



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

**July 21, 2020  
Central Office  
1:00 PM Virtual Meeting**

<u>BOE Committee:</u> Louisa Ho (Chair) Isaac Cheng Michele Kaish	<u>Administration Liaison:</u> David Aderhold Christopher Russo Derek Mead	<u>Guests/Public:</u>
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Review Agenda Items. The Committee reviewed the financial reports for the month including the Board Secretary Report and Treasurer's report for May 2020 and the bills lists. The Committee reviewed technology purchases due to Covid-19 using cooperative pricing vendors. There will be a motion on the agenda to approve the purchase of adaptive playground equipment using a cooperative pricing vendor for a new Pre-K playground at Maurice Hawk. Acceptance of bids for special education transportation routes for the FY 20-21 were reviewed along with a jointure agreement and two cancellations, one for an aide and the other for a route. There is a motion to approve virtual professional development that will occur over the summer.

End of Year Roll Over. Staff shared that, due to the pandemic and the State's memo on anticipated balances usage, the year-end has been complicated by PPE and other Covid-19 related purchases. The District plans to roll into the 2020-2021 budget year by the end of this week.

SRECs. The District's 72 SRECs were sold on July 15 for \$223.50 each totaling \$16,092.

Construction Updates. Staff shared information with the Committee regarding referendum construction project. The HVAC work at HS North and Millstone River schools continues. The new chiller start-up has begun at HS North and the design for the roof curbs appears complete so the new curbs and dunnage racks can be manufactured for installation of the roof top units. Manufacturing and delivery will take several months. This portion of the work is anticipated to be completed in October. Installation of the dunnage racks which hold the rooftop units at Millstone River School will begin on July 30. The security vestibule and bathroom renovation work is progressing nicely at Wicoff and Dutch Neck schools. Backfilling of plumbing trenches and concrete pouring is taking place at Wicoff and Dutch Neck as well as framing of new walls for the front vestibule in Dutch Neck. Vestibule work at Millstone River is moving along as well with framing of the new entryway. Phase 1 of the HS South site work is continuing with the milling of the front parking lot and digging of the water retention basin. Bids for phase 2 will be opened on July 21. Work at Grover Middle School is moving along as well with concrete floors being poured and water connections being made. Block walls are going up with the outer brickwork anticipated to start next week. Roofing is expected to start next week as well. Work at Community Middle School is anticipated to start soon. A notice to proceed was issued on July 16 and pre-construction paperwork is continuing. Pre-construction meetings have been occurring for several weeks.

Summer Projects. Staff shared that roofing work at Grover Middle School is almost complete; weather has delayed the final work. The contractor is preparing to start at HS North very soon. Paving work for the HS North bus parking depot has been completed and is awaiting the fence installation. Pre-construction meetings for the salt storage sheds at Village and HS North began last week and the work will begin shortly. There was a pre-construction meeting for the HVAC unit work at Maurice Hawk and that work will begin soon.

ESIP. Staff shared with the Committee that the Energy Savings Improvement Plan work is in full swing with HVAC work continuing at HS South. Many of the classroom unit ventilators have been installed, the rooftop units are up and running, and the control work and further installation of ductwork and plumbing continues. The LED lighting retrofit work is continuing there as well. HVAC unit work at Dutch Neck is moving along swiftly. HVAC controls work continues as Town Center. Water conservation measure improvements will start at Grover Middle School this week. HS North computer room air conditioning work bid documents will be advertised this week along with emergency lighting bids and Grover Middle School mechanical room improvements. Solar panel installation has begun at the Millstone River School. Envelope repair work will be starting at HS North this week. Work on the roof at HS North has been delayed because of problems with the design. The start of this work has been delayed until the end of October. The contractor is waiting on design approval for other District projects.

Community Education. Staff are looking into ways for Community Education to provide the Extended Day Program, because many families need it, to supplement the hybrid option. Staff are developing program scenarios based on CDC guidelines for spacing and materials. The CDC guidelines will increase staffing needs and reduce program capacity.

School Re-Opening Plan. Staff prepared a draft school re-opening plan, which was circulated to the committee for review. Staff are reviewing comments provided by board members. The District is working on editing and restructuring the plan. They are creating a high-level introduction. Information is evolving daily, for example, the District was notified by the Mercer County Health Department with a change in information just yesterday. The document will evolve all summer long with final approval in September. The State requires that the District notify parents 4 weeks prior to school opening and this document will enable that. Yesterday, the Governor announced that a virtual only option would be allowed in the fall. The survey results show that for at least one of our schools, 80% of the parents do not want to send their students to a school building. District-wide, more than 50% do not want to send their students to a school building. The State recently announced that a 100% virtual program is an option a district may pursue. Transportation waivers for parents to opt out of transportation services are being developed. The plan being brought forth for Board approval will be a high-level plan. Each building administration will need to tailor this plan to its building's needs.

Other Business. There was no other business.

**NEXT MEETING: Tuesday, August 25, 2020, Virtual Meeting, Time TBD.**

Topic for Next Meeting  
Review Agenda Items  
Construction Updates  
School Reopening Plan

Future Topics:



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

**August 10, 2020 and August 24, 2020  
Virtual Meetings**

<u>BOE Committee:</u> Louisa Ho (Chair) Isaac Cheng Michele Kaish	<u>Administration Liaison:</u> David Aderhold Christopher Russo Derek Mead	<u>Guests/Public:</u>
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**August 10, 2020:**

The Committee met virtually on August 10, 2020 to review and discuss the school reopening plan. Dr. Aderhold shared that scheduling at the middle school level has dominated the work recently. Many parents have asked to change their selections, most wanting to go to the remote learning program. Staff have notified us of their needed accommodations due to the pandemic. About 27% of the staff have requested some type of accommodations. There are entire departments in certain schools that have requested accommodations. As of this morning, we have only 11 staff members requesting to have their children come to WW-P for the year. There are zero requests from staff members to utilize Community Education services for their children. We had two staff members contact us that are self-quarantining due to positive results of someone they either live with, or have spent time with, during the contagious period.

