



## FINANCE & FACILITIES MEETING MINUTES

Thursday, November 2, 2017 at 8:30 a.m.

Committee Members: Ray Egbert, Chair  
Laura Simon, Anna Shinn, Chris Allen

Administrative Staff: Dr. William DeFabiis, Interim Superintendent  
Jason Bohm, SBA/Board Secretary  
Don Race, Facilities Manager

### 1. Bathroom project

The installation of the bathroom door at the TBS nurse's office and the punch list items is planned to be completed on November 9<sup>th</sup> and 10<sup>th</sup>. The punch list items consisted of minor items.

### 2. RMS Media Center Project

The doors have been delivered and the installation is planned for the week of November 13<sup>th</sup> with the work to be completed in the evenings or on Saturday.

### 3. Solar Project

Mr. Race stated that all panels would be installed by November 2<sup>nd</sup>. The RMS plantings are scheduled for November 11<sup>th</sup> and 12<sup>th</sup>. The shutdown is still scheduled for November 9<sup>th</sup> for all schools. There is no rain date scheduled for the following day per JCP&L scheduling. If the weather prohibits the work, then the shutdown would be rescheduled for a later date. The HBS trenching work is scheduled to begin on November 6<sup>th</sup>. Due to scheduled half days, there will be minimal effect on the school schedule as it relates to recess time. RMS trenching will begin the week of November 13<sup>th</sup>. Notifications will be sent to staff and parents via email and Genesis. The YMCA and Readington Township Recreation has also been notified. Mr. Bohm informed the Committee that the TBS roof warranty will not be changed. This was accomplished with letters on file between the Board Attorney and Garland roofing company. Mr. Race stated that the solar project is ahead of schedule due to the efforts of EZ Energy and the electrician Dan Russo.

### 4. Proposed Budget Schedule

Mr. Bohm provided the following Budget schedule:

November 10 - Budget information distributed to budget managers

December 11 – Budget details entered by managers

January 26 – Central administration review of budgets with budget managers

February 6 – Budget review at Board meeting with Curriculum/Staff Development, Pupil Services, Technology

February 27 – Budget review at Board meeting with Facilities, Transportation, Administration and Personnel

March 8 – Overall Budget Review with Finance Committee

March 13 – Presentation of budget at Board meeting and tentative approval. Final deadline to approve a preliminary budget.

March 27 – Board meeting and budget clarification

April 24 – Board meeting with budget hearing and final adoption of budget. Final deadline to approve the budget.

**5. Finance agenda items**

Most items are standard approvals except for the renewal for garbage recycling. The garbage recycling contract price has increased by the CPI. The Committee recommends approval of all these items.

6. Next meeting planned for December xx, 2017 at 8:30 a.m.