



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
July 17, 2018

7:00 P.M.
Central Office

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|--|---|----------------|
| <u>Committee:</u> Michele Kaish (Chair) Martin Whitfield Isaac Cheng (Absent) | <u>Administration Liaison:</u> Dave Aderhold | <u>Guests:</u> |
|--|---|----------------|

- The Committee reviewed the property line within Lot 3, Block 1901 of the Plainsboro Township Tax Map regarding the Community Middle School property line. A resident on Cora Lane brought forward a request for the school district to fix the access road located on Lot 4 of the tax map. Upon review by Van Cleef Engineering it has been determined that a Right of Way was granted to Lot 4 for ingress and egress. Furthermore, the deed makes no mention of maintenance responsibilities to the driveway currently located within the easement. As such, it has been determined that the responsibilities for maintenance of the driveway would be the responsibility of the owner of Lot 4.
- The Committee reviewed the proposed 2018 – 2019 District Goals. It was noted that one addition was made to Goal #4 identifying the work management of the steps in the ESIP procurement process that will produce an Energy Savings Improvement Process proposal.
- Efforts continued to update the policy manual. Currently efforts are underway to format all policies and procedures under one section on the website.
- The A&F Committee joined the Finance Committee to review a draft of the public question for a referendum. Dr. Russo will be inviting the district's Bond Council to the August 21st Finance Committee to discuss the wording and legal requirements of the public question.
- The A&F Committee joined the Finance Committee to review a comprehensive safety and communication program that included the addition of classroom phones, IP strobes, outdoor speakers, outdoor signage, indoor and exterior cameras, upgrades to access controls, and an increase in the number of switches. The program also provides for the utilization of a visitor management system.
- The timelines for bidding of the Town Center Elementary School expansion project was reviewed. Pre-bid meetings will occur on July 23rd (yesterday) with the deadline for submission to be on August 9th. It is expected that the bid will be awarded at the August 28th Board of Education meeting.

- The Superintendent updated the committee on the approval status of the shared service agreement for Class III Police Officers. At the July 11th public meeting the Plainsboro Township Committee approved the Shared Service Agreement with a 5 – 0 vote. The Wes Windsor Council vote is on Monday, July 30th.
- The Committee was informed of hiring process for the Special Education Supervisor for grades 4 – 8 and the Assistant Principal process for Community Middle School. Both positions have concluded their searches with recommended candidates being voted upon this evening.
- The Superintendent discussed student suspension data for the 17-18 school year. The data shows that there were 152 total suspensions issued to 98 different students. Therefore, 98 students out of 5430 middle and high school students or 1.8% of the secondary students received a suspension. Due to the relatively low number of suspension by school HSS (49), HSN (42), GMS (36), and CMS (25) there is no evidence of bias within the subgroup data.
- The Committee briefly discussed updates to HIB laws and the future need to update our district policy based upon legal updates in the code. Mr. McDonald will provide an overview of the changes during his public presentation on Tuesday evening.
- The Committee reviewed and recommends the approval of a new job description entitled, Director of Counseling, Health, and Wellness. This position serves to reorganize several functions within the district and align responsibilities to reflect a comprehensive approach to SEL and Wellness.
- The Superintendent provided an update to summer construction projects. Projects are moving well and there are currently no pending concerns. Most notably is the field turf project at HSS and HSN and the bathroom project at HSS. All projects are on track.
- The Committee reviewed the submission of the Superintendent 18-19 merit goals and recommends them to the BOE for their approval and submission to the Executive County Superintendent.

NEXT MEETING: August 21, 2018 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
August 21, 2018

7:00 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Martin Whitfield
Isaac Cheng (Absent)
Anthony Fleres

Administration Liaison:

James Earle
David Aderhold
Chris Russo

Guests:

George Duthie
Tony Solimine

- **Mtg. with Bond Counsel regarding Referendum Question**

Anthony Solimine from McManimon Scotland & Baumann (MS&B) attended the Administration and Facilities Committee on August 21, 2018 to answer questions regarding the referendum question. Mr. Solimine, Mr. Duthie (district architect) and Dr. Russo reviewed the public question and discussed the legal requirements and format of the public question. Dr. Russo explained that the numbers in the referendum question do not add up to the total of \$114,875,000 listed within the question, as the required formula requires monies borrowed to be defined by eligible and not otherwise eligible (ineligible cost). However, there is another category of borrowed funds not represented in the legal format for referendum questions, which is known as excess costs. Excess costs represent the difference in the financing formula between the state allowance of \$143 per square foot and the actual cost for new construction and renovations. Mr. Solimine further explained that Renovations or Rehabilitations are 100% eligible at 40% of state responsibility, while new construction can have eligible and ineligible cost.

- **Summer Construction Projects**

Mr. Duthie reviewed the "Project Status Report" (Constriction Underway) at Grover, HSS, HSN, Hawk, Wicoff, and Community. Highlights include substantial completion as HSS and HSN Turf and HSS Track, Wicoff Gymnasium floor, roof restoration at HS North and Grover Middle School. Work at the HSS pool has been completed with the mechanical unit and generator. The bus loop at CMS has been completed. Toilet rooms at HSS are still underway. Construction is well underway at Maurice Hawk Elementary School. Site work is being completed and paving/curb is underway. Further, the Superintendent discussed in detail about "safe passage" for students and families as they enter and exit at Hawk. He also shared with the Committee the addition of 3 police officers for traffic control during the first two weeks of school.

- **Town Center Bid Opening Results**

The Superintendent provided the results of the bid opening results with the Committee. Bid contracts for the lowest bidder in General Construction Work, Structural & Miscellaneous Steel Work, and Plumbing, Drainage, & Gas Fitting Works were accepted by the district attorney. The second responsible bidder was accepted for HVAC and Refrigeration Work and Electrical work. These awards are listed on the Finance Section of the Board Agenda for August 28th.

- **Update on District Security**

- Technology Upgrades

The Superintendent provided an overview of upcoming technology upgrades to the Committee. Members of the technology staff and administration met with Millennium and Matrix to discuss installing cameras (100% coverage) in all schools, new phones in all classrooms, and strobes lights in areas where it may be difficult to hear announcements. A project manager will be overseeing the installations and work will be coordinated with building administration, technology, building and grounds, and installers. All work will occur during second shift (after 3pm).

- Class III Officers

The administration and police will be meeting on 8/22 to discuss next steps in the recruitment, hiring and staffing. Updates about district technology plans will be provided to law enforcement.

- Eyes on the Door Security

The Superintendent provided an overview on the hiring for Eyes on the Door Security Officers. To date, offers have been extended to 20 of the 26 anticipated positions. The Superintendent shared the challenge of finding qualified candidates to perform the tasks and expressed that all positions may not be filled for the start of the school year. Training is scheduled for September 5, 2018

- Memorandum of Agreement - DOE Guidance

The NJ DOE provided guidance on the Uniform Memorandum of Agreement between Education and Law Enforcement. The memo stated that districts are to follow the previous guidance until revisions are provided. The revised MOA is anticipated in September.

- Maurice Hawk Construction

This summer work at Maurice Hawk included extensive site work. Primary work included underground drainage, a new water main, and electrical conduit. All work was required to be completed prior to the school year. The new music room is close to being completed, anticipated completion date for the beginning of the school year or shortly after (one week). Superintendent explained that the weather had been a challenge but that progress was being made since weather improved this past week. Curbs are going up and anticipate paving will be done by August 28 in all areas except the large drainage area (which will be crushed stone).

- **Update on UBHC**

The Board of Education has entered into a contract with University Behavior Health Center at Rutgers to employee two full-time mental health clinicians. Interviews are underway and we anticipate having staff on site by early to mid-October.