A parent reached out the other day asking if her student will only see their teachers approximately 25% of the normal time. That is correct. The district will produce and publicize a series of videos explaining some of the new aspects of how the schools will operate. However, there will be some changes that will develop shortly before school opens, and we will not have time to produce videos about them. Bus transportation has had to wait until school schedules were created to create bus routes. There is a cap of 11 students per bus. This is a huge challenge for the district. A letter will go out this evening stating that Wicoff will not open. Special education: certain programs will be providing in person services daily.

Due to remote learning, the District is now K-12 with one to one with devices. The replacement program for devices down the road will be challenging.

The department of health has not provided medical guidance on the re-opening of schools. The DOE has not provided guidance on State Aid. The State is reviewing plans of several districts that have submitted plans for all virtual instruction. They have not approved any. WW-P has the ability to adjust to 100% virtual very quickly.

There is much construction going on in the District and there is a short time period to complete these projects. The bus parking fence is being installed at HS North. The District has been researching bipolar air ionizer technology for the HVAC systems. This technology changes the polarity of the virus ions traveling through the air system. The oppositely charged ions attach to the virus and rupture its

cell wall causing it to lose a water molecule and it makes the ion particle larger so they get trapped in the filtration system or fall to the ground and are no longer airborne. There are many studies out there corroborating the effectiveness of this technology. Our energy savings company, Schneider Electric, through a change order in the ESIP program can obtain and install these bi-polar air ionizers in all of the District's HVAC systems. The subcontractors currently on-site would be able to install these units very quickly once given approval to do so. Nine-hundred ionizer units would be required at a cost of \$1,043,000. Legally this can be done through the ESIP and can be funded through capital reserve. The capital reserve fund has a \$1 million line in it annually for energy savings improvement projects. This would fall under that line item so it can be funded from capital reserve by motion of the board of education. It is the administration's recommendation to move forward with this project.

The State has shared that up to \$1 billion in School Aid may be cut. That is \$250 million more than the drastic cuts in 2010.

### **August 24, 2020:**

The Committee met virtually on August 24, 2020 and reviewed the agenda items for the September 1 Board of Education meeting, including the monthly financial reports, which the committee recommends for approval. On the agenda is a necessary resolution summarizing the reductions in the FY 20-21 budget required to balance the budget due to the reduction in State Aid announced in May. These changes have been discussed previously in committee and with the entire board. There are also motions to approve Penn Medicine to provide drug and alcohol screening for bus drivers in accordance with the Department of Transportation, the purchase of additional iPads for elementary students, acceptance of a \$72,000 donation from the Princeton Theological Seminary, and registration for the annual New Jersey School Boards Association Workshop, which will be virtual this year.

2019-2020 Year End. Staff shared the preliminary status of the 2019-2020 end of year closeout. The audit is moving along nicely with remote and on-site completion of work.

Referendum Construction Updates. Work continues on the expansion of the Thomas Grover Middle School. HVAC work is progressing at HSN and Millstone River Schools, and will move more towards second-shift as employees return to the buildings. Fire alarm work is wrapping up. Community Middle School expansion work will commence shortly with site-work happening now to secure the area. Regular meetings have begun with the CMS site-work contractor. There has been a question from a member of the public regarding the number of trees that will be removed. Unfortunately, more trees will need to be removed from the "grove" area to accommodate the building footprint and the new driveway onto the property. In addition, the grading is an issue as the elevation of the road is as high as a one story building on that side of the property. There will be a lot of moving of earth in that area and even if a tree can be left standing, its root structure may be damaged. Staff will work with the contractor to mitigate impacts on trees. HS South site work is being completed and was delayed for several days, as inspections were needed for the underground wiring. Work has resumed with curbing almost complete and the underlayment of reconstituted asphalt work beginning. Vestibule work in Dutch Neck, Village, Millstone River, and Wicoff is near completion. Toilet room renovation work is wrapping up at Dutch Neck and Wicoff.

Summer Projects. Summer projects are moving forward and some are wrapping up. The HS North bus parking lot is wrapping up in time for the school year. Work on the new Salt Storage Sheds is beginning. Roofing work at HSN is beginning - the contractor has asked for a delay allowance due to weather, which was denied. The HVAC work at Maurice Hawk has been delayed, as the contractor has to wait for permitting. Work has resumed and is expected to be complete for the opening of school. A temporary certificate of occupancy was issued for Town Center. After the County reviews an ADA compliant sidewalk upgrade along Dey Road, the permanent certificate should be issued.

ESIP Projects. The ESIP construction is moving along quickly. Water conservation measures have been completed District wide. Building envelope sealing has begun. LED light fixture replacement is continuing throughout the District. HVAC work at Dutch Neck is wrapping up for the beginning of the school year. HVAC work at HS North will be moving to second shift shortly as staff returns. HVAC control work has begun District-wide. The ESIP contractors have been working with District staff to investigate HVAC issues outside of the direct scope of the ESIP to support the maintenance team in diagnosing issues. There will be a change order to the ESIP on the upcoming agenda to allow for the installation of bi-polar air ionizer technology in our HVAC systems. This is a technology that is used in facilities, including hospitals, to clean the air of viruses and other harmful bacteria. The technology charges the air electrostatically to cause polar opposite ions to bond to each other, which increases their size and causes them to get caught in filters, be destroyed by removing a hydrogen atom, or to fall to the ground and no longer be airborne.

Transportation. Staff provided updates on bussing for the hybrid reopening plan.

Food Service. The state requires that lunch be available for purchase by all students even when the students are learning remotely. Food Service has developed a program to comply with these requirements. The plan is to provide lunch boxes on Mondays with breakfasts and lunches for the week. These are free for students that qualify for free or reduced lunch and may be purchased by other students. These students will also be provided a food box every other week for additional meals. This will meet the required standards for a healthy reimbursable meal as per the NJ Department of Agriculture. Once school begins, food distribution will be outside of the auxiliary gym at HS North. Since the Sodexo staff will not be handling lunches during school hours, 10 of their staff (1 per building) will work in the school during the day assisting the nurses. They will also assist in distributing PPE prior to the opening of school.

