



## FINANCE & FACILITIES MEETING MINUTES

Monday, June 4, 2018 at 8:30 a.m.

Committee Members: Ray Egbert, Chair (via phone)  
Laura Simon, Carol Hample, Wayne Doran

Administrative Staff: Dr. William DeFabiis, Interim Superintendent  
Jason Bohm, SBA/Board Secretary  
Don Race, Facilities Manager (Present for Items # 1-3, 7)

### 1. **RMS Retention Basis Retrofit/Raingarden**

The project work is to begin on June 13<sup>th</sup> with a completion timeframe of 7-10 days.

### 2. **2018-19 Capital Projects**

The capital project work (RMS bathrooms, RMS stairs, HBS walkway, HBS parking lot lighting) is planned to begin on June 25<sup>th</sup>. The shutoff valves for the RMS bathroom project is planned to be installed before June 25<sup>th</sup>. In planning the demolition phase of the RMS bathrooms, it has been decided that floor tiles should be removed from a custodian closet located between two RMS bathrooms. These floor tiles and a valve are older and contain asbestos and therefore will be removed according to state regulations. The work will be completed after school hours and no air quality concerns exist due to the small number of tiles to be removed.

### 3. **RMS Stairs**

A settlement contract is expected before the next Board meeting. The architects will closely supervise the construction of the new RMS stairs. The Committee recommends approval of the settlement.

### 4. **Extra compensation for certain staff members (field trips, concerts, & musicals)**

Some staff members have requested additional stipends for field trips and concerts and Mr. Bohm is researching this issue.

### 5. **Budget presentation to the Township**

Dr. DeFabiis will present the school budget to the Readington Township Committee on June 4<sup>th</sup>.

### 6. **Finance Agenda Items**

The Committee recommends approval of the routine agenda items along with several annual items. These annual items include tuition rates for staff's out-of-district children, parent transportation for one out-of-district placement, resolution for capital reserve replenishment, and annual appointments professional service providers.

### 7. **Security and Safety**

The Committee discussed several School Security Summary items. The Committee was interested in securing a Security Audit. One recommendation was for the Department of Education to provide this audit. This is a service they provide as discovered from a NJSBA security conference a few board members attended on June

**8. Staff issues**

The Committee discussed two staff issues related to a salary increase and a health insurance issue.

**9. Next meeting planned for July 11, 2018 at 8:30 a.m.**