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FINANCE & FACILITIES MEETING MINUTES

Friday December 4, 2020

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

Administrative Staff: Dr. Jonathan Hart, Superintendent
Jason Bohm, SBA/Board Secretary
Don Race, Facilities Manager (Items 1-4a)

1. 2020-2021 Capital Projects

- a. The TBS boiler project and RMS roof projects are complete. The sign off documents are being finalized.
- b. The application for the Securing Our Children's Future Bond Act grant is still being processed.
- c. Other maintenance and IT projects are being completed per the priority list. The POTS lines are being installed. The RMS emergency walkway paving project will begin soon. The wireless backup for fire/building alarms projects will begin soon at each school. Painting projects are continuing specifically with RMS locker rooms, TBS music room and WHS stair wells.

2. RMS Well / E. Coli – Update

The District is awaiting NJ DEP technical review. Once final review is completed, the work can begin.

3. Upcoming Bids

- a. Architect bids can begin once Board approved. The current architect will stay on to finalize current projects. The summer capital projects will be smaller due to the timing of hiring a new architect. The Committee is recommending Board approval to begin the bid process of a new architect.
- b. The food service bidding process will begin in early spring.

4. Budget Update

- a. The District is having to revise the FEMA reimbursement request. FEMA has curtailed allowable reimbursement items including any plexiglass purchases. FEMA is basically reimbursing only PPE items (masks and hand sanitizer) and COVID related cleaning supplies. The approximate request is now \$34,000 versus the original request of approximately \$120,000.
- b. The District received an additional \$4,392 from the CARES grant. These additional funds are expected to be use directly for remote instruction improvements.
- c. The District is closely monitoring the additional costs related to the new State health care plan NJEHP. The current additional cost to the District is approximately \$163,000 and is expected to increase. The largest increases relate to the portion of insurance premiums paid by the District for new hires, long term substitutes, and paraprofessionals registering for the new plan.
- d. Legal updates include the NJEHP amendment was passed, school audits for 2019-20 due date is extended to January 31, 2021, and the school surpluses increased to 4%.

- e. The State is experiencing unemployment fraud. The District is assisting the State to monitor unemployment request within the District.
- f. The current District COVID costs is remaining steady and is currently approximately \$122,000.

5. The Committee was notified of two business office retirements.

6. Finance Agenda Items

The Finance agenda items are normal in nature other than the below. The Committee is recommending approval for all.

- IDEA amendment
- Non-resident staff tuition
- Local grant awards

7. Bills List

The Bills List are normal in nature.

8. Next meeting is planned for January 13, 2021. A Committee budget meeting was also scheduled for January 28, 2021.