School Reopening Plan. Dr. Aderhold shared updated information regarding the school reopening plan. As of now, the District is moving forward with the hybrid model outlined in our school reopening plan. Coaches are working with student athletes remotely. The District has received emails regarding the decision to cancel fall athletics; some are in favor of having a fall season and others are not. Several high school athletic teams throughout the State are quarantined due to parties which students attended and contracted Covid-19. We are prepared for opening. Utilizing the AB schedule, there will be only about 17.5% of students on grounds at any one time. Dr. Aderhold shared the number of "exception" request by employees for the opening of school. A big concern is that the children of staff members will be attending virtual classes in their district, which will further stress our staff with childcare needs. Many districts in our area have gone virtual or intend to go virtual. The Governor will make his revised budget announcement tomorrow morning at 10 a.m. Cuts are expected with the State Aid notices that are due out on Thursday.

Other Business. There was no other business.

**NEXT MEETING: Tuesday, September 15, 2020, Time TBD @ Virtual Meeting**

Topic for Next Meeting

Review Agenda Items

2019-2020 Audit

Construction Updates

Future Topics:

Impact of Recent Legislation

Policies



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

**September 14, 2020  
Virtual Meeting  
4:00 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Isaac Cheng Michele Kaish	<u>Administration Liaison:</u> David Aderhold Christopher Russo Derek Mead	<u>Guests/Public:</u>
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1. Review of School Reopening. Opening day went well. There were some glitches with the thermal cameras in some schools on day one, so hand-held thermometers were used when there were issues. In most buildings, they worked fine. By day two, most of the kinks were worked out and morning entry into the school ran smoothly. Transportation went well with all students arriving to school and returning home safely. There was an incident where a bus tapped a pole while making a turn but no one was hurt. The Wi-Fi has been moving more slowly this year than in the past. One reason is that, while cleaning this summer, ABM unplugged phones in the rooms. Each phone has its own IP address and port, so phones that were plugged into a different port when replaced, slowed the network as it searched for each phone. The second reason was due to the upgrading of access points in certain schools, which, due to the pandemic and the need to hand out devices, was not completed. The mix of new and old equipment is causing the network to run slower. The third issue is the fact that video “hogs” bandwidth, so we needed to install a limiter on the ability of any one unit to “hog” this space. The system is now running well. We are dealing with call-outs of staff members and have a few staff members that are quarantined. We have had some students sent home for quarantine and some students that just returned from international travel. The committee discussed different scenarios regarding concern over possible staffing shortages. We are nearing 70% of students learning virtually. The District has ordered 500 Rabbit Air Purifiers that contain five filters for classrooms that are being used. One filter is a HEPA filter, one is a carbon filter, one is a particulate filter and another is a germ filter. These are small stand-alone units.
2. Review Agenda Items. The monthly financial reports were reviewed and the budget report balances are a little different from last year due to a third payroll being charged to the August report in 2019 due to the timing of the payroll. If not for this third payroll last year, the budget reports balances would be very similar. The NJ Schools Insurance Group (NJSIG) grant acceptance for \$19,474.65 on the agenda will be used to replace our AED devices and supplies that reached the end of their useful life. There is a motion for furniture for the Community Middle School expansion through NJ Cooperative Bids. There are motions to reduce transportation contracts due to the pandemic where students attended school remotely. There are also approvals for a few contracts that were needed for students that did attend in-person programs.
3. 2019-2020 Audit. The audit continues.

#### 4. Construction Updates

- Summer Projects. Work is beginning on the salt storage sheds at the Village School and High School North. Roofing work continues at HSN. The bus storage area at HSN is complete. We are looking to add concrete wheel stops so the buses do not hit the fence as they are parking. The new HVAC unit in the OT/PT room at the Maurice Hawk School is operational and work completed.
  - Referendum. Fire alarm work nears completion in several schools. HVAC work at HSN and MRS continues mostly on second shift. Work being completed in the mechanical rooms continues during the day. Security vestibules are almost complete in Dutch Neck, Town Center, Village, Grover and HS North with connectivity of the equipment and outside door installation still needed. Toilet room renovations at Dutch Neck and Wicoff are substantially complete. HS South Phase 1 site improvements are nearing completion. Pre-construction meetings for the second phase of HS South will begin tomorrow. The expansion of Grover Middle School is progressing nicely as sprinkler, ductwork and electrical wiring work continues. Exterior brick installation began, and furniture for the addition will be ordered with a motion on this month's agenda. The expansion of the Community Middle School is moving rapidly with footings poured and foundation block being laid. The site work contractor is beginning his work as well. There have been questions from the public regarding the trees in the front and side of Community MS. The administration has discussed this grove of trees with the contractors at every opportunity. An arborist was called in to review the trees on the site and discuss how work can proceed to cause as little damage as possible to this grove. The arborist uncovered that many of the trees are unhealthy.
  - ESIP. HVAC work continues at HS South. HVAC work at Dutch Neck is complete. Work will shift to Community Middle School for boiler replacement and HVAC work. Solar installation continues at Village and Dutch Neck. The installation is mostly complete at Millstone River; we are waiting on final connectivity.
5. ABM Update. Overall, ABM is doing a good job of providing custodial services and has been able to staff the District as required.
6. Cafeteria. The first weekly food distribution took place Monday night. The boxes will contain pre-packaged breakfasts and lunches for five days.
7. Transportation. On the agenda are many corrections to contracts that did not run during the summer. There is one contract to pay a parent to transport their child to a private placement and a few contracts for students attending out of District schools.
8. Other Business. The Committee discussed some academic changes for this year regarding Math 7 and Algebra 1. For these courses, Honors and College Prep classes were combined to open up the acceleration opportunity to more students. Historically, the movement of students between programs has created scheduling problems, which has limited student access. This will allow for individualized progress by each student and will help with logistics and equity of the scheduling. The changes reduce the structural limitations of the schedule and provide more access. The New Jersey Student Learning Standards (NJSLS), texts, and teachers for these classes are the same. The students enrolled in the Honors course will be assessed differently, will be required to solve more complex conceptual problems, and will be asked more often to apply their knowledge to new and different situations. These changes do not affect the A&E Math program.

