



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

**March 13, 2018
Central Office
6:00 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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Review Agenda Items. The Committee reviewed the agenda items for the March 20, 2018 Board meeting and recommends approval of the items.

2018-2019 Budget. The Committee reviewed the cost and use of Class 3 police officers. It is estimated that thirteen officers would be needed to cover all schools. If approved, the program would be initiated through a memorandum of agreement with both townships. There was discussion as to the need for officers at all schools. Security concepts were discussed with respect to the needs of the district. The district has many measures in place, but there is a need for additional communication hardware including phones, speakers, warning strobes and other systems. Vestibules, background check system, window film, and updating of door locks are other areas of need. There are already many security measures in place, including security guards at the doors and door swipe external access. Teachers drill regularly and have undergone training for security and safety measures. In addition to the budget, Dr. Russo explained that, as part of the annual budget submission, the district is required to pass a resolution setting the budgeted maximum travel expenditures.

ESIP – Local Government Energy Audit application. Dr. Russo shared with the committee that the district has completed the application for a Local Government Energy Audit (LGEA) with the help of Schneider Electric. The energy audit is the first step in the ESIP process as well as a good idea overall. There is no cost to the district for the audit; however, the state has only one approved vendor to complete this work. As a consultant for the district, Schneider Electric can act as an advocate for the district to keep the process moving.

Town Center Construction. The budget included a \$4.5 million withdraw from capital reserve for a classroom addition at Town Center. FVHD, P.C., the district’s architect of record, submitted a proposal for services totaling \$269,400 including design, anticipated engineering, and LEED certification fees. The committee discussed the proposal as well as the anticipated project schedule.

Cafeteria Report. Dr. Russo provided the January 2018 report from Sodexo Food Services. It appears revenue is down from last year; however, there were 2 fewer serving days in the same time period as last year. Overall, revenue has increased by 1.4% from last year. Breakfast sales are up, special function revenue is up, and food cost has been reduced by improving purchasing practices and using volume discounts. Labor cost has increased due to a maturing staff. Sodexo, along with our food services manager, have presented at meetings, participated in the district’s green teams at the building level, met with students to discuss the lunch program, and awarded prizes for competition among schools. We are now participating in the “Hello Goodness” program from Pepsi. The products have cleaner labels and less sugar, including more water and Pure Leaf Tea choices.

Other Business. Dr. Russo shared with the group that this year, four school buses will reach the end of their useful life and will be sold via the interlocal vehicle sale agreement with Hunterdon County Educational Services Commission for vehicle consignment and promotion which expires June 30. We received delivery of the four replacement buses.

NEXT MEETING: Tuesday, April 17, 2018, 7:00 P.M. @ Central Office

Topics for Next Meeting

Review Agenda Items
2018-2019 Budget

Future Topics:

Impact of Recent Legislation
Policies