



# FINANCE COMMITTEE MEETING MINUTES

Thursday, December 7, 2023

9:00 a.m.

Committee Members: Dr. Camille Cerciello, Chair  
Carol Hample, ~~Michele Meneer~~, Justina Ryan, Jennifer Wolf

Administrative Staff: Dr. Jonathan Hart, Superintendent  
Jason Bohm, SBA/Board Secretary  
Don Race, Facilities Manager

**1. QSAC Facilities Walkthroughs - November 20 and 21, 2023** - A representative from the DOE county office visited our facilities as part of the QSAC process. The NJ Quality Single Accountability Continuum is the Department of Education's monitoring and district self-evaluation system for public school districts. They visited WHS, HBS and RMS. They are required to visit schools for all the grade levels, therefore TBS was not selected for this visit since they have the same grades as WHS. TBS could be selected next time. WHS is opening preschool classrooms and showing those classrooms was part of the visit. Everything went very well. Our buildings are in excellent condition. The only area that will need to be addressed is the lighting in some of the classrooms at RMS. The fixtures need to be changed which is already on our plan for LED upgrades.

## **2. Preschool Education Aid Update**

- a. Funding / Tuition Refunds - State funding of approx. \$1.5M has started to come in. Tuition refunds are being calculated and parents will be reimbursed before the end of Dec.
- b. Facilities - WHS, Stanton Learning Center and Berry Patch are all on track and will be ready for preschool, the furniture needs to be delivered. Plan is for all programs to have same furniture, equipment and supplies. WH Prep is currently ready for preschool class.
- c. IT - All preschools will be set up with our attendance module, each teacher will have one of our laptops and will be set up in our system, and each classroom will have a printer and toner.
- d. Transportation - Routes are set and will be distributed on Dec. 20th, only to the parents who requested transportation. Preschoolers will sit in the first rows. Car Seats are not required on a school bus. Approx. 80% of the students will be driven by parents. Preschool at the daycare centers will begin and end their day 15 mins later than our elementary schools to allow driving time. Instructional time is the same for all locations.
- e. Food Service - All daycare centers will also be serviced by Maschio's. Prepackaged hot or cold meals will be delivered daily and served to the students who ordered a meal. Menu will be the same in all locations.
- f. Supplies - All supplies should be in before the end of Dec. in time to set up the classrooms.
- g. Staffing - All classrooms are fully staffed.

## **3. Communications Shared Services Contract / Haddon Township School District**

- a. Lori Perlow - \$6,500 for 9 days - Communications specialist employed by Haddon Township can be shared with us at similar cost to improve communication in our district. This will be voted on at Dec. 12th board meeting.

## **4. Green Coordinator Position - Tabled**

**5. TBS Boiler / Insurance Coverage** - Discussion regarding the TBS boiler and potential insurance coverage. The boiler is functioning well.

**6. Board Goals - Tabled**

- a. Focus Goal No. 1 - *Settle an agreement with the RTAA before the end of the school year.*
- b. Continued Goal No. 6 - *To set budget parameters that effectively plan for enrollment growth, maintain the depth, breadth and quality of the educational and co-curricular program that are both sustainable and fiscally accountable to the community; Evaluating and assessing our redistricting plan to accommodate shifts in student population.*
- c. Continued Goal No. 7 - *To continue to upgrade and refine safety and security measures to ensure student and staff safety.*

**7. Finance Agenda Items / Bill List** - surplus property, communication shared services with Haddon Township School District, preschool education programming (if applicable), Green Coordinator job description (**Tabled**), QSAC

**8. Next meeting is planned for:** January 11 at 9:00 a.m.

*Tentative Topics: audit results, architect fee proposal, solar, capital projects, cell tower, security, refuse bid*