



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

**November 21, 2017
Central Office
7:30 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Rachel Juliana Yu "Taylor" Zhong	<u>Administration Liaison:</u> David Aderhold Christopher Russo Lawrence LoCastro	<u>Guests/Public:</u>
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The committee met at 7:30 PM, November 21, 2017, at the Central Office. Topics covered included:

Review Agenda Items: The committee reviewed the proposed agenda items for the November 28 Board of Education meeting, which included: bill payment list, monthly finance reports, transportation items, Project number submittal request, VCT bid results for cafeteria flooring for MRS, Community and Grover middle schools. The Committee recommends approval of the agenda items.

2018-2019 Budget. Dr. Russo shared the budget calendar that is inclusive of all meetings in which the budget will be discussed during the next several months. He also shared some expectations such as: if salaries increase by 2.2% and benefits increase 10%, given the 2% tax levy increase cap, the 18-19 budget process starts more than \$1 million short of anticipated revenues to anticipated expenditures. The Position Control Roster (PCR), the required budget document naming every position in the district, should be in better shape than in the past at the start of the budget as HR has been able to maintain this document during the year unlike prior years.

The Mid-Year Budget review with the Executive County Superintendent and County Business Administrator will be December 11th at the county office of education.

Capital Projects for Summer 2018 – The committee discussed a list of projects that the architect and the administration have been working on. The list is not inclusive but is a list that requires the architect's input:

- HSS – continued work on the ball stopper system along 571, toilet room renovations
- HSN – Phase 3 of the roof repair
- Community MS – Bus loop improvements phase 1 of 2, replace divider curtain main gym,
- Grover Middle School – Roof repair including seams/flashing phase 1 of 3
- Dutch Neck – Installation of bollards on edge of sidewalks to separate from driveway
- Millstone River – reviewing installation of gutters around building
- Wicoff ES – Water pit correction, gym moisture mitigation in gym, replace gym floor
- Districtwide – Boiler temperature alarms, paving, concrete work, re-keying and new locks

The total for these projects is approximately \$4,017,000 not including soft costs

Potential Plumber position – The committee discussed the fact that Aramark has been having problems completing plumbing assignments. Their plumber cannot pull permits as needed on behalf of the District due to local code enforcement. Both Aramark and administration have shared an interest in making the lead plumber position a board position of master plumber to oversee and perform plumbing functions including the pulling of permits.

Food Service Resolution - Dr. Russo shared that NJASBO has requested a resolution be passed to request that the Department of Agriculture allow for procurement of food service contracts via the Cost Reimbursable method and the Fixed Fee method and to allow individual districts to decide the method used. The Cost Reimbursable method is the current method and allows for the district to control the food service operation. The Fixed Fee method greatly reduces that control.

Other Business. Dr. Russo handed out an update from Sodexo Food Services that included a financial statement, change in offerings, information on nutrition and wellness plans and sustainability.

Dr. Aderhold shared and the committee discussed the need for a referendum and possible timing due to declining debts service payments in the near future. It is very possible that a referendum can be created that will not increase the tax rate.

The meeting adjourned at approximately 9:15 pm.

NEXT MEETING: Tuesday, December 12, 2017, 7:00 P.M. @ Central Office

Topic for Next Meeting
Review Agenda Items
2018-2019 Budget

Future Topics:
Impact of Recent Legislation
Policies