- **2018-19 District Nursing Services Plan**

Annually the nursing services plan is required to be submitted to the Executive County Superintendent annually. The BOE approved the statement of assurance at the July 2018 meeting. The Superintendent informed the Committee that he believed that the nursing plan was presented by Mr. Dalton in June and referenced such at the July board meeting. After reviewing the A&F minutes it was since learned that this did not happen. The plan was reviewed to ensure that the Committee saw the submitted report.

- **Thomas J. Rubino Agreement**

Annually the BOE enters into an agreement with the Thomas J. Rubino Academy to ensure that educational programs are available should a need arise to remove a student to an alternative placement or an interim alternative placement for disciplinary reasons. The Superintendent shared the written agreement and explained that placements at Rubino are for very severe offenses and although rare, district wanted to ensure that there was access to place a student if needed.

- **Central Jersey (CJ) Pride Agreement**

The Committee reviewed the written agreement and shared information about CJ Pride. CJ Pride is an interagency committee of HR Directors that work to add diversity to our respective faculties by working together to attract and recruit diverse educators for teaching and administrative positions.

- **Comprehensive Equity Plan**

The Committee reviewed and supported the submission of the third year of the “Three Year Comprehensive Equity Plan 2016 – 2019.” The CEP policy is required under N.J.A.C. 6A:7 and outlines the responsibilities for achieving and maintaining compliance with all state and federal laws governing equity in educational programs.

- **Policy & Regulation Review**

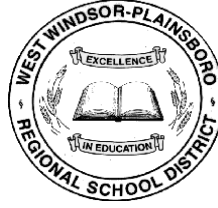
- P1613 & R1613 Disclosure and Review of Applicant's Employment History
- P5561 & R5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- P5512 HIB Regulation Update

The Committee reviewed two new policies and regulations. We discussed the new policy detailing the requirements of the “Pass the Trash” law had been in effect since June 1, 2018. The Committee reviewed a policy on appropriate physical restraint techniques for special education students. Lastly, the Committee reviewed an updated HIB policy based upon mandatory updates. The model policy allowed for the school district to allow for principal preliminary determination of HIB cases. The administration, with consult of legal counsel, recommends that such discretion not be provided to the principals and that all cases be investigated fully. The updated policy does expand the definition to include incidents occurring on district board of education school buses, at district BOE school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities (APSSD). The policy further clarifies notification requirements to parents of students involved. Lastly, the required changes include the abolishment of Regulation 5512 as the requirements become included in the updated HIB Policy.

- **Send Hunger Packing**

On the August 28th BOE agenda is a MOU between Mercer Street Friends and WWP for the 2018 – 2019 school year. This program provides weekend meals for participating families.

NEXT MEETING: September 4, 2018 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
September 4, 2018

7:00 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Martin Whitfield
Isaac Cheng

Administration Liaison:

James Earle
David Aderhold

Guests:

- 2020 – 2021 Academic Calendar

The Superintendent reviewed the first draft of the 2020 – 2021 calendar with the Committee. Committee members discussed the highlights noting that September 8, 2020 was the first day of school and that professional development for teachers was scheduled on September 2nd and 3rd. The Committee also noted the long winter break as opposed to the last few years. The Superintendent explained to the Committee that June 18, 2021 was the “tentative” date of graduation and that district staff would be reaching out to secure the date with Sun Bank Arena. The Committee felt the calendar looks good unless June 18th is not feasible for graduation.

- Summer Construction Projects

The Superintendent gave an overview of summer projects completed and still in progress. **Wicoff:** Bleacher installation is completed and the crew has demobilized. The doors have been repaired and the trim at the stage is being installed. Aramark crew is installing climbing wall and power would be installed and activated through the district technician. **HS North:** Roof dumpster has been removed from the site and the School Store Door- Hardware was installed on Friday. A camera near the door has been installed for security of entry and exit to the room. The field is completed and presently in use. **Community MS:** Bus Loop Road is completed and a test run was done with a school bus and it was successful. **HS South:** Field/Track-Track striping is complete and contractor confirmed he will be removing his dumpster today. Toilet Rooms- one set of toilets will be available for use on the first day of school and the other is two weeks away. The four rooms on the library side should have their plumbing mostly completed by Friday, 8/31. The tile crew continues work on the rooms on the other side (adjacent to TV/Radio studio).

- Maurice Hawk Expansion Project

The Superintendent gave an update from the 9/4 walk through with contractors and district officials. Bus loop is completely paved to Clarksville Road. Contractor is placing crushed concrete along curb line at parking spaces. Parking lot has received one sweeping (another to follow). Paving and striping was in progress during the walk through today. The contractor erected one temporary egress tunnel at the front of the building and building another on 9/5 (Wednesday). The Superintendent explained that egress tunnels will be used only in an emergency to guide students out of the building to a safe location in the event of an evacuation. Contractor has completed sidewalks and curbs and fencing, signage and remaining access sidewalks will be installed between by tomorrow (9/5). Areas outside of doors will be leveled and made safe.

- Update on District Security

The Assistant Superintendent for Planning & Pupil services updated the Committee on the progress of Technology Upgrades, Class III Officers and Eyes on the Door Security. **Technology Upgrades:** Principals have provided input regarding locations of cameras, strobes and message boards in each building. This information will be provided to Millennium and Matrix to prepare for installation. Raptor technologies will be introduced during “Eyes on the Door” security training on 9/5. Cameras strobes and message boards have been ordered and should begin arriving in the next few weeks with installing scheduled to begin in mid to late October. **Class III Officers:** West Windsor Police Department met with Assistant Superintendents to discuss funding for supplies, equipment and compensation for Class III officers. **Eyes on the Door Security:** Training will be provided for EOD security which includes access and using Raptor Technology. Raptor will allow EOD to scan visitor ID prior to entry into schools.

- Recess Bill – 847_R3

The Committee was provided and a copy of the new “Recess Bill” and the Superintendent informed the Committee that district monitor schools to ensure that they are following the procedure outlined in the bill.

- Policy & Regulation Review

The Committee discussed that the Policies were presented for first reading. The Committee received no written concerns regarding the policies and members were in agreement to move forward with the second reading without adjustments. The Superintendents explained that the Committee would rescind the “old” policy because the board approved the “5512 Update.”

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| P1613 & R1613 | Disclosure and Review of Applicant's Employment History |
| P5561 & R5561 | Use of Physical Restraint and Seclusion Techniques for Students with Disabilities |
| 5512 | HIB Update |
| Rescind R5512 HIB | |

NEXT MEETING: October 16, 2018 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
October 16, 2018

7:00 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Martin Whitfield
Isaac Cheng

Administration Liaison:

James Earle
David Aderhold

Guests:

Patrick Duncan

- 2020-2021 Academic Calendar

Superintendent presented the 2020 - 2021 school calendar for review. The calendar was also reviewed by the Superintendent's Advisory Council (SAC) for input and minor adjustments were suggested. SAC recommended removing two dates 9/29 in which schools were in session & 6/22 which professional development is not scheduled. The Committee was also informed that the graduation date of 6/18/21 was reserved and that times are also corrected.

- Referendum Update

Superintendent provided a brief update on referendum presentations. On October 30, 2018, a full referendum presentation will be provided for the board and the public. The Superintendent also informed the Committee about the fair share housing settlement agreement.

- West Windsor Fair Share

Superintendent shared a brief overview of the "West Windsor Fair Share" housing agreement. WW Town Council passed the agreement by a vote of 5-0 to approve settlements. The agreement will increase WWP student population by approximately 3500 students. The Superintendent also informed the Committee that the Township Planner has asked that the school district update the information in the "Master Plan." Identified properties that are noted in the "Master Plan" allow the school district the first right of refusal when property becomes available or is to be purchased in West Windsor during a one year time period.

