

**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT  
BOARD FINANCE COMMITTEE MINUTES**



<u>BOE Committee:</u> Anthony Fleres (Chair) Yibao Xu	<u>Administration:</u> Victoria Kniewel Larry Shanok Lawrence LoCastro	<u>Guest:</u> Rachelle Feldman Hurwitz Hemant Marathe
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**May 21, 2013**

The meeting was called to order at 6:30 PM at Central Office. Topics covered included:

Review Agenda Items: The Schools Development Authority (SDA) paperwork is lengthy, time consuming and onerous. The district is nearing the end on some of the projects. Both the district auditors and the SDA have been identifying needed board approvals. This agenda includes a number of action items in this vein.

At this time of year, a variety of annual agenda items appear including items relating to professional service fees and the authorizing of the food contractor. Professional service providers again have been good about holding fees at prior levels. The cost pressures of the federal nutrition program is resulting in a 5 cent lunch price increase in the 2013-14 school year (lunch prices had been held without an increase in 2012-13). However, this leaves prices in a favorable position compared to most area school lunch prices.

The Committee was in support of the finance agenda items.

Meeting Dates: The Committee needs to find an alternate date for the June meeting since the established date has been given over to labor negotiations. In light of committee member schedules future meeting dates will be reviewed.

Edvocate May Inspection: Edvocate found in its spot inspection that Aramark is doing a sound job for the district; this was a result of an unannounced inspection this month. The overall district inspection metric was 77% (compared to 73% a year ago). As always, recommendations for improvement were generated. The district, Edvocate and Aramark will meet at the end of the month to develop common goal targets for the upcoming months. This time of year special attention is paid to developing effective summer cleaning schedules; last summer's effort had the schools at a very high readiness level of 92% by the end of August.

SRECs: The district sold its inventory of solar certificates for \$105.50 each. At these prices the revenue generated is modest: the sale generated \$18,799. In recent months, auctions for certificates have been in the range of \$80 to \$117 per certificate.

June Reserve Actions: The State of New Jersey does not allow school districts to make monthly additions to capital reserves or maintenance reserves in any month except June. A discussion was made about what actions should be taken this June. In recent years, additions to capital and maintenance reserves and transfers, to augment the unemployment fund, have been made. After discussion, it was decided to recommend similar actions this June: an addition of \$1,750,000 to capital reserve and a transfer of \$250,000 to the unemployment compensation account. Agenda items will be seen in June.

June Transfer of Interest Income: Another annual event, is action to stay in accord with the state rule not to let the capital projects fund retain any interest income. With low interest rates, this is a small amount but the June agenda will again call for transfer to the debt service fund.

Community Education Fund Balance: Discussion have taken place for over a year now. If Community Education provided a proportionate share of dollars for the Village expansion, an amount of \$2,000,000 to \$2,500,000 might be utilized in support of the expansion. The Committee settled on utilizing a significant amount in support but not at the higher end. Community Education excess surplus can be used in support of general fund expenditures benefiting Community Education such as utilities, custodial, security and similar costs; therefore, maintaining a large amount of excess surplus is appealing. On the other hand, the district auditors recommend that some of the excess be consumed for the benefit of Community Education. The recommendation is: to utilize in support of the expansion an amount of \$1,000,000 to \$1,500,000 (assuming that capital reserve dollars are available for the remainder of the expansion).

Budget Process Review Committee: While the concepts underlying the former Committee's recommendations have been internalized by the Board of Education, discussion noted the turnover in Board Members. With the turnover, it may serve a purpose to continue to refer to these recommendations as the school year unfolds.

2012-2013 Budget – What Worked/What Did Not: The Committee is satisfied with the procedure utilized in the budget process. All Board Members are encouraged to share their relevant thoughts on the budget process with Committee Members and the Superintendent.

The committee moved to closed session at 7:10 PM..

The meeting returned to open session and adjourned at 8:02P.M.

**NEXT MEETING: June 13, 6:30 PM @ Central Office**

Topic for Next Meeting

Review Agenda Items

End of year financial status

Future Topics:

Impact of Recent Legislation

Policies