

Readington Township Board of Education

Finance/Facilities Meeting Minutes

Time and Date of Meeting: **Wednesday, December 7, 2016 9:00 AM**

Location: Board Meeting Room

Committee Members: Bill Goodwin, Chair
Cheryl Filler, Laura Simon, Anna Shinn
Ray Egbert absent

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

1 Facilities Items:

- The committee reviewed the architect contract and the cost estimates for the proposed projects for summer 2017 and recommends Board approval. The projects consist of renovation of three toilet rooms at Three Bridges School, six toilet rooms in the old section of Whitehouse School, and a door replacement for one of the entrances of the media room at Readington Middle School.
- Don stated that after a few changes he is satisfied with the performance of the night custodians. He prefers the 1-year renewal option for the custodial contract. This renewal will appear on a spring Board agenda, as we need to wait for the end-of-year CPI to be published. That CPI determines that price increase for the renewal year.

2 Transportation: The committee had a number of questions on the buses in operation, on spare buses, on bus drivers, and on the use of out-of-district buses and drivers. Basically we have some idle buses because our district cannot find enough bus drivers. The shortage of bus drivers is occurring throughout New Jersey since the State has implemented tougher licensing procedures.

- The district will not buy a bus that is in the current year budget.
- Tom will obtain the status of buses/vans at the peak demand period, i.e. the number of buses/vans a) in use, transporting students home from school, b) in use for special runs, such as sports, c) in the desired spare capacity, d) in excess of desired spare capacity, e) the number of out-of-district buses in use for regular student transport, and f) the number of out-of-district buses in use for special runs, such as sports. Tom will send that information to the current committee members when it is available.

- The committee recommends the Board approve the sale of van #38 and bus #R6 through an Interlocal Vehicle Sale Agreement with the Hunterdon County Educational Services System.
 - Tom is in the process of reviewing/understanding the shared agreement we have with Branchburg on bussing. He will bring his recommendations to the future (2017) finance committee.
- 3 Status on 2017-18 budget development. Department budgets and school-specific budgets are due this Friday. In the following weeks, superintendent and the business administrator will review and discuss them.
 - 4 Discussion of Board agenda items. After determining that the superintendent is unlikely to obtain any more relevant information on the Uniform State Memorandum that covers the general security agreement between the District and the Township police, the committee recommended that the agreement be placed on the Board agenda.
 - 5 Student enrollment projections and classroom size were discussed. In one case the student population in each grade was increased by the observed year-over-year growth factors from the last seven years; in the other case the student population in each grade was maintained at the size it was in the previous year. The difference between the two projections was 27 students, with all of the projected growth occurring in grades 1-5.
 - 6 The date of the next finance meeting will be determined after new committee assignments are determined in early January.