**NEXT MEETING: Tuesday, October 13, 2020, TBD P.M. @ Virtual Meeting**

Topics for Next Meeting

Review Agenda Items  
Budget  
Construction Projects

Future Topics:

Impact of Recent Legislation  
Policies  
Healthcare Renewal



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

**October 6 and October 13, 2020  
Virtual Meetings**

<u>BOE Committee:</u> Louisa Ho (Chair) Isaac Cheng Michele Kaish	<u>Administration Liaison:</u> David Aderhold Christopher Russo Derek Mead	<u>Guests/Public: (10-6-2020)</u> Jim Finn, Brown and Brown Paul McGowan, Brown and Brown
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**October 6, 2020 Meeting:**

Health benefits: Patrick Duncan, James Earle, Charity Fues, Lee McDonald, and Anthony Fleres attended the meeting. Also in attendance were Jim Finn and Paul McGowan of Brown and Brown Insurance, the District's Insurance Broker of Record.

The health benefits program for District employees is up for renewal on January 1, 2020. The District has asked the Health Insurance Broker of Record, Brown and Brown Insurance, to investigate various renewal options and costs. Jim Finn of Brown and Brown shared with the Committee that if we do nothing else, our renewal would be a 9.9% increase with Aetna. Districts the size of West Windsor-Plainsboro could benefit from a self-insurance option. Brown and Brown shared information regarding the renewal RFP with respect to the State Health Plan, the Schools Health Insurance Fund (SHIF), and remaining with a fully insured product. The Schools Health Insurance Fund (SHIF) is a pooled self-insurance program and is another option for the District. The reason that Brown and Brown is not recommending this as a self-insurance option is that it would require the District to change to a different dental carrier and a different prescription plan (which has a poor reputation). This is both disruptive to staff and could provide worse services to staff. As the discussion continued, it was apparent that self-insuring should be an option. One way in which this benefits the District and its member's premiums is savings on the ACA tax that is required for fully insured products. For WW-P, that tax is \$1 million. The ACA tax goes away January 2021; however, the State of NJ has imposed a new tax in the same amount. If the ACA tax is reinstated in 2021, the tax liability is estimated to be more than \$2 million. The District's loss ratio through May 2020 was 86%. This is favorable and falls right in line with insurance companies requirements for a favorable renewal.

A self-insurance program includes a risk corridor. This means that the district is self-insured for claims up to the maximum number in that "corridor". The district would obtain additional insurance to provide "stop-loss" coverage if claims exceed that maximum number or if any individual has claims in excess of \$250,000 in a claim year. This limits the risks to the District. The District pays the claims up to a point, and then the re-insurer pays the claim. In a self-insurance scenario, there is a fixed cost fee from the plan administrator, in this case Aetna, and an insurance premium from the stop-loss carrier. The administration fees in a self-insured plan are considerably lower than in a fully insured product. In addition, the premium for the stop-loss insurance is only for the stop-loss amount, not the entire cost of the plan as it is in fully insured



product. When changing insurance carriers, there are claims that are incurred before the change date, but submitted after you change carriers. This is called the "run-off". Brown and Brown is developing a proposal for us that includes the cost of insurance to cover the "run-off", for claims incurred during the last 12 months prior to the change in insurance, but not submitted until after the change date. The run-off would be for 3 months into the new plan year. Once your run-out number and stop-loss corridor balance is funded in the first year, this balance carries into future years. Run-out claims are known as claims IBNR (incurred but not reported). Given the current fiscal condition of the State, this may be very important in two years.

Brown and Brown will develop a self-insurance proposal for the District with Aetna, which minimizes the disruption to staff because we currently use Aetna for health insurance. With this option, the District plan, health carrier and network would remain the same; only a new insurance card is needed. The proposal will include an estimate of the claims costs, Aetna administration fees, aggregate stop-loss fees for claims in excess of the risk corridor, stop loss coverage for individual claims and IBNR claims. In addition, the District needs to set aside funds to cover the "risk corridor", not just the expected claims costs. The funds we set aside for IBNR and the risk corridor can be carried over from year to year, if they are not needed in any particular year.

### **October 13, 2020 Meeting:**

Audit Discussion. Staff shared that work continues on the audit. The auditor will be available to review the audit at our November committee meeting. The District has received the Certificate of Excellence for the 11<sup>th</sup> straight year from the Association of School Business Administrators International.

Review Agenda Items. Staff reported that the current budget balances to date are similar to prior years. Expenditures and encumbrances are up slightly over last year but the appropriations are as well. There is a motion to accept a Coronavirus Relief Fund Grant from the State of NJ for school start-up costs. The District has also applied to FEMA for cost reimbursement. There is a motion to contract with Millennium Communications to complete the electronic connections to door actuators for the security vestibules. The District has received more ROD grant money for the State share of previous capital projects. The shared services agreement with East Windsor is up for approval. East Windsor provides bus maintenance service to our District. There are some bus contracts for approval on the agenda as well as some employee virtual professional development.

There will be a motion on the agenda to approve non-represented employees overtime pay structure in case they are requested to work overtime. Work over 40 hours will be paid at time and a half. This motion is needed to memorialize the amounts for the auditors. In addition, it is needed since the position of Operations Foreman became a Board employee and the technology department members have been putting in additional hours, with approval from the Superintendent, due to the pandemic.

2020-2021 Budget Discussion. Staff shared that work has begun on the 2021-2022 budget calendar. As for general fund trends, the 2019-2020 budget closed out relatively similar to prior years in part due to the need to purchase PPE supplies and equipment.

