



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT  
BOARD FINANCE COMMITTEE SUMMARY NOTES**

**September 19, 2017**

**Central Office**

**7:00 PM**

BOE Committee:

Louisa Ho (Chair)

Rachel Juliana

Yu "Taylor" Zhong

Administration Liaison:

David Aderhold

Christopher Russo

Lawrence LoCastro

Guests/Public:

1. Review Agenda Items: The committee reviewed the agenda items for the 9/26 Board of Education meeting and recommends approval of the items.

2. 2016-2017 Audit: The audit is progressing nicely. There are many staff members involved and all have done a great job supporting their area of operations.

Summer Construction: The summer construction projects were substantially completed prior to the start of school. A handout was provided with project descriptions. Planning for next year's projects has already begun.

Start of School - B&G and Transportation: Mr. Thomas Daily has done a great job with facilities and the start of school was a smooth one. Internal projects completed include the painting of many rooms throughout the district along with the planned facilities improvements contained in the facilities plan. Mrs. Mary Pierson did a great job this year with transportation. There are always a few glitches but she handled them and other issues with a great effort. For a district this size the opening went smoothly.

3. NJ QSAC: Statement of Assurances will be needed along with DPR's (District Performance Reviews). The comprehensive maintenance plan has been updated and the facilities checklists will be completed.

4. Other Business:

Copier Savings: Dr. Russo shared information about cost savings regarding copiers that Toni Dubaniewicz obtained on behalf of the District with her hard work. The District's overage bill will be reduced from \$44,000 to \$10,126.54 through Toni's work reducing the rate per copy. The bill for Grover Middle School will be reduced by \$6,000 due the installation of new machines through a more cost effective lease.

Sale of Obsolete Equipment: Toni has also been able to, through GovDeals, bring in \$20,000 in revenue by selling obsolete equipment.

Third Party 403b Provider: We will be looking at the implementation of a third party 403b provider to handle compliance with 403b transactions. This should be at no cost to the District as the cost will be borne by the providers. This will reduce risk to the District.

Use of additional State Aid funds: A list of projects has been compiled for the use of the \$261,376 of additional State aid, which may include boiler alarms in 9 buildings, MH gym curtain, Village cafeteria seating, Town center seating, 8 water filler stations, HSS main entrance flooring, HSS main entry logo mat, Grover, MRS, and Community cafeteria flooring, painting of Community's gym and cafeteria, and painting of Grover gym. The District will try to complete these projects during the school year during winter and spring breaks.

2009 SDA Grant Close-Outs: Dr. Russo shared that Ms. Bonnie Cheney has been working on outstanding SDA grants from the past 10 years and has completed two in an amazingly short period of time. The SDA is requesting that all of the grants be completed and submitted for payment. Just because submittals are made does not suggest a timely payment by the SDA.

Demographic Study Update: Dr. Aderhold explained that Dr. Grip is waiting for the 2017 ASSA numbers taken on October 15<sup>th</sup> to continue work on a demographic study. He shared that recently there was a meeting with the architect to update the facility needs worksheets. Dr. Aderhold also shared information regarding COAH decisions.

Other: There were questions regarding the buses arriving early at stops and then at the schools in the a.m. This is normal for the first several days of school. All routes are reviewed and adjusted as needed.

5. Adjournment: The meeting adjourned at approximately 9:00 pm.

**NEXT MEETING: Wednesday, October 11, 2017, 7:00 P.M. @ Central Office**

Topic for Next Meeting

Review Agenda Items  
2018-2019 Budget  
Audit

Future Topics:

Impact of Recent Legislation  
Policies  
CAFR  
2018-2019 Capital Projects