- Policy Review:
 - P8550 Unpaid Meal Charges – Outstanding Food Charges
 - P8505 Local Wellness Policy
 - Benefits Covering Non-Affiliated Policies
 - Policy 1121
 - Policy 1122
 - Policy 4420

Assistant Superintendent provided the Committee with four policies for review, P8550 Unpaid Meal Charges, P8505 Local Wellness Policy and three Non-Affiliated Policies. Special Assistant for Labor Relations and Assistant Superintendent explained that WWPRSD did not have P8550 so the policy submitted for review was recommended by Strauss Esmay. The Committee also reviewed three options and chose “option 3” which outlines how the district will manage meals provided to students without payment. P8550 was presented with amendments which included the Healthy Hungry-Free Kids Act of 2010 and the addition of the School Wellness Policy Coordinator. The three Non-Affiliated policies (A, B, C) were reviewed and Special Assistant for Labor Relations informed the Committee that several “job titles” did not have a home and were being included in P1122. The special assistant communicated that the primary differences in categories A, B & C are vacation schedules.

- Facility Use Policy (charge for security)

Assistant Superintendent informed the Committee that the Facilities Use policy will be updated to include security officers as a selection for vendors to choose for service. Currently security officers cannot be selected to support district or non-district during events in WWPRSD buildings. The Committee agreed that security should be added as a selection on the “Facilities Use” form.

- Update on District Security

Assistant Superintendent notified the Committee that technology upgrades will begin on October 22, 2018. Millennium and Matrix will begin installation at HSS and Wicoff and are scheduled to complete both schools within 2 weeks. Paging system walkthroughs (testing the intercoms and speakers) will be performed on Oct 16, 2018. Matrix and Millennium have informed the tech staff that the anticipated timeline to complete all schools is 12 weeks. At the conclusion of installation in each school, staff will be trained on how to use the new technology (desk phones) and explore the locations of cameras and strobes.

- Special Ed Department Updates

Assistant Superintendent updated the Committee on current issues involving special education. A draft of the “Documentation of the Use of Restraint / Seclusion” was presented to the Committee for review. The document will be used by all staff members who are involved in physical restraint procedures throughout the district. In the event procedures are outlined in an

IEP, staff will follow procedures as stated. The Assistant Superintendent informed the Committee that WWPRSD is in the process of reviewing pricing information for “Evacu-chairs in all buildings.” Currently, there are four chairs in district and each school will have a chair in the event it is needed in an emergency.

- School Safety Security Plan Annual Statement of Assurance

Assistant Superintendent reviewed the NJDOE broadcast which informed districts that the School Safety and Security Plan Review Statement of Assurance is due November 30, 2018. The plan will be available to review at the next A&F meeting in November.

- Job Descriptions

Assistant Superintendent informed the Committee that two job description changes will be presented at the November meeting. The first description was a title change from “Guidance Counselor to School Counselor which is consistent with the state board of certification. The second is related to an update to “Instructional Assistant” job description. Special Assistant for Labor Relations informed the Committee that the job description needs to be updated to include a wider range of duties. Updating the duties would allow IAs to perform a wider variety of tasks.

NEXT MEETING: November 13, 2018 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
November 13, 2018

7:00 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Martin Whitfield
Isaac Cheng - Absent

Administration Liaison:

James Earle
David Aderhold

Guests:

Karen Slagle
Tony Fleres

- **Job Descriptions:**

- **Guidance Counselor**
- **Instructional Assistant (Special Ed and Dual Language Immersion)**

The A&F Committee reviewed three job descriptions for review, School Counselor and two versions of Instructional Assistant (special education and dual language immersion). The Counselor job description is a change in the title. Human Resources recommended that the title change from "Guidance Counselor" to "School Counselor" as recognized by the NJDOE Board of Certification. The special education job description was updated to include "specific" essential duties consistent with responsibilities executed in a special education environment. The Committee reviewed the prior instructional assistant job description and noted that the duties outlined were general and lacked clarity. The Committee reviewed the Dual Language Immersion Instructional Assistant description to ensure that duties were consistent with activities performed in the DLI program.

- **Review School Safety and Security Plan Statement of Assurance**

The A&F Committee reviewed the NJDOE Broadcast which provides guidance on completing the School Safety Plan Review Statement of Assurance. Committee members had the opportunity to review an actual "Crisis Management and Emergency Procedures - District Manual" for Community Middle School with safety and security components included. The district binder with all 10 school manuals was available for review during the meeting.

- **Special Services Program Review**

The A&F Committee invited the Director of Special Services to provide an update on the 2012 Special Services programs review with recommendations. The Director informed the Committee that 91 of 95 recommendations from the 2012 program review have been addressed, some are no longer relevant, and some we will continue to address. The Director discussed 15 Key Themes identified from the recommendations and Special Services identified 3 “Areas for Continued Attention” from the 2012 review which remain the focus of their work: Parental Relations, Program Offerings/Continuum of Services/Curriculum, and Data-Driven Decision Making. The Director informed the Committee that the department will begin the process of a new Special Services program review during the 2019-2020 school year.

- **Review School Calendar for 2020-2021 (Draft 3)**

The A&F Committee reviewed the 3rd draft of the 2020-2021 calendar for updates. The calendar was updated to reflect the changes in dates for middle school “conferences.” Conferences will be held in consecutive days, October 13 – 16, 2018 and January 14-15, 2018. The Calendar will be reviewed once again by the Superintendent’s Advisory Council for recommendations and/or updates.

- **Review of pending Policies for Second Reading**

The A&F Committee reviewed four policies for a second reading, Policy 8505-Local Wellness Policy, Policy 8550-Unpaid Meal Charges and Policies 1121, 1122, 4420-Benefits Covering Non-Affiliate Support Staff. Committee members addressed several questions that were raised during the first reading and agreed to adjust language in Policy 8505.

- **Review Policy 2551 – Musical Instruments**

The A&F committee reviewed Policy 2551 – Musical Instruments to determine if there are recommendations or suggestions for updates. The Committee will engage in a deeper study of the policy and provide input at a future meeting.

NEXT MEETING: December 4, 2018 - 7:00 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
December 4, 2018

7:00 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Martin Whitfield
Isaac Cheng

Administration Liaison:

James Earle
David Aderhold

Guests:

- **Penn Medicine – Updated Agreement**

The A&F Committee reviewed the updated Penn Medicine agreement for the 2018-2019 school year. The updated agreement reflects changes in the “Description of Services and Pricing.” When a student is suspected of being under the influence and sent out for testing, Penn Medicine will now provide medical screening for “Synthetic Marijuana” which is often found in Vaping or Juuling products. The Committee approved the updated agreement.

- **Review 2020-2021 School Calendar**

The A&F Committee reviewed the 4th draft of the 2020-2021 school calendar. No changes were recommended and the calendar will be shared with PTA Presidents on February 19, 2019 for review, suggestions and input.

- **HSS/HSN Pool**

The Committee members reviewed concerns raised regarding pool facilities at HSN. Issues related to pool maintenance, water temperature and color were discussed by the Committee and all concerns were addressed and corrected immediately. Pool facilities at both high school locations will be monitored regularly by Aramark Facilities Management.

- **Nursing Rates**

The Committee members were provided a comparison of substitute nursing rates in districts throughout New Jersey. Approximately 45 districts’ substitute nursing rates were presented to determine if West Windsor-Plainsboro Regional is competitive with districts in close proximity and/or with similar demographics. The majority of districts’ substitute nursing rates were the same or lower than WWP, however, a few districts had increased rates which may be more attractive for potential candidates. According to the Human Resources Department, the prior increases did attract a larger and more qualified pool of candidates. The Committee agreed to increase the substitute nursing rate from \$200 to \$210.