Annual Required Maintenance Budget Amount Worksheet (Form M-1). Staff shared that this form is required by the DOE and calculates the minimum amount of money that may be spent on the maintenance of the facilities in the coming year. The form also establishes a maximum maintenance reserve amount and calculates what has been budgeted and/or spent in the last 10 years.

Comprehensive Maintenance Plan (CMP). Staff shared that this document is required by the DOE and shows what was spent in the prior year, shows what is budgeted for the current year, and estimates what is to be budgeted in the coming year.

Health Care Discussion. The committee discussed in detail and at length the pros and cons of self-funding the health insurance program. There will be more discussion regarding this topic.

Food Service. Staff shared that the food service program is continuing with breakfast and lunch meals being distributed each Monday afternoon for a 5-day period. Changes to the Federal program allowing free meals regardless of income will remain in place until June 2021. The changes have resulted in an increase in meals provided. This Monday, nine hundred students accepted the meals. Over the last several months, local service organizations have participated in our food distribution days, helping them gain access to families that are in need of their services.

Transportation. The Committee discussed transportation options in response to a comment made at the last Board meeting regarding efficiency. Due to the pandemic, bus routes cannot be significantly changed due to several reasons including CDC recommended capacity and State Legislation that would require a vendor to be paid even if you did not run the route. The routes are currently being reviewed to see, if the hybrid A and B weeks were consolidated into one schedule, if there is capacity on the buses that we have currently.

Construction updates. Staff provided the Committee with an update on construction projects. HVAC replacement at HS North and Millstone River continues. The new boiler start up at HS North is complete and work is coming to completion at Millstone River in time for the heating season. Ductwork will continue on second shift. Security vestibule work is all but completed. This work was to have been completed by the beginning of school. The physical structures are in place; it is the electronic control equipment installation that is not yet complete. At HS South, phase 1 site work is all but complete with lighting fixtures delaying completion. The building expansion contractor is mobilizing, placing equipment and storage on site to start construction very soon. This contractor has issued a delay notice due to the pandemic to serve notice that there may be delays throughout the duration of the project. At Grover MS, brickwork continues. HVAC, plumbing, and ductwork is being installed. Plumbing is moving along nicely and the electricians are pulling wire. The roofing cap sheet has been completed. The contractor has been notified that there is a delay with the windows from the manufacturer. At Community MS, concrete was poured for the gym floor and in Block A. Footing work continues for other areas of the expansion. The site work contractor has created construction entrances and is hauling materials from the site to the back of the property for new athletic fields. One very large, healthy looking tree was cut down over the weekend because it was in the construction zone. This tree was one of the ones that residents commented about not cutting down. An arborist reviewed the trees in question and said that some of them are not healthy even though they look healthy. The tree that was felled this weekend was hollow even though it looked healthy, which is an example of what was found in the arborist's report. District administration is reviewing plans for the Wicoff expansion and the HS North dance studio.

Energy Savings Improvement Program (ESIP). Staff provided the Committee with updates on the ESIP projects. Work is moving along nicely. In HS South, the science wing boilers were replaced and are ready to be started. The cold water and hot water pumps were replaced, as were the pumps for the main boilers. The transformers for the building are being replaced. Work on HVAC controls continues and the air handler in the playhouse will be replaced next week. Variable frequency drive installation will begin on HVAC equipment next week as well. In Dutch Neck, only controls work continues. New boilers were installed in Community MS, with final work being completed for a 10/15 start-up. New rooftop units for the HVAC system will

arrive shortly for installation in late October or early November. HS North computer room cooling work is going out to bid for installation of equipment. Millstone River emergency lighting system work is going out to bid this week. Schneider Electric handles these bids but follows the 18A:18 NJ Statutes. Mechanical work for Grover MS is going out to bid as well. Lighting retrofit work is substantially complete in Village and will begin in Town Center next week. Bi-polar air ionizer installation is complete at Village, Town Center, Maurice Hawk, and Community MS. HS South is complete with respect to where students are located and work has begun on HS North. Installation of a high efficiency transformer has started at HS South. Schneider has been working closely with the technology department for system access for HVAC controls. Solar panel installation continues at Village. Panels are installed on Millstone River and Dutch Neck and are awaiting final connections and approvals. The installer is mobilizing at Grover MS.

COVID-19 Update: Staff reported that more students have opted for virtual instruction since the last report. There are less students in the building. We have had staff that have tested positive, quarantined and returned to work. The number of people in quarantine has remained approximately constant. Employee travel has been a challenge with respect to personal time use as many areas of destination are on New Jersey's quarantine list.

**NEXT MEETING: Tuesday, November 10, 2020 Virtual meeting @ Time TBD**

Topic for Next Meeting

Review Agenda Items  
2020-2021 Budget  
CAFR

Future Topics:



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

**November 10, 2020  
Virtual Meeting  
7:00 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Isaac Cheng Michele Kaish	<u>Administration Liaison:</u> David Aderhold Christopher Russo Derek Mead	<u>Guests/Public:</u>
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Healthcare update. Staff shared that administration and Brown & Brown are working on setting up the structure for banking and information sharing. Brown & Brown is working on pseudo rates and reviewing plan documents line by line.

2019-2020 Audit. Staff shared that the auditor will share the results of the audit with the Finance committee at the December meeting and share with the board at the December regular public meeting.

Review Agenda Items. The committee reviewed the financial reports for the month. There are two change orders on the agenda. One was approved in the field previously with respect to existing stairs and their replacement during the Town Center expansion project. The other is a list of changes for the bus parking area at High School North, which resulted in a credit to the District. There is a motion on the agenda to authorize the architect to assist the District in complying with the requirements of the Securing Our Children's Future Bond Act grant. The architect will design and make the required submittals to the Office of School Facilities on the District's behalf. Also on the agenda are the disposal of a few items that are past their useful life, and the cancellation of a bus route that is no longer needed.

