

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



<u>BOE Committee:</u> Anthony Fleres (Chair) Yibao Xu Louisa Ho	<u>Administration:</u> David Aderhold Larry Shanok Lawrence LoCastro	<u>Guest/Public:</u> Richard Kaye
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September 17, 2013

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

Review Agenda Items: Upon review, the Committee is in support of the agenda.

Budget Progress Review Committee Guideline: Affirming previous discussions, the Committee feels the present course by the administration is incorporating the important budget elements and their process should move forward. The BPRC Guidelines reference construction and the projects generated by the round Four ROD grant process fits well into it.

2012-2013 Audit Update: The auditor has completed all field work and now will compile information. The elements for the Comprehensive Annual Financial Report are moving forward nicely. The administration will soon have the raw numbers to which they will add explanatory prose. A committee member asked about the legal limits of reports from a public auditor; the district follows along with other entities including school districts in which there are prescribed limits to their liability. For example, no public audit, school or corporate, is designed to catch fraud; on the other hand all auditors remain alert for any tell-tail signs that often accompany fraud.

Summer Construction Update: Most projects are either complete or substantially complete. Several projects really stand out including the new LED lighting in the Community corridors, as well as the new paint job in the commons; High School South once again has a "Project Use" type facility and in fixing storm damage there are the new tennis courts at South.

A notable exception is the boiler project at Dutch Neck which not only failed to meet its contractual substantial completion date of August 23rd, but is not in a satisfactory position to date. Much attention is being given to this project by administrators and architect, including frequent job meetings and bringing the board attorney into the picture.

Start of School: B&G and Transportation: While continuous improvement suggests that we can always seek ways to do better, the opening of school went well. The use of Infinite Campus for bus passes again went well. While it took a flurry of late August activity, the school facilities were in sound shape by the opening of school.

2014-15 Proposed Capital Projects: The new template has been drafted for the 2014-15 year. It includes the 58 projects submitted to the Department of Education in conjunction with Round Four of the Regular Operating District grant program. Along with past projects the total estimated cost of all nominated projects exceeds \$15 million dollars. The district will have to carefully consider which and how many projects can be done. Input from the State of New Jersey about the eligibility of the 58 nominated projects for Round Four will be an important factor in the process.

As in the past, the Finance Committee will consider how many capital dollars should be in the general fund expenditures for the upcoming budget year. The Facilities Committee will consider the individual projects that are nominated and settle on a project list. As in the past, the priorities of principals, building & grounds director, and athletic director are recorded as inputs to the decision making process.

SRECs: The Board approved auction takes place September 18th. Prices appear to have firmed from past lows.

NJ QSAC: This process looms and requires significant effort. The State of New Jersey, while maintaining a mid-November deadline for completion, has indicated that final instructions may not be available until October.

Staffing issues: It was noted that the past efforts to bring an accomplished facility manager into the district have not met with success; discussion centered on how the district can improve its probability of success. Another supervisory position that will see a retirement soon is accounts payable; organizational elements to be taken into consideration were discussed. If some overlap is sought to smooth the succession process action will need to be taken soon.

2014-15 Calendar: Discussion covered the key elements making a good calendar difficult to settle into to date. There was strong consensus that reflecting the community was an important dimension to be taken into account, as is professional development, contractual elements and community preferences about graduation and end of school. There was some enthusiasm for a calendar that utilized professional development days in a sound manner but also reflected community's interests. Further discussion observed that it would be opportune to settle the 2015-16 calendar at the same time so that some advance planning by community and staff could be facilitated. It was noted that it would be good to do a rough check of a third year to see if the tenants driving the first two years raise any issues in a third year.

The meeting adjourned at 9:20P.M.

NEXT MEETING: Monday, October 21, 2013, 6:30 PM @ Central Office

Topic for Next Meeting

Review Agenda Items
Audit
2014-15 budget
Round Four ROD grants

Future Topics:

Impact of Recent Legislation
Policies