



FINANCE & FACILITIES MEETING MINUTES

Monday, December 3, 2018 at 8:30 a.m.

Committee Members: Ray Egbert, Chair
Laura Simon, Carol Hample, Wayne Doran

Administrative Staff: Dr. Jonathan Hart, Superintendent
Jason Bohm, SBA/Board Secretary
Don Race, Facilities Manager (Present for Items # 1-3)
Jim Belske, IT Coordinator (Present for Items # 1-3)

1. Board Goals Implementation

The Finance and Facilities Committee has responsibility for three of the 2018-2019 District Goals:

- a) To continue to improve communications and expand community engagement with all stakeholders.
The Committee will continue to hold public budget meetings and mail the annual budget postcard.
- b) To set Budget parameters
The Committee has reviewed the Budget calendar and will participate in the development of the budget over the next few months.
- c) To continue to upgrade and refine safety and security measures.
The Committee will continue to discuss these measures along with reviewing budgetary items related to safety and security

2. 2019-20 Capital Projects

The Committee reviewed and discussed the proposed capital projects and maintenance projects.

- a) Architectural plans were provided by SSP Architects, Scott Mihalick and Dan Spanton, for the security vestibules for RMS, TBS, WHS, and the Board office. The total estimated cost is approximately \$1,014,000. The TBS approximate cost of \$187,000 presented to Committee will increase because the amount did not reflect architectural changes. This includes the building of the additional walls and doors, electrical changes, cameras, and access control systems for the doors. Similar to HBS, each school and the Board office will have a double door entryway along with a transaction window. Dr. Hart is to also discuss the plans with Chief Grecco. The Committee recommends approval of this project.
- b) Architectural plans were also provided for the RMS locker room refresh. The total estimated cost is approximately \$565,000. This only includes the two locker rooms near the “new” gym and not the locker rooms near the “old” gym due to the unexpected high cost of the project. The project will involve leveling portions of the floors around the floor drains, replacing all toilets and urinals, and locker replacement. Due to ADA compliance changes, both locker rooms will lose toilets and urinals. The girl’s locker room will have one toilet instead of two. The boy’s locker room will have one toilet and one urinal instead of two each. The Committee expressed concerned with theses decreases and the architects will review options. Locker options will also be reviewed since the standard locker is not needed due to most students not locking up personal items. This should reduce the cost. The Committee has no recommendation at this time until potential changes are reviewed.

- c) An alternate bid will be added to the RMS locker room refresh project to add a wall and double door to the hallway where gym mats are currently being stored. This will result in a storage room versus storing the items in the open hallway. The estimated cost is \$30,000. If the lowest bid is more than \$30,000, the maintenance staff may perform the work in-house. The Committee recommends approval of this project.
- d) There are several maintenance projects planned for 2019-20. These items are planned to be included in the appropriate budget line items. Approximate costs are provided below.
 - a. All schools – lettering and numbering entrances and classrooms on the interior and exterior for security purposes (\$20,000). This was a recommendation from the security audits.
 - b. RMS
 - i. Painting classrooms and hallways (\$20,000)
 - ii. Concrete sidewalk and curbing repairs and painting (\$10,000)
 - iii. Creating wrestling mat storage area (\$10,000)
 - c. HBS
 - i. Convert computer room into bookroom (\$5,000)
 - ii. Concrete sidewalk and curbing repairs and painting (\$10,000)
 - iii. Roof repairs for major problem areas (\$25,000)
 - iv. Track repairs/maintenance (\$20,000)
 - d. TBS
 - i. 2nd grade hallway floor/lighting and library carpet (\$40,000)
 - ii. Painting classrooms, 1st grade hallway and library (\$25,000)
 - iii. Concrete sidewalk and curbing repairs and painting (\$10,000)
 - e. WHS
 - i. Concrete sidewalk and curbing repairs and painting (\$10,000)
- e) Listed below are new maintenance budget line items.
 - a. HBS track maintenance supplies (\$5,000)
 - b. Roof repairs/emergency (\$10,000)
 - c. Air monitoring/remediation (\$8,000)
 - d. Lead testing/remediation (\$7,000)

3. HBS track

Mr. Race discussed his meeting with an engineer regarding the track drainage issues. The most corrective method would be a complete rebuild of the track which would include a proper drainage system. As mentioned, in prior minutes, this would cost approximately \$1 million which the Committee felt was not a reasonable cost. The engineer provided a secondary recommendation which was to only perform drainage work at the corners of the track since this tends to be the problematic area. However, the cost is estimated to be \$200,000 with no guarantee the drainage issues would be fixed. The Committee recommended to continue maintaining and repairing as needed until such time those costs become unreasonable.

4. ACES Renewable opt-in

The District is currently enrolled in the ACES program to reduce energy costs. The District has been presented with the option to enroll in an enhanced product that will provide green power of 40% renewable energy versus the standard 24%. The opt-in would cost the District approximately \$3,000. The District could not determine if there was a guarantee of the exact source of the energy. Also, there would be the possibility of the District basically buying back to the SRECs the District sold to the open market. The Green Committee did not recommend this option. The Committee recommended to not enroll in the opt-in.

5. Paraprofessionals Dental Options

As previously discussed, the dental plan was offered to the paraprofessionals and bus drivers. Thus far, there has been minimal enrollment. There must be at least ten enrollments from this group of individuals or the plan will be canceled by the insurer for this group.

6. Field Trip Rates 2019-20

Field trip fees are usually paid by the parents at the beginning of the year for all field trips. A component of this fee is for the bus driver and bus costs. The bus fee varies depending on the driver is a District driver (\$23), Branchburg driver (\$33) or an independent driver (\$43). The problem is that the driver availability is not known at the beginning of the year. The District then must ask to the parents for the additional fee or absorb the extra cost. The recommendation is to just charge a flat bus fee of \$33. The Committee supports this recommendation.

7. Cafeteria Aides

The Committee discussed the practice of allowing bus drivers becoming cafeteria aides if the employee is requesting additional hours. Generally, the employee requests additional hours if they are looking to qualify for health benefits. The Committee agreed this should be only on a school need basis.

8. Audit Report Timing

The State has not provided State Employee pension information that is needed for the District's audit report. The audit report is substantially completed but the pension information must be included in the final audit report. The plan is to present the 2018 Audit report to the Committee in January 2019.

9. Budget Timelines/Process

The Committee reviewed a draft of the Budget timeline with no changes. The final timeline will be provided later. An invitation will be sent to the Township committee with the public hearing dates so that any questions/comments can be explained during the budget process and before budget approval.

10. Finance Agenda Items

Most items are standard except for an equipment surplus auction and carryover funds related ESSA. The Committee recommends approval of the Agenda items.

11. Bill List

The Bill list contains the usual items and the Committee recommends approval.

12. Negotiations Committee – Clubs, Field Trips & Stipends

The Committee discussed club stipends with no recommendation at this time.

13. Next meeting is planned for January 8th at 8:30 a.m.