



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

**June 18, 2018
Central Office
7:00 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Rachel Juliana Yu "Taylor" Zhong (absent)	<u>Administration Liaison:</u> David Aderhold Christopher Russo Lawrence LoCastro (absent)	<u>Guests/Public:</u>
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1. Review Agenda Items. The Committee reviewed the proposed agenda items for the upcoming Board meeting, including: the monthly finance reports; a professional services rate update; equipment disposal; SREC sales; a transportation mileage addendum; and the required annual contract review.
2. Advocate's May Inspection. Advocate's May inspection reported that eight out of ten schools showed improvement over the January inspection. Of the two schools that did not show improvement, one received the same score as it did in January, and the other scored one point lower. Several processes were implemented between January and May that had not been implemented previously. These were requested processes, such as: the inspection of grounds equipment, weekly custodial training, and implementing a training plan for custodial supervisors. Overall, Aramark's has shown improvement in their performance.
3. Solar Renewable Energy Credits. 118 SRECS were generated in the last 6 months for a July sale. At this point, we do not know the anticipated price per certificate.
4. 2017-2018 Audit Status. Information has been sent to the auditors for them to determine their sample items. Year-end procedures have begun in preparation for the audit, such as the review of outstanding purchase orders and the appropriation of account balances. The auditors will be onsite for their preliminary work the last week in June.
5. Capital Projects/Summer Construction. Planning meetings have taken place for the following projects:
 - HSS and HSN turf fields and track
 - HSS pool heater/generator replacement
 - Wicoff gym floor replacement
 - Roof restoration for Grover, HSN
 - CMS bus lane improvement
 - Maurice Hawk Construction
 - Town Center Construction
 - Boiler alarm installation District-wide
 - Painting throughout the District
 - Classroom renovations
 - Local Government Energy Audit and ESIP

6. Finance Committee Meeting Dates. The Committee discussed the proposed meeting dates for the remainder of the calendar year. The following dates were determined: Tuesdays at 7pm: July 17, September 4, October 16, November 13, December 4, and January 15, 2019. Due to conflicting schedules and the timing of the September meeting, the August meeting was deemed unnecessary and should be removed from the schedule.
7. Referendum Marketing/Communication. The Committee reviewed the 3 proposals of varying cost received for communications regarding the referendum. The Committee recommends approval of the print and mail portion of the least expensive proposal. The Three Bears Communications proposal includes the design, printing, and mailing of a full-page mailer and a note card mailer at a total cost of \$12,205. It was agreed that the administration could handle the other aspects of the referendum campaign and therefore should not incur the additional cost of those services.
8. Communication Equipment Upgrade. Administration has met with four vendors over the course of two days to discuss security and communication equipment including: classroom phones, classroom paging, intercoms, door access, visitor access, panic alarms, strobe lights, and voice emergency messaging. The savings in health care has created “one-time” money that would allow for the funding of these improvements.
9. Security - Eyes on the Door. The administration expressed displeasure with US Securities and the desire to terminate the contract. The alternative would be to bring the program in-house using part-time experienced individuals. The district is reviewing all issues related to the program. The Committee discussed scheduling of the security individuals and Class III officers.
10. Class III officers. Shared Services agreements have been created between the district and both townships. The school district must act first in order for the municipalities to continue the process. There were many questions regarding the wording of the agreements. Those questions will be passed on to the attorney for review.
11. Other Business. The Committee discussed the hallways at Maurice Hawk Elementary School, which will be painted this summer.
12. Superintendent Merit Goals. The Committee discussed and reviewed the Superintendent’s merit goals.

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

Topic for Next Meeting
 Review Agenda Items
 Summer Construction
 ESIP

Future Topics:
 Impact of Recent Legislation
 Policies
 2017-2018 Audit