



FINANCE COMMITTEE MEETING MINUTES

Wednesday, December 8, 2021

8:30 a.m.

Committee Members: Dr. Camille Cerciello, Chair
Carol Hample, Laura Simon, Thomas Wallace

Administrative Staff: Dr. Jonathan Hart, Superintendent
Jason Bohm, SBA/Board Secretary
Donald Race, Facilities Manager

1. 2021-2022 Capital Projects

- HBS roofing project - final inspection occurred Nov. 24 / punch list underway. This project is complete. Everything went well.
- TBS sewer blockage. This is a new blockage, which is inside the building, near the nurse's office. The plan is to address this over the winter break. The floor will be dug up in the hallway and replace decayed piping with PVC. The cost will be approx. \$6,500. This will be completed prior to Jan. 3, 2022.
- Other maintenance/IT projects - Waiting for stair treads for RMS. Walkway for kindergarten wing at TBS. This may be done in the spring. Window repairs at TBS currently delayed due to supply shortage.
- Emergent & Capital Needs Grant Program. We have received approx. \$33,000 from this grant to be used to keep schools opened. Money needs to be spent by June 30, 2022. Still discussing ways to spend these funds based on existing restrictions. There continues to be challenges spending money due to labor shortages and supply issues. This will be discussed further.

2. 2022-2023 Proposed Capital Projects

- HBS roofing project - bid update and insulation options. This final section to be completed next school year. Pravco won the bid for approx. \$980,000. Insulation option has been changed. Instead of us purchasing the insulation for \$148,000 from a different vendor ahead of time (trying to stay ahead of supply issues), current vendor has offered to purchase insulation at their price, at a savings of approx. \$30,000. Vendor will assume all responsibility. Attorney has approved this potential change order.

3. Transportation

- New Federal Transportation CDL Requirements - effective February 7. We are close to hiring 3 new bus drivers. We still need approximately 8 drivers but lawn signs have helped to recruit new bus drivers. New CDL requirements do not apply to current bus drivers. Discussed ways to possibly retain and incentivize current drivers.
- Discussed Shared Service options.
- Update on Driver Shortage / Training

4. **Food Service Memorandum-** We need to address some issues regarding food service. Most concerns involve labor shortages. Other issues include: more training is needed for current staff, not always receiving the amount of food we ordered, food being delivered at night when no staff to bring in building, inconsistent management of food service, and we're piloting a breakfast program, therefore adding more work with less help to name a few issues. Maschios is working hard to address all concerns. We have asked for healthy food that is of good quality, such as whole fruit and/or local fruits and vegetables. Yogurt and granola bars, for

example, may continue to be a preference since they are healthy and faster to consume. Other options have interfered with instructional time. On-going meetings and communication have been helpful. Each principal can request age-appropriate options for students in their building. A thorough investigation was done regarding complaints.

5. **Readington Township ARP Committee Meeting (December 16)** - \$1.7 M - Discussed suggestions from the committee on how to spend this money. Ideas include walking/bike paths, broadband, sewer improvements, storm sewer improvements, flashing flood warning signs, summer camp scholarships, mental health services, and transportation vehicles to name a few. The committee communicated with Dr. Hart and expressed that they appreciate Jason's participation and input at the meetings. Open to other suggestions.
6. **Payroll Software - Electronic Timesheets** This would only apply to people who receive extra pay. One-time cost of \$4,000, then monthly support of \$185. Appears to be cost-effective. Would involve training. We can phase this in. More discussion to follow.
7. **Substitute Nursing Rates** - Have had the same rate for 8-10 years. Same problem with labor shortages. May consider raising the rate from approx. \$155/day to \$225/day to compete with surrounding towns.
8. **Finance Agenda Items** - HBS roof bid award, HBS roof capital reserve/insulation resolution, Emergent & Capital Needs Grant, Readington Township shared services agreement
9. **Bills List**
10. **Next meeting is planned for Thursday, January 6, 2022, @ 8:30.**