Construction Update. Staff provided an update on construction projects. The fire alarm system at Millstone River is complete with the exception of punch list items. HVAC work on controls, valves and ductwork continues on second shift at High School North and Millstone River. Security vestibule inspections and punch list items are being completed. There have been power shutdowns to test the emergency operation of the equipment. The Phase 1 site work project at High School South is down to punch list items with site lighting work incomplete, as the lights have not arrived yet. Additions and renovations work has begun, but has been delayed due to the delay in permitting. Brickwork is complete at the Grover Middle School (GMS). Branch wiring is being pulled and the first delivery of windows has arrived. Painting of the interior has begun on the second floor, gas main piping and meter installation has begun, and stair landing concrete has been poured. At the Community Middle School, the site construction contractor is installing underground storm water piping. The new building contractor has erected steel at Block A with decking going in and footing and backfill work is continuing in the area of the Block D addition. The plumbing for the internal water system is being installed in the concrete slab. The contractor and administration met to discuss the sequence of interior renovations last week as the contractor would like to move the schedule along as quickly as the District will allow. Some interior work has begun in the area where the locker rooms are currently. Administration has reviewed the color of the brick and interior paint colors. Dr. Russo and a representative of Van Cleef Engineering met with a neighboring resident

regarding vegetation plans and line of site onto school property. The neighbor was pleased with the design. Design work for the HSN dance studio and the Wicoff expansion continues. Due to the topography of the Wicoff site with respect to ADA, the discussion has led to moving the main entrance to the opposite side of the building, which would require new travel patterns around the site.

Summer Projects. Staff shared that work continues on the High School North salt storage shed. Work on the Village salt storage shed has been held-up as we await permit approval from West Windsor Township.

Energy Savings Improvement Plan Update (ESIP). Staff shared that the High School South fan coils are being hung in the locker rooms, along with network integration of controls in the building. Dutch Neck HVAC controls installation continues. At Community Middle School, there was a crane lift this week for the rooftop HVAC units and HVAC controls installation is occurring on other units in the 700/800 wing. At Millstone River, emergency lighting meetings were held to include more areas of the building on the back-up lighting system tied to the generators. LED lighting retrofit is substantially complete in Village, Town Center, and Wicoff elementary schools and beginning to mobilize at Dutch Neck. Network Integration and commissioning of the HVAC systems at Village and Town Center elementary schools is happening this week and next. High efficiency transformers have been installed at High School South, Village, High School North, Grover Middle School, and Millstone River and work is beginning at Community Middle School this week. Bi-Polar ionization unit installation is complete in Town Center, Maurice Hawk, Village, Community Middle School, Dutch Neck, and High School South except for locker rooms where work is being completed on the HVAC system. Work at High School North has been halted due to referendum work on unit ventilators, but all classrooms have stand-alone HEPA filter systems currently. Solar array racking is complete at Millstone River, Dutch Neck and Village and awaiting final steps to start operation of the systems. Installation of solar panels has started at Grover Middle School.

2020-2021 Budget Discussion. Staff shared that, due to Covid-19, there is concern of flat funding for next year or the subsequent year. There is legislation introduced in the Senate to allow for a 4% fund balance for school districts, which is currently 2% of the prior year's general fund expenditures. This further indicates the possibility of future aid cuts. The Budget Calendar was provided to the Committee and may be slightly different this year due to the pandemic.

School Operations Update. Staff shared that the hybrid model has been in operation for 40 plus days and safety protocols are being followed. The District has started providing daily in-person instruction to more special education students in grades 4-12. The District has safely accommodated approximately 300 additional student on buses. Everyone involved has done a great job of making this happen and there has been positive feedback to the change. The District has experienced a relatively stable number of staff and student cases and quarantines since opening, meaning that as staff and students come out of quarantine, an equal amount are added. Challenges continue, especially with the holidays coming.

Other Business. There was no other business discussed.

**NEXT MEETING: Tuesday, December 8, 2020, Virtual Meeting @ Time TBD**

Topic for Next Meeting  
Review Agenda Items  
2020-2021 Budget  
2019-2020 CAFR

Future Topics:  
Impact of Recent Legislation  
Policies



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

**December 8, 2020  
Virtual Meeting  
7:00 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Isaac Cheng Michele Kaish	<u>Administration Liaison:</u> David Aderhold (Absent) Christopher Russo Derek Mead	<u>Guests/Public:</u> Scott Clelland, Wiss & Co.
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2019-2020 Comprehensive Annual Financial Report and Audit Findings Review. Scott Clelland from Wiss and Co. presented information regarding the June 30, 2020 Comprehensive Annual Financial Report (CAFR). He stated that the District's financial position is very stable and that the District's record keeping is excellent. He reviewed various financial statements with the Committee members. Mr. Clelland will present the CAFR to the entire board at the December 15 Board meeting. The District is still waiting on information from the State to complete the audit. This information will not affect the audited operational statements of the District. When that information is received from the State, the completed audit will be approved, which is expected to be at the regular Board meeting on January 26, 2021.

Review Agenda Items. The Committee reviewed the agenda items for the December 15 Board meeting. There are several motions to approve the intercom and AV systems at Community and Grover Middle Schools as part of the additions and renovations. There are also several change orders for construction projects. The bus evacuation drills were completed during the month of November and are recommended for approval.

Solar Renewable Energy Credits. Staff shared that the authorization for the sale of Solar Renewable Energy Certificates (SRECs) will be on the January 5 Board meeting agenda for approval. The auction will take place over the internet using the FlettExchange, an online auction, located at [ww.flettexchange.com](http://ww.flettexchange.com). The date and time will be determined.

2021-2022 Budget Progress. Staff shared that the budget module has been made available to school administrators to complete any adjustment in budget line items. The district is doing everything possible to keep the budget-to-budget increase at a minimum. Staff shared that the summer capital projects list will probably include work related to current facility improvement projects and not the typical linear feet of curbing or asphalt work. While some of this type of work will occur, the administration has to be focused on the referendum work. Much of the referendum work will be underway at that time.

