



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

**November 13, 2018  
Central Office  
7:00 PM**

BOE Committee:  
Louisa Ho (Chair)  
Rachel Juliana  
Yu "Taylor" Zhong

Administration Liaison:  
David Aderhold  
Christopher Russo  
Gene Mercoli

Guests/Public:  
Scott Clelland, Wiss & Co.

1. 2017-2018 Audit – Mr. Scott Clelland from Wiss and Company, the district’s auditors, made a presentation to the committee regarding the audit. Although the auditor cannot provide a formal audit opinion until the entire audit is complete, at this point, the audited financial statements can be presumed to be free from misstatements.
2. Review Agenda Items - The committee reviewed the agenda items including the monthly financial reports, a motion to contract with Wiss and Company to prepare debt statements for the bond sale, and to approve contracting with NV5 for soil, materials, and structural items testing for the Town Center Project. Other regular business items, such as cooperative contracting, transportation and travel, were discussed.  
  
Hourly Rates – the annual hourly rate chart will be up for re-approval with the addition of a new category for Substitute Security Aide in the amount of \$15 per hour. Also included on the chart is the new position of Videographer in the amount of \$75 per hour.
3. Construction Update – District projects are proceeding. 90% of the foundation is ready for the Maurice Hawk project, which is running behind schedule due to the wet weather. The top soil has been removed and the ground compacted at Town Center in preparation for the footings to be dug. The site fences have been up and the handicapped parking moved along with a new handicap curb cut for wheel chair access.
4. 2019-2020 Budget – a calendar for the budget process was presented. The administration has been discussing the upcoming budget with relevant personnel.
5. Transportation – A transfer is needed into the busing budget line of \$349,290 to complete the year. This is due to Phoenix Bus Company going out of business, additional routes and an increase in the cost of routes due to economic conditions.
6. Cafeteria – the committee discussed the report from food services. The report shows a reduction in the cost of food, which is a result of more control in the purchasing process, unified menu preparation, and the use of Department of Defense produce. For the month of October, the program had an operation loss of only \$2,500 as compared to the \$43,105 loss one year ago.

7. RFP – construction manager - RFP's are due on November 14. The administration will grade and interview the top candidate before making recommendation to the Board on entering into a contract.
8. Referendum – the committee discussed the calendar leading to a bond sale. The calendar is compressed and a motion will be on the November 20 agenda to approve proceeding to sale. Due to concern over rising interest rates, a larger amount of \$35 million instead of \$19 million will be sold in December 2018. This change to the first bond sale does not change the total amount of bonds that will be issued.
9. Other Business: Dr. Russo shared that the finance department is in the process of finishing the audit and preparing for the submittal for ASBO International's Certificate of Excellence award and Meritorious Budget Award. In addition, the office is working on the bond sale, preparing for the referendum, changing bank account access, working without a payroll supervisor, procuring a construction manager, the ESIP process, and normal business operations.  
ESIP – the Local Government Energy Audit (LGEA) was completed for the District's review. The administrative team will review it and prepare an RFP for an Energy Savings Company (ESCO). The RFP is submitted to the Department of Clean Energy for their approval before being advertised.  
The Energy Conservation Measures (ECM's) mostly noted were: LED lighting, motion controls, HVAC controls, variable speed motors on HVAC units, refrigeration improvements, and hot water heater improvements.

**NEXT MEETING: Tuesday, December 4, 2018, 7:00 P.M. @ Central Office**

Topic for Next Meeting  
Review Agenda Items  
2019-2020 Budget

Future Topics:  
Impact of Recent Legislation  
Policies