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## FINANCE & FACILITIES MEETING MINUTES

Tuesday, March 3, 2017 at 8:30 a.m.

Committee Members: Ray Egbert, Chair  
Laura Simon, Anna Shinn (absent), Chris Allen  
Cheryl Filler (attending for Anna)

Administrative Staff: Barbara Sargent, Superintendent  
Tom Venanzi, SBA/Board Secretary

### 1. Facility Items:

- The Committee reviewed the architectural plans for the bathroom renovations at WHS and TBS. The bathrooms will be updated to be ADA compliant with sufficient barrier free clearances. This resulted in the widening of some bathroom entry doors and enlarging some bathroom stalls. The overall footprint of the bathrooms did not change. Therefore, one girl's bathroom at WHS and one boy's bathroom at TBS will lose one stall. The committee discussed installing electric hand dryers to reduce the need for paper towels. The architects and Don Race advised that additional wiring with a dedicated circuit would be needed. This did not seem cost feasible due to the distance from the bathrooms to the main electric panel. Also, due the age of the building, conduit would probably be needed on the outside of the walls which affects the aesthetics of the hallways.

The Preliminary Schedule is attached. The architect stated the construction phase schedule is a little tight but normal for school construction phases. The contract will contain monetary penalty for not meeting the completion deadline.

- The Committee reviewed the architectural plans for the RMS media center door replacement. The double door, which is really a door and a half of door, will be replaced with one door and a side light. The entry area will be changed with better lighting and aesthetics. The architectural drawing is attached.
- Don Race, Facilities Manager, provided proposals for the tree plantings along the HBS driveway. This is to create a barrier to alleviate some concerns from residents regarding the early morning traffic, noise, lights and the idling of school buses since the bus parking was moved to its present location. The proposal is attached. The Committee recommended Option #3 and sub-option #1. The Committee believed this option was at a reasonable cost that would provide the necessary coverage. The trees are expected to achieve at least a one foot per year growth rate and are guaranteed for one year.
- The Committee discussed the building of RMS baseball dugouts. This project idea came from a few parents of student baseball players to provide shelter and separation from the spectators and visiting team. The parents provided two quotes: 1) \$109,150 for cement dug-outs 2) \$26,800 for wooden dug-outs with a cement floor. These quotes reflect the price for four dug-outs. Title IX would require two dug-outs on the girls' softball field if two were built on the boy's baseball

field. The Committee believed the funds for the project should not be paid from Board's school budget. The Committee was open to the idea of allowing the project if the parent's wanted to raise the funds through a Booster Club. Don Race is to discuss with the baseball coaches the possibility of installing fencing to provide player separation.

## 2. Proposed 2017-18 Budget

- Tom Venanzi provided an overview of the tentative 2017-18 budget.
  - The Committee discussed several items that were presented by budget managers or discussed at recent Board meetings which are as follows:
    1. The natural gas budgeted amount is \$160,000. The committee reviewed current consumption and cost and agreed the \$160,000 should not change.
    2. There may be a need to budget more for the Solar Project landscaping than what has been presented by the solar contractors. However, that amount is uncertain and could be better ascertained at project completion. This would possibly be a budget item for 2018-19.
    3. The Security patrol budget amount is covering the current agreed upon hours per week.
    4. Architect fees for the 2017 summer projects would be paid out of the current Capital Reserves.
    5. The Committee reviewed diesel consumption and costs. The Committee felt that the budgeting rate of \$2.50 per gallon was a reasonable rate given the average purchasing rates the District achieves through the Township's purchasing agreement.
    6. The budget contains amounts for four bus cameras which seemed sufficient as previously presented by the Transportation managers.
    7. The Committee also agreed with the administration that an additional bus would not be needed for the 17-18 school year.
  - The Proposed Budget is at the 2% cap and State aid revenue did not change.
  - As previously discussed with the Bond refunding, the upcoming Bond Redemptions will increase the budget as the call dates occur.

## 3. Finance Agenda items on the Board meeting Agenda

- The Committee recommends approval of the Tentative Budget Adoption 2017-18.
- The Committee recommends adoption of the Tuition Rates for 2017-18. As previously discussed, the tuition rate charged to out-of-district staff members whose children attend Readington schools. The current rate is \$3,500 and there have been no increases in the prior five years. The Committee recommended increasing this amount to \$4,000 to be approved at the budget process.
- The Committee recommends approval of the Resolution for School District Accountability A-5 which requires Boards of Education to annually approve the total amount of funds budgeted for travel and conferences for all faculty, staff, administration and board members. This will result in a maximum travel budget of \$100,000.
- The Committee recommends adoption of the Bond refunding resolution which will require a vote at the March 28, 2017 meeting.

## 4. The next Finance/Facilities Committee meeting date is set for April 4, 2017 at 8:30 a.m.