Annual Health and Safety Evaluation Checklists. The Committee reviewed a sample of the Annual Health and Safety Checklists. The Statement of Assurance confirming that the annual checklist forms were completed will be included on the December 15 Board agenda.

Construction Updates. Fire Alarm work is coming to completion at Millstone River Elementary School. There are motions on the agenda to approve the intercom and AV work at Community Middle School and Grover Middle School as part of the referendum work. HVAC work continues in High School North on equipment in the classroom areas while students are not in session. HVAC work is continuing at Millstone River as well, with plumbing and ductwork installation. Expansion work continues at High School South with footings being poured and foundation block-work starting. At Grover Middle School, electrical wiring installation, wall painting, and window and ceiling grid installation work continues. Installation of hallway lockers is expected to start next week. Community Middle School expansion continues with block walls going up where steel is erected. Plumbers are finishing up their underground work where the slab is poured in D-wing. Steel erection in that location is expected to start any day. The site-work contractor continues to work on the water retention basin in the location of the old athletic field. Plans for the High School North dance studio, culinary arts and media center renovations are being reviewed, as are the plans for the Wicoff expansion.

Energy Savings Improvement Program (ESIP). HVAC work continues at High School South with fan coils installed in the locker room areas and air handler installation in the playhouse and commons areas coming to completion. Science wing chiller work is complete. Control integration with IT is complete. At Dutch Neck, commissioning work and control integration is wrapping-up. The HVAC work at Community Middle School is near complete with commissioning work taking place. Emergency lighting replacement and enhancement at the Millstone River School will begin next week on second shift. LED light replacement is occurring at Millstone River as well. Solar panel installation is nearing completion at Grover Middle School. Pfister Energy is trying to coordinate a temporary shutdown of electricity with the utility company for the final connection so Village Elementary School can start generating prior to the end of the calendar year. This has proven difficult due to the utility company's scheduling because they are supporting utility companies in other states that have had storms recently.

Cafeteria. The Committee reviewed an October 2020 report from Sodexo, the District's Food Service Management Company (FSMC). Of note, on October 12, WW-P began to offer weekend meals to students. Each student now receives seven breakfasts and seven lunches in their weekly box. As of the date of the report, WW-P had served 27,971 breakfast meals and 27,971 lunch meals. The United States Department of Agriculture announced a new grant this week, the National School Lunch Program FY2020 Equipment Assistance Grant. It is a competitive grant providing up to eight of our school sites to receive up to \$20,000 each for the purchase of up to two pieces of equipment. According to the memo provided by the USDA, the 2020 NSLP Equipment Assistance Grant funds *are intended to assist schools in purchasing equipment needed to enhance food safety in the school meal programs, improve the overall energy efficiency of the school food service operations, and to increase participation in school breakfast and/or lunch, all while serving healthier meals that meet the nutritional standards for schools as required by the Healthy Hunger-Free Kids Act of 2010.* The submission of the grant application is on the December 15 Board agenda for approval.

Reorganization Meeting Review. The Committee reviewed the draft agenda for the January 5 reorganization meeting. The Committee discussed the reorganization process and slight changes necessary this year due to the need to meet virtually.

Other Business. The Committee discussed district operations in response to an increase in the amount of staff requiring quarantine and the rising number of positive COVID cases nationally.

NEXT MEETING: Tuesday, January 19, 2021 Virtual meeting @ Time TBD

Topic for Next Meeting  
Review Agenda Items  
2021-2022 Budget

Future Topics:



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

**January 19, 2021  
Virtual Meeting  
7:00 P.M.**

<u>BOE Committee:</u> Louisa Ho (Chair) Michele Kaish Loi Moliga	<u>Administration Liaison:</u> David Aderhold Christopher Russo Derek Mead	<u>Guests/Public:</u>
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Review Agenda Items. Staff reviewed the monthly financial reports with the Committee. The administration submits that there is funding in place to complete the year and that no appropriation lines are over-expended. The treasurer's report is in agreement. Appropriation transfers and bill list were reviewed as well. At the upcoming Board meeting, there will be a motion to approve the annual audit, which the district auditor reviewed with the board at a prior meeting. There were no deficiencies found. The auditor is waiting on ancillary information from the State for informational purposes to finalize the report. Also on the agenda for approval is the acceptance of a \$31,000 grant award from the National School Lunch Program for new ovens at Grover Middle School and High School South. Other items include a \$2,000 change order decrease for Guadelli Brothers for work at Maurice Hawk, the closeout of a ROD Grant for work previously done at Wicoff, and a motion to approve contracting with Penn Medicine Princeton Medical Center for health, drug and alcohol screening for bus drivers. A greater part of the finance section is comprised of the list of cooperatives and state contract vendors approved semi-annually.

Construction Updates. Staff provided the Committee with an update on district construction projects. As part of the referendum, fire alarm work will begin shortly at the Community Middle School and proposals are being received for High School South. At High School North, HVAC work continues with VAV boxes (variable air volume) being installed and connected to a hot water supply. New ductwork is being installed and there is cleaning of the existing ductwork taking place. At Millstone River Elementary School, chilled water piping is being installed as well as new ductwork. At High School South, installation of a sanitary line that is part of phase 1 has been moved to the spring. Work on High School South phase 2, building construction, is moving along quickly. The contractor has asked to start work inside so they are currently renovating the library and playhouse. Interior and exterior color selection will be taking place soon. They will soon start work on the main office and guidance area as well as the culinary arts area. At Grover Middle School, interior work continues with counter tops, cabinets and interior doors being installed. Courtyard paver work also continues. At Community Middle School, site work continues slowly; however, the construction of the building and interior renovation is moving along nicely. The exterior vertical construction is obvious with the interior work on the locker rooms and the front office in full swing. Movable furniture, interior and exterior color selections have taken place. Plans for the High School North dance studio and the Wicoff expansion are nearing the final review stage.