- **Policy/Regulation Review:**

- P2431 Athletic Competition (M)
- P2431.8 Varsity Letters for Interscholastic Extracurricular Activities (M)
- P5535 Passive Breath Alcohol Sensor Device

- R 2431.2 Medical Examination Prior to Participation on School-Sponsored Interscholastic or Intramural Team or Squad (M)

The A&F Committee reviewed the above policies and regulation. The Committee agreed that P2431, P2431.8 and R2431.2 need additional feedback from others and will be placed again on the January 15 A&F Agenda. The Committee does not recommend moving forward with P5535.

- **Update on Athletic Task Force**

The Assistant Superintendent provided an update from the October 15th Athletic Task Force meeting. Athletic Task Force membership includes district and school administrators, coaches, West Windsor and Plainsboro recreation departments and parents. During the last school year, the task force identified four major areas to address for the 2018-2019 school year: **Communication, Opportunity, Personnel and Recognition**. The task force agreed to update communication procedures to include the district's new Twitter, Facebook and Instagram accounts. They also explored ways to boost recruitment in the elementary, middle and high schools. Task force members emphasized that coaches' salary increases are among the lowest in Mercer County. The District Athletic Director informed members that the NJSIAA recommends that all district athletic facilities be closed for one week in the summer for updates and cleaning, dates to be determined. The next Athletic Task force meeting is January 14, 2019.

- **Update on Construction/Referendum Items**

The A&F Committee was provided with an update on construction and referendum items. The Finance Department put out a bid for a Construction Manager of Record and Referendum. Five proposals were evaluated and two were chosen for interview. The Committee reviewed proposals for the two companies that were selected for interviews. New Road Construction was selected because they were the most responsive in their proposal and to questions in the interview process. They also confirmed that staffing each job would be based on the size and scale of the work and not to overstaff. The Superintendent will recommend New Road Construction as the "Construction Manager of Record" at the Board Meeting on December 11, 2018.

- **Update on Security Enhancements**

The Assistant Superintendent provided an update on Security Enhancements; at the November 27th Security Project Meeting, representatives from Matrix and Millennium confirmed that the total project is approximately 72% complete with wiring and installation of indoor cameras, strobes, message boards and phones. Five schools including HSN, HSS, Community, Wicoff and Millstone River are 100% complete and resources have been moved to Grover Middle School. User guides for staff and training opportunities will be created soon.

NEXT MEETING: January 15, 2019 -- 7:00 p.m. at Central Office



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT
ADMINISTRATION & FACILITIES COMMITTEE**

**MINUTES
January 15, 2019**

**7:00 P.M.
Central Office**

| | | |
|--|---|----------------|
| <u>Committee:</u> Tony Fleres (Chair) Martin Whitfield Isaac Cheng (Absent) | <u>Administration Liaison:</u> James Earle David Aderhold | <u>Guests:</u> |
|--|---|----------------|

- Policy/Regulation Review:

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|----------|--|
| P2431 | Athletic Competition (M) |
| P2431.8 | Varsity Letters for Interscholastic Extracurricular Activities (M) |
| R 2431.2 | Medical Examination Prior to Participation on School-Sponsored Interscholastic or Intramural Team or Squad (M) |

The A&F Committee reviewed the above policies and regulation. The Committee agreed that Regulation 2431.2 will be moved forward for first reading. Policies 2431 and 2431.8 need additional feedback from others and will be placed again on the February 12 A&F Agenda.

- Athletic Task Force Update

The Assistant Superintendent for Planning & Pupil Services updated the A&F Committee on the January 14th Athletic Task Force Committee Meeting. The Athletic Task Force submitted three recommendations to the Athletic Director for consideration: 1). District Athletic Parent meeting to share expectations for all student athletes, coaches and parents 2). Team Parent meeting to provide team specific expectations for students athletes, coaches and general information about academics, practices and games 3). Mentoring Program for coaches who may need additional support or who may be new to coaching in the district.

- Safety/Security Updates

The Committee reviewed an “up to date weekly progress report” submitted by the two vendors, Matrix and Millennium, detailing the installation of safety/security devices and technology. The report outlined next steps in the process of including the timeline wiring construction to begin at Maurice Hawk, the final location, during the week of January 22, 2019. At the conclusion of wiring construction, vendors will return to the first 5 schools to install outdoor cameras and equipment. Committees were also given the opportunity for a live view of security cameras in few buildings.

- Referendum/Projects Updates

The A&F Committee reviewed the Referendum Project Update provided by the district architect. The update included a discussion of the planning and design work completed in the following areas: Fire alarm Replacement, New Emergency Generator Systems, Additions and Renovations to Thomas Grover and Community Middle Schools. Specifically, the Committee had the opportunity to look at the most up-to-date design of science rooms in the new addition at Grover Middle school which included input from building and district administrators.

- Equity Update

The Assistant Superintendent for Planning & Pupil Services provided the Committee with an overview of the equity work in progress. The District Equity Team comprised of approximately 40 members (district and building administrators, supervisors) has been working closely with Dr. Eddie Fergus, Professor at Temple University, for nearly two years on “Solving Disproportionality and Achieving Equity.” A smaller cohort of team members are in the process of developing an “equity plan” including strategies, processes and procedures for engaging all staff members throughout the district.

- Review of 2019 MOA (Memorandum of Agreement) Revisions

The A&F Committee reviewed the revisions provided in the “2019 Memorandum of Agreement Between Education and Law Enforcement Officials.” The Committee reviewed the “Guidance on the Annual Review and Approval” document which includes the annual review and signature processes. The agreement has been provided to both West Windsor and Plainsboro Police departments for their review and documents will be signed in the coming weeks.

- Approve Tentative A&F Meeting Dates:

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|-------------|------------------|
| February 12 | August 13 |
| March 12 | September 10 |
| April 16 | October 15 |
| May 21 | November 12 |
| June 18 | December 10 |
| July 16 | January 21, 2020 |

The A&F Committee reviewed and approved the “tentative” meeting dates for future A&F meetings.

NEXT MEETING: February 12, 2019 - 7:00 p.m. at Central Office



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

**July 17, 2018
Central Office
7:00 PM**

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| <u>BOE Committee:</u> Louisa Ho (Chair) Yu “Taylor” Zhong (absent) Rachel Juliana | <u>Administration Liaison:</u> David Aderhold Christopher Russo Larry LoCastro | <u>Guests/Public:</u> |
|--|---|-----------------------|

1. Review Agenda Items:

Agenda items were reviewed including financial reports, the rejections of recent bids, and the following:

Carpet/Flooring – The District recently went out to bid for carpet and flooring. The winning bid will be rejected because the bidder did not complete the forms correctly. The second bid was higher than the Education Services Commission of NJ, so that bid will be rejected and the Co-op’s prices will be used.

Ball Stopper – the bid for this project at HSS will be rejected for coming in substantially over budget. The only bid submitted was for \$155,000 and the budget is \$90,000.

Also discussed was obsolete equipment disposal, transportation bid awards and travel reimbursements.

2. Solar Renewable Energy Credit/Sale: The sale occurred on 7/17/18. 117 credits sold for \$207.50 each for a total of \$24,277.50

3. Updates

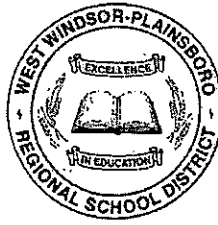
- 2017-2018 Year Ending: The finance department is currently closing out the fiscal year.
- Audit Status: The finance department is currently preparing for the audit. Preliminary work was completed and the audit should start July 23.
- Capital Projects: a handout was provided summarizing the progress and showing that projects are moving along.
- Summer Construction: a handout was provided summarizing the progress and showing that projects are moving along.

