



FINANCE & FACILITIES MEETING MINUTES

Friday March 8, 2019 at 8:30 a.m.

Committee Members: Ray Egbert, Chair
Laura Simon, Carol Hample, Tom Wallace (absent)

Administrative Staff: Dr. Jonathan Hart, Superintendent
Jason Bohm, SBA/Board Secretary
Don Race, Facilities Manager (present for items 1-4 and 10)

1. 2019-20 Capital Projects

The Committee discussed the bidding timeline for the construction of the school vestibules. The plan is for construction to begin the day after the last day of school this summer.

Bid package available	3/11/19
Contractor walk throughs	3/18/19
Bid openings	4/3/19
Board Approval	4/9/19

2. Custodial Bid Results

Three bids were received for the District's custodial services. The three bids were relatively close but resulted in an increase of approximately \$25,000. The Committee recommends approval of the current provider, Pritchard Industries, with the low 2-year contract of \$1,406,599 (approximately \$703,000 per year).

3. YMCA

The Committee discussed the YCMA contract for the Before and After School Program. The YCMA is considered a Class IV per the District's Classification and Facility Use Fee Schedule. The Committee is recommending approval of the 2019-20 contract.

4. HSA storage shed

The HSA has requested to locate a storage shed on District property. After a brief discussion, this item was tabled until the full Committee could review and until the Policy Committee reviews.

5. Items Tabled from Prior Meetings

- a. Literacy and Math Coaches were not discussed.
- b. Afterschool coverage options were discussed for security purposes after the school day is over.
- c. Substitute rate options were discussed to alleviate the issue of not having student coverage when needed.

6. Budget

a. Enrollment impact of new housing

The Nelson Street Project comprises six buildings containing 72 apartment units. These units will be comprised of 14 one-bedroom units, 40 two-bedroom units, and 18 three-bedroom units. A hypothetical student population would be 30 students. A local comparison is the completed Willows development in Flemington which contains 84 units and 35 K-8 students.

b. Class II vs III clarification

A Class III officer has been assigned to the District for the past year. A Class II officer has been hired by Readington Township and the District is looking into share this officer's hours with Readington Township. Depending on availability, a Class II or Class III officer can now be assigned to the District.

c. Potential additional HBS teaching staff member

Dr. Hart provided the projected enrollment for 2019-20. The only area of concern is the expected fourth grade class having an average class size of 22 students. Three students are expected to be in self-contained classrooms for the full day which provides some classroom size flexibility. Dr. Hart will monitor enrollment and could reassign staff if the need arises. He does not anticipate a need to hire an additional staff member.

d. Secretarial Analysis - The salaries of the four Confidential Secretaries were reviewed.

e. Budget Presentation

The Committee reviewed the budget presentation that will be presented at the March 12th Board meeting.

f. State Aid Release and impact on budget before preliminary vote on March 12, 2019

The District's final State Aid amount was communicated to be \$1,709,224 for 2019-20. This will result in a tax levy of \$29,566,452.

7. Shared Services Contracts – Tewksbury & Branchburg

The contract for Technology Support Services provided to Tewksbury will increase by approximately \$5,000. The contract for transportation services paid to Branchburg will be an increase of approximately \$20,000 when compared to the 2018-19 contract. These contracts will be on the March 26th agenda and the Committee recommends approval.

8. New Minimum Wage Law

The minimum wage will incrementally increase from the current \$8.85 to \$15.00 by 2024. This will result in increases for the District's transportation bus aides (currently expected to be \$641) and cafeteria aides (currently expected to be \$11,037). Mr. Bohm desired to implement the increase immediately because the only tax levy impact is \$641. The cafeteria aid amount is paid through the cafeteria surplus and those cafeteria expenses need increased to satisfy the state mandated revenue/expense ratio. The Committee supported Mr. Bohm's implementation plan.

9. Audit Report & Auditors

Mr. Bohm updated the Committee that there has been a change in the audit manager with no immediate impact on the audit process.

10. CRG Mapping

Critical Response Group (CRG) has provided a proposal to the District for detailed maps of each school to be used during emergency operations by emergency personnel. The total proposed cost is \$9,035. The Committee had several questions concerning this proposal and tabled the discussion until CRG could provide a presentation to the Committee.

11. Finance Agenda Items/Bills List

Other than items discussed above, the other agenda items and bills list are normal in nature.

12. Next meeting is planned for April 16th, 2019