



# FINANCE COMMITTEE MEETING MINUTES

Wednesday, September 27, 2023

9:00 a.m.

Committee Members: Dr. Camille Cerciello, Chair  
Carol Hample, Michele Mencer, Justina Ryan

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

1. **Health Insurance** - Lou Della Penna, Jr. & Jennifer Judilla, Brown & Brown Benefit Advisors - Lou Della Penna introduced himself and Jennifer Judilla and explained that they will work hard to provide us options for health plans by Feb. 2024. More information to follow.
2. **2023-24 Capital Projects Update**
  - a. RMS Roof / HVAC - ROD Grant Award of \$220,846 - State money awarded over the next several years to offset this cost.
  - b. Elementary Bathrooms - ROD Grant Rejected
  - c. TBS Boiler - Unitemp / SSP Architects - Still in progress. Documents are being reviewed.
  - d. Solar - November 2 discussion following Green Committee evaluation.
  - e. Maintenance Projects - Many projects are completed.
  - f. IT Projects - All district phones have been enhanced with a new back end platform to improve security. Switch upgrades and improved security cameras will be done over the next few months.
3. **2024-25 Capital Project - RMS Main Office** (Construction Map, Plan of Action) - Currently in design phase of this project. More information to follow.
4. **Security**
  - a. Radio Service by First Responders / Township of Readington - Continuing our relationship with town to coordinate security measures.
  - b. Classroom Phone will be available in designated safe space in each room.
  - c. Visual Signage - Signs will be installed inside and outside of buildings throughout district. Type of signs and locations to be determined.
5. **Refuse/Recycling & Township of Readington** - We will have a conversation with the township to discuss possible options regarding refuse and recycling collection. We may or may not coordinate these services. More information to follow.
6. **Green Coordinator Position / Stipend - Job Description & Related Job Descriptions** - Currently we have no Green Coordinator for the district. The stipend is \$4,000 annually. We are reconsidering whether or not to change this amount and if this position is a school-based position, (4 staff) instead of a district-wide position (1 staff). We also want to review the job description and possibly make some adjustments.
7. **SEMI Program 2022-23 Results** - Special Education Medicaid Initiative is a mandatory program that we must participate in based on our number of eligible students. We currently have a corrective action plan in place to increase our revenue to meet the state-determined threshold.

- 8. Architect Fee Proposal** - The architect fee for the RMS office is \$285,000 - Before moving forward, we need to better understand this fee structure. We will follow up and ask for a detailed explanation of this fee.
- 9. IT Grant / Chromebooks** - \$68,080 - We will receive this grant money to offset cost of chromebooks we purchased a year ago.
- 10. Supply Chain Assistance Aid** - \$33,488 - This money will go towards our food service program, including better food quality service.
- 11. Preschool Education Aid Update** - We applied for \$1,671,030 of funding (inclusive with 3 provider partnerships in Year 1) - Waiting to hear from the state.
- 12. Legal Services Proposals Update** - The board will interview 2-3 firms in near future. More information to follow.
- 13. Finance Agenda Items / Bill List** - SEMI corrective action plan, legal services interviews, SCESC amendment, McKinney-Vento students, supply chain aid, IT grant, ROD grant, NJCAP grant, architect fee, legal settlement
- 14. Next meetings are planned for:** November 2 at 9:00 a.m. and December 7 at 9:00 a.m.  
*Tentative Topics: architect fee proposal, solar RFP, capital projects, cell tower, green coordinator, newspaper, Branchburg MOU security*