4. ESIP – LGEA audit: work continues on the LGEA audit.
5. Referendum - Bond Question: The committee discussed the question that would be on the November ballot if approved at the August board meeting. There were questions with respect to the actual wording, eligible costs, interpretive statement, and order of projects. Bond counsel will attend the August work meeting to answer questions.
6. Communication/emergency notification system: the committee discussed the information provided. The proposal consists of cameras, phones, door access equipment, indoor strobes, signage, paging, and a software package that integrates all of the equipment and allows for access from mobile devices. This will improve the communication capability of the District.
7. District Goals for 2018-2019: moved to August.
8. Farm to School: the district has been named in a grant that the Northeast Organic Farming Association of NJ won for a year of planning for “farm to school” projects that involves the Cherry Valley Farm Cooperative. A WW-P graduate owns and operates the Cooperative. The Cooperative would like to work with the district on planning various sustainable programs and planning their integration into our curriculum.
9. Other Business: The committee reviewed the June 2018 Sodexo Report. The committee disliked the way the information was presented in the report.
10. Certificate of Excellence: the District has won the ASBO (Association of School Business Officials) International Certificate of Excellence in Financial Reporting for the 10th straight year. This award honors school districts for including information that goes beyond the minimums established by the National Council on Government Accounting (NCGA) in their Comprehensive Annual Financial Reports (CAFRs). Larry LoCastro should be commended.

NEXT MEETING: To be determined @ Central Office

Topic for Next Meeting
Referendum Question
Review Agenda Items
Audit Status
Capital Projects
District Goals

Future Topics:
Policies
Impact of Recent Legislation



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

**Notes to Finance Committee August 17, 2018
UPDATED August 23, 2018**

| | | |
|---|---|-----------------------|
| <u>BOE Committee:</u> Louisa Ho (Chair) Yu "Taylor" Zhong Rachel Juliana | <u>Administration Liaison:</u> David Aderhold Christopher Russo Larry LoCastro | <u>Guests/Public:</u> |
|---|---|-----------------------|

Dear Committee:

In lieu of meeting on August 21, I am sending the following update on finance department matters:

1. Referendum Question- Finalize

Anthony Solimine from McManimon Scotland & Baumann (MS&B) attended the Administration & Facilities Committee meeting on August 21, 2018 to answer questions regarding the referendum. The form of the referendum question will be put to vote at the August 28 meeting. The latest version is included in your committee packet.

UPDATE: I attached a Referendum Analysis for your information.

2. Review Agenda Items

Proposed agenda items and draft financial reports for the August 28 BOE meeting are in your committee packet sent to you via courier today. Please note that the bid awards for the Town Center addition are preliminary drafts, as our attorneys have not completed their review of the bid packages. If you have questions or concerns regarding any of the items on the agenda, please feel free to reach out to me.

UPDATE: The bid awards for Contracts 1 through 3 were awarded to the lowest bidders as expected. However, Contracts 4 and 5 are not being awarded to the lowest bidder due to material defects in the bid packages. These contracts are being awarded to the second lowest bidder. The awards listed under the Finance section of the Board Agenda for August 28 reflect the correct information.

3. Updates

- 2017-2018 Year Ending

Wiss auditors continue their on-site work, which will be wrapping within the next week or two. Afterwards, they will begin work on the 2017-2018 CAFR.

- Summer Construction

Summer projects are winding down. A project status list provided by FVHD is included in your committee packet.

- Staffing

Gene Mercoli's expected start date is October 1. Larry LoCastro's last day is August 31.

- Transportation

A few weeks ago, Phoenix Transportation reached out to Mary Pierson to inform her that Phoenix could not get a surety bond renewal and therefore would not be able to provide public school busing in September. In response, it was necessary for WW-P to rebid most Phoenix Bus routes. It appears we are now on track with bus routes for the opening of school. Thank you to Mary Pierson and Toni Dubaniewicz for their quick reaction to this unexpected, unfortunate circumstance and their ability to circumvent a possible crisis.

4. District Goals for 2018-2019:

The ESIP process was added to the 2018-2019 district goals. The goal will be progress to the point of going out to request for proposals. Further discussion at September Committee meeting.

Please reach out to me via phone or email to discuss any of the items above. Thank you and enjoy your summer.



Christopher J. Russo, Ed. D
Assistant Superintendent for Finance
Board Secretary

NEXT MEETING: Tuesday, September 4, 2018, 7:00 PM @ Central Office

Topic for Next Meeting

Review Agenda Items
NJQSAC
2017-2018 Audit

Future Topics:

Impact of Recent Legislation
Policies
2019-2020 Budget

November 2018 Referendum Analysis:

Education Facilities Construction and Financing Act of 2000:

Created the Facilities Efficiency Standards (FES) model on which all school facilities are evaluated

This model designates the square foot per student allowance

This model designates the cost per square foot allowance

This model is 18 years old and educational requirements have changed.

Total Project: 114,875,000

1. Eligible Cost: projects the State will provide 40% debt service aid, renovations, FES model

Eligible Costs: 64,425,210

| | |
|-----------------|------------|
| HSN | 16,637,154 |
| HSS | 11,670,455 |
| CMS | 14,251,335 |
| GMS | 3,921,400 |
| Wicoff | 4,466,866 |
| Dutch Neck | 1,656,000 |
| Maurice Hawk | 675,000 |
| Millstone River | 9,055,000 |
| Town Center | 947,000 |
| Village | 1,145,000 |

2. Ineligible Cost: projects proposed that are in addition to facilities efficiency standards (FES)

Ineligible: 9,468,745

| | |
|-----|-----------|
| HSS | 3,074,357 |
| CMS | 6,394,388 |

3. Excess Cost: cost for new construction that exceeds the state allowance of \$143/sq/ft

Excess Costs: 40,981,045

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|--------|------------|
| HSN | 909,846 |
| HSS | 12,680,188 |
| CMS | 18,269,277 |
| GMS | 6,508,600 |
| Wicoff | 2,613,134 |



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

**September 04, 2018
Central Office
7:00 PM**

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| <u>BOE Committee:</u> Louisa Ho (Chair) Rachel Juliana Yu “Taylor” Zhong (absent) | <u>Administration Liaison:</u> David Aderhold Christopher Russo | <u>Guests/Public:</u> |
|--|---|-----------------------|

1. Review Agenda Items. The Committee reviewed and supports the agenda items for the September 11, 2018 Board of Education meeting.
2. Updates
 - 2017-2018 Audit. Administration shared that the audit is progressing as expected.
 - Summer Construction. Most of the summer work was completed on schedule, but a few projects are running late; Administration provided an update on the progress of those projects. The Community Middle School bus loop is completed with some new fencing needed. The HSS turf field was installed with the track striping to be completed this week. Bleachers are being installed in the Wicoff gym. Finishing work is taking place in the HSN special education life skills suite and school store and the turf field was installed and is being used. The toilet rooms at HSS are mostly completed with the ones on the library side to be completed for the opening of school. Site work is being completed for the opening of school for the Hawk project including paving of the bus loop around the building, dumping crushed rock in the area that will not be paved until later, installation of egress “shoots” where needed, and installation of signage. Grading for safety will occur this week.
 - Start of School: Transportation – Phoenix busing notified us late July they were going out of business immediately. That meant we had 42 regular school year routes uncovered along with five summer runs. Mary did a great job of getting all of the routes covered.
3. Construction Manager RFP
 - Town Center. We will put out an RFP for construction manager for this project
 - Construction Manager of Record. In the past, we have managed construction projects through a cooperation between the Architect of Record and the Director of Buildings & Grounds. As district construction projects have increased, this setup is no longer a viable option. We should consider appointing a Construction Manager of Record moving forward. The firm would be appointed as a professional service.
 - Referendum. We will need to have a firm in place prior to construction. If we appoint one of record, we would negotiate a price for this project.

