



FINANCE COMMITTEE MEETING MINUTES

Wednesday, August 16, 2023

9:00 a.m.

Committee Members: Dr. Camille Cerciello, Chair
Carol Hample (absent), Michele Mencer, Justina Ryan,
Jennifer Wolf (alt.)(attended from 9:00-10:00)

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

1. 2023-24 Significant Capital Projects Update

- a. RMS Roof / HVAC - New roof has been installed. Project complete. Punch list items and flashing still needs to be installed. The HVAC will be installed at a later date.
- b. Elementary Bathrooms - Bathrooms at TBS and HBS are on schedule.
 - i. Whitehouse School (inspections, lead times, change order) - progress is slightly behind the other 2 schools due to unexpected heating pipes in floor discovered during project that needed to be repaired and inspection delays but all has been resolved and moving forward.
- c. TBS Boiler - Unitemp / SSP Architects - Unitemp agreed to fix blower motors at lowest price and is currently completing the work. Update to follow.
- d. Solar - May possibly install in summer of 2024. Need to work through issues at WHS and any potential interference with the existing detention basin and solar panel location. Considering raising solar panels above the basin and locating solar posts outside the basin to address this concern. Once this is resolved, may move forward with an RFP (request for proposal).
- e. Maintenance Projects - In addition to projects listed above, pupil services office in BOE office and faculty rooms refresh at all schools, and outdoor classroom refresh at WHS. All projects likely completed before start of school.
- f. IT Projects - On schedule for network switch installations, camera replacement project and moving classroom phones as needed to increase security.

2. 2024-25 Proposed Capital Project - RMS Main Office

- a. Construction Map - Discussion of well-planned renovation to main office area. Construction to begin in July 2024 and continue into school year. Construction area will be sealed throughout the day. Safety concerns were addressed. Main office staff will be temporarily relocated in the building. Project should be completed by November 2024. Committee agreed to move forward to the design phase and bring resolution to bid the full board at Aug. BOE meeting.
- b. Plan of Action was reviewed - this included a list of items to be renovated in the project.

3. **Radio Service by First Responders / Township of Readington - Quotes 1, 2, 3, 4** - Discussion regarding improving radio frequency service in our schools for all first responders including police and fire departments, EMS and other emergency services in order to seamlessly communicate during an emergency. Original discussions included the township sharing this cost which may be approximately \$125,000/school. It appears that the township may not be able to share in this cost as much as expected. We will collaborate with the Township as much as possible. Committee agreed to pursue this important project and seek additional quotes from various vendors. We would need to

continue to work in coordination with the first responders and ensure that our investment is secure for many years.

4. Cafeteria

- a. Results of HBS Breakfast Pilot May 2023 - Pilot program demonstrated low usage of breakfast program at HBS. It was agreed that we would not continue to offer free breakfast to all students at HBS and RMS, however, we will still offer breakfast and look for creative ways to increase participation at both schools.
- b. Breakfast Programs 2023-24 & Software Transition - The state increased the low income threshold and our old cafeteria software did not allow for the new thresholds. Every parent will need to create a new user name and password to make deposits for breakfast or lunch program.

5. Transportation Stipends & Paraprofessional Stipends & Green Coordinator Stipend -

Recruitment efforts have proven successful for transportation staff and paraprofessionals. It was agreed that all existing stipends will stay in place except the finder's fee for paraprofessionals and transportation staff. Discussion also regarding the Green Committee, which initiates many valuable and cost-saving projects for the district, and a stipend to be considered for this committee's coordinator in order to encourage continued work in this area. We agreed that Dr. Hart and Jason meet with the current coordinator to discuss various stipend options to support the work of the Green Committee. A recommendation will then be presented to the Finance committee.

6. SEMI Program 2022-23 Results - Tabled

7. Preschool Education Aid Update - \$1,671,030 (inclusive with 3 provider partnerships in Year 1) - Tabled

8. Legal Services Proposals Update - Tabled

9. Finance Agenda Items / Bill List - Police shared services agreement (September), legal settlement, surplus auction, proprietary software, bus routes, RMS main office bid, staff stipends, SEMI corrective action plan (September), ARP/ESSER III amendment (September), legal services interviews (October)

10. Next meetings are planned for: September 27, 2023 at 9:00 a.m. and November 2 at 9:00 a.m.

Tentative Topics: new health insurance broker, architect fee proposals, solar RFP, capital projects, security plans, cell tower, green coordinator