



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

**October 16, 2018  
Central Office  
7:00 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Rachel Juliana Yu "Taylor" Zhong	<u>Administration Liaison:</u> David Aderhold Christopher Russo Gene Mercoli	<u>Guests/Public:</u>
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Audit Discussion. Administration shared the status of the audit with the Committee. Scott Clelland from Wiss and Co. will attend the November 13<sup>th</sup> Committee meeting to review the report and answer questions. It appears the 2017-2018 school year closed out similarly to the 2016-2017 school year. To date, other than transportation, the 2018-2019 budget is tracking as suspected. We are awaiting numbers from the State to complete the 2017-2018 CAFR, so the report will not be ready for board approval in November and may not be ready for December.

Review Agenda Items. The committee reviewed the agenda items for the October 30 Board of Education meeting and supports approval of the items.

2019-2020 Budget. The Committee discussed general fund trends. The administration has met with the architect to discuss summer of 2019 facilities projects.

NJQSAC – M1 and Comprehensive maintenance plan. The committee reviewed the M1 and Comprehensive Maintenance Plan due to the state by November 15. Educational Facilities Maintenance regulations require that each school district adequately plan for "required maintenance" activities and these are the compliance documents. The M-1 worksheet is a tool to help districts estimate the annual required maintenance budget amount and maintenance reserve to be submitted with the Comprehensive Maintenance Plan (CMP). The CMP shows the amount spent on facilities for the past 10 years and estimates how much is expected to be spent on facilities next year.

ESIP. Administration shared with the Committee that the district is still waiting on the final reports from the State regarding the energy audit.

Sustainable Jersey. Administration shared with the Committee that the building committees have started working toward certification and we are still trying to get a grant submittal together for the first round of grants this school year.

Food Service. Administration shared with the Committee the Food Services Director's review of WW-P food service operations for September 2018. The Committee questioned food expense levels.

Transportation. Administration reported that bids were opened today for the routes vacated by Phoenix (Phoenix was awarded a number of bus contracts in the spring and went out of business in August). Currently, the routes are operating under a quote. On first estimate, it appears the rates received in the bids are lower than what we were paying under the quotes, but higher than what we were paying Phoenix. The district is working with a parent regarding a private school route. The parent requested information regarding the route, which the district has supplied.

Construction manager. The district is working on a Request for Proposal (RFP) for a Construction Manager (CM) of Record and for a Construction Manager for possible referendum projects. We contracted with New Roads Construction Management, through the district architect, FVHD, for CM services for Town Center as there wasn't enough time to put a package together for an RFP.

Referendum. The committee discussed the referendum, including presentation, timing of a mailer and communication with the public.

Construction update. Administration updated the committee on the status of current construction projects. The project at Hawk is behind schedule due to the rain. Administration meets weekly with the Architect and contractors to discuss planning. The labor union has not been on site lately to protest the use of non-union workers by one of the subcontractors. The district continues to receive OPRA requests in regards to the subcontractor.

Other. Administration shared with the Committee that the implementation of the communication and emergency notification system began. Equipment is being delivered and site surveys are taking place. Installation should start in several weeks and is expected to take about six months. Teachers have expressed enthusiasm about the equipment installation, in particular, the classroom telephones.

**NEXT MEETING: Tuesday, November 13, 2018 7:00 P.M. @ Central Office**

Topic for Next Meeting  
Review Agenda Items  
2019-2020 Budget  
CAFR

Future Topics:  
Impact of Recent Legislation  
Policies