4. Board Goals. ESIP – At the last retreat, ESIP was added to the Strategic Plan. It is anticipated that if all goes well, we would hope to be at the final RFP stage by June 30, 2019.
5. ESIP Progress. We are awaiting our first report from the firm handling the Local Energy Audit for the State. They have completed their walk-throughs.
6. Sustainable NJ. Four schools are now certified. Dan Riggle from Schneider Electric would like to work with these schools to try to obtain newly announced grant funding in the amounts of \$2,000, \$10,000 up to \$32,000 for projects.
7. Referendum. Committee members requested talking points regarding the referendum.
8. Other Business. There was no other business to discuss at this time.

NEXT MEETING: Tuesday, October 16, 2018, 7:00 P.M. @ Central Office

Topic for Next Meeting
Review Agenda Items
2018-2019 Budget

Future Topics:
Impact of Recent Legislation
Policies



**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> |
|---|---|-----------------------|

Audit Discussion. Administration shared the status of the audit with the Committee. Scott Clelland from Wiss and Co. will attend the November 13th 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



**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



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

**December 4, 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> |
|---|---|-----------------------|

1. Review Agenda Items. The committee reviewed agenda items including normal business items such a Board Secretary Report Balances. Other agenda items reviewed included the auditor services for the 2018-2019 fiscal year financial records; the Phoenix Advisors proposal for referendum services; and the proposal for construction management services for Town Center through Fraytak, Veisz, Hopkins, Duthie, P.C. Two change orders are also on the agenda - a change order increase for 3R Painting for Maurice Hawk, for plumbing reasons, in the amount \$9,795, and a change order decrease for Strober-Wright Roofing, Inc., for unused allowance in the amount of \$20,000.
2. Solar Renewable Energy Credits. The District will be going through the energy production reporting, generation of and the selling of SREC's. The sale will be in January.
3. 2019-2020 Budget Progress. The administration has met several times to discuss the first budget retreat and the topics to be discussed.
4. RFP for Construction Manager. Proposals were accepted for construction manager of record and for the referendum projects. Five proposals were received. Of the five, two companies were chosen for interviews. New Roads Construction Management was chosen as the company to recommend for approval.
5. Transportation. The district is reviewing the GPS capabilities of the transportation vendors and in-district buses. The District is reviewing plans to create a safer storage area at High School North for the district-owned buses.
6. Construction. Construction is progressing at Maurice Hawk and Town Center. Weather has been a factor in the progress. The administration has been meeting with the architect to discuss the details in the referendum projects.
7. Bond Sale. The district received the AAA rating in the recent review by Standard and Poors. Phoenix Advisors worked with the administration on the details needed for the recent phone call for the rating. The bonds will be sold via on-line auction on December 11, 2018.

8. Cafeteria. Nothing to report at this time.
9. Hourly rates. The State minimum wage went up to \$8.85 from \$8.60 per hour. The hourly rates were adjusted accordingly. The nurse's rates are being reviewed as well. The current rate is \$200/day.
10. Genesis Payroll Transition. Due to the upcoming change in software packages for payroll, an administrative data analyst position is needed for the finance department. The position will be funded through additional interest revenue anticipated due to negotiating with the banks to raise the interest rates on the District's accounts.
11. Reorganization Meeting. The reorganization meeting is on January 8, 2019.
12. Other Business. Wicoff has a plumbing issue that will require the excavation of a portion of the flooring in the school. In addition, a portion of the line is damaged outside of the school. Over winter break, both sections will be repaired and a portion of the sewer line will be replaced.

NEXT MEETING: Tuesday, January 15, 2019, 7:00 P.M. @ Central Office

Topic for Next Meeting

Review Agenda Items
2019-2020 Budget

Future Topics:

Impact of Recent Legislation
Policies



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

**January 15, 2019
Central Office
7:00 PM**

| <u>BOE Committee:</u> | <u>Administration Liaison:</u> | <u>Guests/Public:</u> |
|----------------------------|--------------------------------|-----------------------|
| Louisa Ho (Chair) (absent) | David Aderhold | |
| Rachel Juliana | Christopher Russo | |
| Yu "Taylor" Zhong | Gene Mercoli | |

The Committee reviewed the agenda items for the January 29, 2019 Board meeting and recommends their approval.

The Committee discussed several building maintenance projects. Administration shared with the Committee that VCT flooring was installed in the HSS faculty room and the Wicoff faculty room. Administration provided an update on the plumbing repair at Wicoff, explaining that the plumbing work was completed during the break and the floor in the cafeteria and hallway leading to the outside were excavated. The driveway was dug up and the tree next to the parking lot was removed.

Edvocate's December Inspection was not ready for review and will be reviewed at the February Committee meeting.

Administration provided an update on construction projects. At Maurice Hawk Elementary, structural steel is being erected. At Town Center Elementary, foundations are being created for structural steel. As for the referendum projects, design meetings have been taking place.

The reports for the ASBO Meritorious Budget Award/Certificate of Excellence in Financial Reporting are being completed, however, we can't submit until we receive information from the State for GASB 75 requirements.

The 2019-2020 Budget Progress is being reviewed in the finance department and curriculum departments. Information for the building based budgets went out on January 4. The departments have until January 31 to complete their portion of the budget in the software program. Administration met to discuss summer facilities projects. An updated budget calendar was presented to the Committee.

There will be a BOE Retreat on February 20, 2019.

Administration shared information regarding transportation fines which are levied regularly on the contractors for non-compliance with the contract specification. Most fines are for lateness.

Administration shared information about Food Service, specifically that the Department of Agriculture's Administrative Review will take place the first week in February.

The Committee reviewed and agreed to the following schedule for future 2019 committee meetings:

February 12
March 12
April 16

May 21
June 18

July 16
August 13

Administration shared that 133 SRECS were created and will be sold later this month.

The Local Government Energy Audit (LGEA) was presented to the administration by TRC, the auditing firm for the State. The Commissioner of the BPU was present along with the ESIP Coordinator for the BPU.

Energy Savings Improvement Program: the Request for Proposal was sent to the BPU for review and approved for advertisement. It has been advertised and there is a mandatory meeting on January 24, 2019 for potential vendors. Final proposals are due February 27.

NEXT MEETING: Tuesday, February 12, 2019, 7:00 P.M. @ Central Office

Topic for Next Meeting
Review Agenda Items
2019-2020 Budget

Future Topics:



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

**February 12, 2019
Via Conference Call
Due to Inclement Weather**

| <u>BOE Committee:</u> | <u>Administration Liaison:</u> | <u>Guests/Public:</u> |
|-----------------------|--------------------------------|-----------------------|
| Louisa Ho (Chair) | David Aderhold | |
| Rachel Juliana | Christopher Russo | |
| Yu "Taylor" Zhong | Gene Mercoli | |

Review Agenda Items: Administration shared with the Committee that the State delivered the necessary information to meet the GASB 75 requirements, therefore, the audit report is now complete and on the next Board meeting agenda for approval. The audit was presented to the entire Board at the November 20, 2018 meeting. On the agenda for approval is a change order in the amount of \$1,732.50, for the paving work at CMS this past summer. Also on the agenda is the close out of two ROD grants, from which the district will receive approximately \$122,000 from the State. This year's budget is tracking very similarly to last year's budget at this time. Other business items on the agenda are usual and customary.

2019-2020 Budget. Review Budget/Election Calendar – The Governor's address will be on March 5, 2019, which means that State aid numbers should be released on March 7. District administration and staff have been meeting to discuss budget needs. There will be a brief budget presentation on February 19 with the budget retreat occurring on February 20.

Update on Capital Projects.

Maurice Hawk - work is progressing with structural steel, concrete and plumbing moving along. There is also wall framing taking place.

