyond the District's control. The work is still planned to begin late July and for the project to be completed by beginning of school. If the equipment is further delayed, a new timeline will need to be implemented for installation which may not be before school begins.

e. Other Projects

- i. RMS stairs work should begin next week and take about one week.
- ii. WHS carpeting has been removed with vinyl flooring being installed today.
- iii. Painting at WHS (hallways) and HBS (five classrooms) will begin 7/23.
- iv. Smaller blacktop projects will be included in a larger project at a later date.

- v. Solar monitors located in the schools will be operational soon. The monitors will also be used for school announcements upon Principal approval.

3. State Budget & State Aid

During the recent State budget process, state aid for school districts were recalculated. Readington School District's state aid amount did not change unlike most school districts in Hunterdon County.

4. Salary Adjustments

Mr. Bohm explained four salary adjustments needed in the payroll system.

5. Clubs

Mr. Bohm explained club stipends mainly as it relates to RMS and HBS.

6. Extended School Year (ESY)

Mr. Bohm provided hourly rate calculations to the Committee related to the ESY program. This is a State mandated program that is usually required through the IEP process.

The summer sports program was also discussed under this agenda item. The program is coordinated by the school and is currently operating at a loss similar to last summer. Mr. Bohm requested that the program be funded \$800 from other school funds to bring the program to a breakeven. The Committee agreed to this subsidization of the small amount, however the program will be evaluated to determine revenue options or termination of the program.

7. Bills List

The Committee reviewed the Bills List and recommends approval.

8. Finance Agenda Items & Rice Notices

The Committee recommends approval of the Agenda items.

Mr. Bohm explained that the law has change with Rice Notices. The process has basically reverted to the process used a few years ago. Now only the staff members expected to be discussed in executive or public session must receive a Rice Notice. This eliminates the need for all staff must be sent a Rice notice for Board meetings.

9. Security and Safety

The Committee discussed security upgrades as it relates to capital items. These items will be included in the Capital Projects budget. Mr. Bohm is contact the NJ Department of Education's Office of School Preparedness and Emergency Planning to arrange a security audit. This audit should not cost the District.

10. Next meeting is to be determined.