Town Center – This job is progressing with structural steel almost completed. A mock wall is being constructed to review block and brickwork.

Referendum Projects - Design meetings continue on CMS, GMS, HVAC, Generators, and fire alarm systems.

Advocate December Inspection Report. The report shows improvement as 4 out of 10 schools scored a 90% or above with only 1 school out of 10 scoring 90% in June. This time all schools scored more than an 80% rating. Overall, Aramark is doing okay. They are falling short in staffing including at the management level, requiring much oversight by the District's Director of Facilities.

Sodexo January Report. Food service operations are showing improvement with the collaboration between Sodexo and District management. The report outlined events that took place at the schools during the fall months. Financially, the bottom line is improving as the operation is in the black at this time of the year for the first time in years. This is due to centralized oversight of purchasing at the individual schools.

The State Department of Agriculture recently performed an audit of operations and paperwork. The auditor was impressed and commended the District.

Investment of Bond Proceeds. An RFP was advertised for investment of bond proceeds and six responses were received. The top two responders were interviewed, Investors Bank at 2.25% and NJARM-PFM at 2.44%. After the interviews, it was determined that NJARM had the better proposal. Not only is the interest rate better but arbitrage and all required reporting are included in their proposal. These services are not included in Investors Bank's proposal.

Comptroller Vacancy. Interviews were to have started on 2/11. However, due to the weather, two interviews had to be rescheduled. They will resume on 2/12. There are several promising applicants.

Other Business. ESIP – A guided walkthrough of the facilities occurred last week as scheduled. Only Schneider Electric participated.

NEXT MEETING: Tuesday, March 12, 2019, 4:00 P.M. @ Central Office

Topic for Next Meeting
Review Agenda Items
2019-2020 Budget

Future Topics:
Impact of Recent Legislation
Policies



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

**March 12, 2019
Central Office
4:00 PM**

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

Administration Liaison:
David Aderhold
Christopher Russo

Guests/Public:
George R. Duthie, AIA, PP
Fraytak Veisz Hopkins Duthie, PC

Review Agenda Items. The Committee reviewed the agenda items for the 3/19/19 board meeting. The motion to submit the tentative budget to the County Office is on the agenda as well as the motion to set the maximum travel allowance for the year. The annual motion to provide a definition of regular business travel and to set thresholds is also included. There will be a motion to approve Schneider Electric as the Energy Savings Company (ESCO) for the Energy Saving Improvement Plan (ESIP). Other items recommended for approval include obsolete items to be disposed of or placed on Gov Deals, transportation contracts, and travel items.

Community Education Proposed Increase in Rates. The \$15 per hour minimum wage law will require an increase in rates for this program due to the immediate minimum wage increase to \$10 and then to \$11 in January 2020. This, along with a 2.5% salary increase for employees above the threshold, will require a budget increase of \$40,000 for salaries alone. Another change will be the change in the EDP pickup time from 6:00 p.m. to 6:30 p.m. The 6:30 p.m. pickup will be available starting in the 2019-20 school year.

Hourly Rate of Pay Increases due to Minimum Wage Increase. Information regarding hourly and per diem rates was provided for the 2019-2020 school year based on increases required by the \$15 per hour minimum wage requirement. These include a July 2019 increase followed by an additional increase in January 2020.

2019-2020 Budget Progress

State Aid – The District received an additional \$715,796 in State Aid.

Tentative Budget Expenditures. Information was presented regarding the use of spending authority from 2.25% to 2.45%. This includes two additional positions in Guidance, a Reading Interventionist and a Board Certified Behavioral Analyst (BCBA), and money for an Advanced via Individual Determination (AVID) program.

Tentative Budget Revenues. The net taxable value of West Windsor will not be available until after the final budget is approved.

June Reserve Actions. There will be a motion in June to recommended approval of a deposit into capital reserve.

Food Service Renewal. Work is progressing toward completion of an RFP for the procurement of a food service provider for the coming year. The RFP will be based on a “cost per meal” basis, which is different from the past in which a “cost reimbursable” format was used. The cost per meal format is recommended, and will soon be required, by the Department of Agriculture. Sodexo, along with

the Food Services Director, provided a program recently to students during lunch where local farmers came in and provided different foods to sample. They have also been working together to create interesting programs during the year for the students. There will be a Future Chef competition in a few weeks at the elementary level. There is also an Iron Chef presentation going on today.

ESIP Documents. Schneider Electric was the only energy services company (ESCO) to submit a proposal to the recent RFP for an Energy Savings Improvement Plan (ESIP) provider.

Construction Update. The Maurice Hawk project is moving along, walls are being constructed, plumbing is being installed, ductwork is progressing, etc. Town Center is moving along with first and second floor concrete being poured and roofing work to begin soon.

Other Business

Transportation. Possible Bus Grants – the District has received information regarding a grant of 25% of the cost of new buses if there are any buses in the fleet with a manufacture date of 2008. In addition, there is a grant program available for up to 100% of the cost of an electric bus.

On March 13, there is a bid opening for 27 multi-tiered routes and 21 single tiered routes.

Buildings & Grounds. The district will be going out to bid for trash and recycling as well as for grounds maintenance this spring.

Referendum Project Update (FVHD) – Mr. George Duthie presented on the progress of design plans for the referendum.

NEXT MEETING: Tuesday, April 16, 2019, 7:00 P.M. @ Central Office

Topic for Next Meeting

Review Agenda Items
2019-2020 Budget
Construction Update
Bus Grants

Future Topics:

Impact of Recent Legislation
Policies
Rate Renewals
Food Service Renewal



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

**April 16, 2019
Central Office
7:00 PM**

BOE Committee:

Louisa Ho (Chair)
Yu “Taylor” Zhong (absent)
Rachel Juliana

Administration Liaison:

David Aderhold
Christopher Russo

Guests/Public:

1. Review Agenda Items

The committee discussed the Office of Fiscal Compliance (OFAC) item that will be on the agenda. A bid for Trash and Recycling Collection was opened on April 5, 2019; Solterra won the bid. There is a bid going out for Landscaping and Mowing Services. There are change orders for the Maurice Hawk project including flooring upgrades. One is for the gym floor and the other is for the classrooms and hallways (these will be on the May 14 agenda). There is a motion for disposal of obsolete equipment. The bus evacuation drills are included for approval. The normal travel and related expense reimbursements were discussed.

2. 2019-2020 Budget Progress

- Progress: Administration is currently answering questions from the county regarding the budget submission and meeting with the mayors to give them a preview of the budget
- Public Hearing – April 30. The budget will be approved and advertised within the required timeframe

3. Insurance renewals - Insurance

- a) Rx Insurance procurement – Staff will be interviewing two finalists on Wednesday. Both companies have offered very competitive rates.
- b) Health Insurance renewal will occur mid-year – just a reminder the health care plan term ends 12/31/2019.

4. Referendum Projects/capital projects update

Design feedback continues regarding the HVAC, generator, CMS expansion, and GMS expansion projects included in the referendum. The Hawk project is progressing nicely now. Mechanical, plumbing and internal masonry are moving quickly. The exterior is coming along as well. At Town Center, the masonry is moving quickly, including the exterior walls. The mechanical and plumbing will begin soon.

5. ESIP update – work on the Investment Grade Audit will start soon. The attorney review has occurred and the contract is in process of being signed.

6. Food Services

The RFP for Food Services Contract procurement became available on 4/15/19. The interested companies must participate in a walkthrough of the District’s kitchens on 4/18. The committee reviewed a report regarding our food services operation.

7. Transportation – A table of bus evacuation drills was provided.
8. Safety Grant
The District will be submitting a safety grant to the New Jersey Schools Insurance Group for funding. The District is entitled to \$18,996.72. We are currently looking at projects we want to fund.
9. Office of Fiscal Accountability and Compliance (OFAC) – the administration was contacted by OFAC regarding a procurement error that occurred back in 2011 for a ROD Grant project. There was an addendum to the bid package. The due date was one day short of the required timeline. The remediation process includes public notice of the finding at a Board meeting (April 30) followed by a corrective action plan submission (May 14).
10. Other Business
 - CEFR from ASBO International – This document was submitted in March
 - Meritorious Budget Award from ASBO International – Work continues on this document with an anticipated submittal date of April 30.
 - Dr. Aderhold shared information regarding the Assistant Superintendent for C&I search.
 - There was a discussion regarding the extended day program rates for 2019-2020.

NEXT MEETING: Tuesday, May 21, 2019, 7:00 P.M. @ Central Office

Topics for Next Meeting

Review Agenda Items
Professional Services Rates
Capital Projects/Summer Construction

Future Topics:

Edvocate's May Inspection
SRECs
2018-2019 Audit



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

**May 21, 2019
Central Office
7:00 PM**

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|---|---|--|
| <u>BOE Committee:</u> Louisa Ho (Chair) Yu "Taylor" Zhong Rachel Juliana | <u>Administration Liaison:</u> David Aderhold Christopher Russo | <u>Guests/Public:</u> Dan Riggle, Schneider Electric Kirby Slear, Schneider Electric Adam Taylor, Schneider Electric Michel Kaish, Board President |
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1. The committee reviewed the proposed agenda items for the upcoming Board meetings.

For the May 28 Board meeting:

Professional service rates were discussed and are consistent with last year. The transfer of capital project interest income is an annual motion that is necessary to move funds at the end of the year. These funds will be used to offset the debt service payment. The liability and workers compensation insurance policies are entering their final renewal year of a 3-year agreement. Aramark and Edvocate are in their final renewal year of a 5-year agreement. Lunch rates for the 2019-2020 school year have been calculated using the NJ Department of Agriculture Price Equity Tool. The price of a lunch will be \$2.65 for grades 1-5 and \$3.00 for grades 6-12, an increase of 15 cents over last year. The calculations were sent to the State for review. Of note is that we are below the \$3 minimum for lunch at the elementary level. A substantial portion of the finance section of the agenda is the annual procurement list, which consists of the statute-required renewal of co-ops and state contracts. The shared services agreement with East Windsor for transportation bus maintenance is being renewed for the final year of a 3-year agreement.

For the June 11 Meeting Agenda:

There will be several SDA Grant closeouts for outstanding 2010 ROD grants in the amount of approximately \$268,000. The capital reserve resolution is needed to allow for the deposit of funds into capital reserve from the general fund prior to June 30.

2. Food Service renewal status. Interviews for the food service program will be conducted on Thursday, 5/23. Only one firm submitted a proposal, Sodexo.
3. ESIP. Representatives from Schneider Electric gave an update on the progress of the ESIP process. They also made a presentation showing the proposed solar array placement on district facilities and on district grounds. Schneider proposed the concept of a Power Purchase Agreement (PPA). This is a system whereby a third party creates the solar program and sells the electricity at a reduced rate to the District. The committee made recommendations supporting roof mounted solar arrays, but only a few ground mounted arrays on district property. The committee was in agreement to proceed with the design work leading to an RFP for a power purchase agreement for solar generated electricity to power the District.

4. Board Retreat. On June 13, 2019, there will be a Board Retreat to review goals and the equity plan. There will also be an equity presentation from Dr. Eddie Fergus.
5. Other Business. Transportation—there is a parent of a student at Maurice Hawk that has requested transportation for his child. The distance to his house is within the walking distances contained in Board policy. HS South offices – there are plans to take an area to the right of the main entrance and create two offices, one for school security, the other for attendance. This has been under review for more than a year.

NEXT MEETING: Tuesday, June 18, 2019, 7:00 P.M. @ Central Office

Topic for Next Meeting

Review Agenda Items

Future Topics:

Impact of Recent Legislation
Policies



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

**June 18, 2019
Central Office
4:00 PM**

BOE Committee:

Louisa Ho (Chair)
Yu "Taylor" Zhong
Rachel Juliana

Administration Liaison:

David Aderhold
Christopher Russo
Derek Mead

Guests/Public:

- 1. Review Agenda Items.** The committee reviewed the financial reports. The District's finances are tracking very close to preceding years. There will be a motion to deposit \$1.75 million into capital reserve. This amount reflects an amount that will allow the remaining balances to mirror balances used in the past several years which creates budget stability. The committee discussed the change orders found on the agenda for construction projects at the Maurice Hawk and Town Center schools. Work is progressing at both schools. There was discussion of a transportation route that is requiring an aide and additional miles that will cost the district \$566 per day. This is an exorbitant amount but reflects market conditions and is typical of the fiscal challenges the District faces. There is a motion to direct the assistant superintendent for finance to advertise for an RFP for a solar PPA agreement, which will place solar panels on the roofs of many of the District's schools. A PPA allows a vendor to place panels on school property in order to provide electric to the District at a deeply discounted rate for a 15-year period. As per administrative code, a list will be made available at the next board meeting of all vendors the District has contracted with over the past 12 months.
- 2. Advocate's May Inspection.** The committee reviewed the May inspection of our custodial and maintenance service provider, Aramark's, work. The grading shows a drop-off in performance over the past six months. There are still vacancies at Aramark to be filled. Aramark did not reach the goals set for them during this timeframe. The committee discussed whether there were sufficient penalties in the Aramark contract for inadequate staffing.
- 3. Solar Renewable Energy Credits.** A sale date needs to be established for the SRECs generated in the past six months. The sale will occur in July.
- 4. 2018-2019 Audit Status.** The auditors will be in District for the first phase of the annual audit beginning on June 24.
- 5. Federal Grants Audit.** State auditors are in District to audit federal programs this week. They will review federal grant programs including IDEA and ESEA Title Grants.
- 6. ESIP.** The committee discussed the request for proposals (RFP) for a power purchase agreement (PPA) for a solar provider with respect to location of the panels. The committee approved staff proceeding to RFP. The committee questioned a ground mount solar array at Millstone River. This location may be removed from the RFP by staff if the land may be required for educational use in the future.

7. **Food Service.** The committee reviewed the reports provided by the District's Food Service Director and the District's food service provider, Sodexo. Operations have improved over the past year with Sodexo and the District working well together.
8. **Capital Projects/Summer Construction.** There was brief discussion regarding summer projects as they were discussed during the budget process. Anticipated roof work will not occur due to market conditions as the bids received were more than the budgeted amount. The roofs will hold up for another year. There will be the normal and customary projects including masonry repair and asphalt repair, as well as new projects such as construction of new salt storage areas and a more secure bus parking area.
9. **Finance Committee Meeting Dates.** The Committee discussed and agreed upon the dates for upcoming committee meetings through January 2020. There is a conflict or two that may need to be discussed in the future.
10. **Other Business.** The District will receive another payment of outstanding ROD grants in the amount of \$516,570.40 due to Bonnie Cheney's hard work. The list of actions to fine a bus contractor that the transportation department uses when bus companies violate their contract with the District was provided for quick review. The fines will increase from \$250 per incident to \$500 per incident next year. An example of various ways the facilities department tries to save money by obtaining additional pricing for required facilities work was provided for quick review in the form of an email from the facilities director. The above action are ones that this department takes pride in.
11. **Board Goals.** There was a discussion regarding goals.

NEXT MEETING: Tuesday, July 16, 2019, 7:00 P.M. @ Central Office

Topic for Next Meeting
Review Agenda Items
Summer Construction
Audit Status

Future Topics:
Impact of Recent Legislation
Policies