Energy Savings Improvement Program (ESIP) update. Staff shared that ESIP work at High School South has shifted to finishing up air handler work in the locker rooms and gym areas due to the anticipated return of winter athletics. The playhouse HVAC units are installed and the area is being vacated for the referendum work to begin. Commons 2 & 3 air handling units are installed and



work continues to get them operational. The combined heat and power unit is in place and will be connected. Work continues on the installation of controls and network integration. At High School North, work is beginning on the interior lighting retrofit. The exterior retrofit has occurred to support the food distribution program. Also, the plan is coming together and equipment will soon arrive for the HVAC upgrade in the HSN computer room. Emergency lighting installation continues at Millstone River. At Grover Middle School, the rooftop mechanical units were lifted into place this week. Graphic interface creation continues throughout the district for HVAC control. The solar project at Village Elementary School was connected to the utility over winter break. The solar connection at Grover Middle School was attempted, but due to a wiring error, did not occur.

Cafeteria - NSLP 2020 Equipment Grant – The District received notice that it was awarded a grant in the amount of \$31,000 for the purchase of three new ovens, two for HSS and one double oven for Grover Middle School. The cafeteria is running a \$26,000 deficit for the school year.

SREC sale. Staff shared with the Committee that the SREC auction that was to occur was cancelled due to a system failure at High School South during the past six months. A fuse was blown on the electric generation equipment, which did not allow the system to generate electricity to 100% capacity. The monitoring system also lost its programming during this time. The system at High School North had blown a fuse as well that did not allow the system to generate electricity. A new maintenance agreement has been procured to eliminate the possibility of this occurring again. There are approximately 50 SRECS to sell on the Spot Market.

2021-2022 Budget Progress. Staff shared that most administrators have input their budget into Systems 3000 for compilation and review. There have been various budget meetings with individual departments. The personnel portion of the budget is still being worked on. There has not been any recent news regarding State Aid. An updated Budget Calendar was shared with the Committee.

Proposed Committee Meeting Dates. The Committee reviewed and agreed to the proposed meeting dates for 2021. The meetings through June 30 have been added to the Board calendar.

Hybrid School Model update. Tuesday was the first day back to school, so there was not much to report. Winter athletics is set to return in a reduced capacity. The competitions will basically be between North and South with video provided for public viewing. The current hybrid model remains in effect. There is a slight increase in the total number of staff and students quarantined compared to prior to winter break. The district is reviewing options to increase the in-person days for certain students.

Other Business. A student videographer position may be needed to video athletic events this winter. This position does not exist on the current hourly rate chart so it will need to be added. The rate would be \$12 per hour. Some additional equipment may need to be purchased as well. The business office has been working on improvements to the student activities accounting and payment processes. The office is very close to piloting a new process and accounting software in several school buildings, which may begin next month.

**NEXT MEETING: Tuesday, February 16, 2021, TBD @ Virtual Meeting**

Topics for Next Meeting:

Review Agenda Items  
2021-2022 Budget  
Construction Updates

Future Topics:



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

**February 16, 2021  
Virtual Meeting  
3:30 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Michele Kaish Loi Moliga	<u>Administration Liaison:</u> David Aderhold Christopher Russo Derek Mead	<u>Guests/Public:</u>
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Review Agenda Items. The Committee reviewed the monthly financial reports. The District's financial position is trending favorably with respect to last year, which is mainly attributable to changes in spending due to the Pandemic. This trend is a good thing as it is expected there will be more one-time expenditures due to the pandemic prior to the start of school in September. The Committee reviewed several motions on the agenda for approval, including the revision of the amount of a transfer from capital reserve for the installation of bi-polar air ionizers as part of the ESIP, setting the auction date of the previously cancelled SREC auction, the disposal of some obsolete media equipment, and a teacher's virtual attendance at a workshop.

2021-2022 Budget Progress. Staff shared that meetings are taking place with budget managers and the District has a good picture of what the budget will look like for the 21-22 school year. State aid numbers will not be out until February 25. Initial reports indicate that the State received tax revenues substantially above their projections, so there is hope that State aid will be available. The budget calendar was shared with the Committee and has been updated with current events. The Board's Committees will meet on February 25 to further discuss the budget and meet again on March 2 to review the impacts of state aid.

Construction Updates. Staff provided updates on the following District construction:

Referendum Projects. Fire alarm installation design work continues for High School South and mobilization will begin for the Community Middle School very soon. Fire alarm installation at Millstone River is complete. HVAC work is moving along inside High School North with ductwork cleaning and installation of new equipment. There are still air handling units on the roof to be installed, but this work has been held-up due to the weather. Similar work is occurring at Millstone River. Final inspections are in progress for restroom renovations and security vestibule construction at various locations. Expansion and renovation work at High School South is in full swing. Steel is being erected in the block B area and renovation work is moving along quickly in the library and playhouse. Renovation work will start in the main office and guidance areas this week. Work will start in the culinary arts area very soon. Community Middle School work is moving along quickly. Block work and steel decking is happening in the Block D area and steel is being erected in the Block A area. Renovation work is occurring in the main office, cafeteria, and locker room areas as well as the auditorium. The High School North dance studio addition, library and culinary renovations bid has been advertised. Design and approval work continues for the Wicoff expansion. Elementary library renovation work is nearing the bidding stage.

Capital Projects. Work continues on the salt storage sheds.

Energy Savings Improvement Projects (ESIP). Work continues on the High School South HVAC equipment in the Science wing. The remaining work at South is coming to a close with final

communication and controls configuration occurring. At Dutch Neck, balancing of the HVAC system is being completed along with final controls and communication work. Work is complete at Community Middle School. At High School North, the equipment for the computer room is coming in this month and work will begin when all is on site. Also at High School North, the LED lighting retrofit is about 50% complete. The emergency lighting system work at Millstone River is coming to a close. Controls work at Town Center and Village is complete with final balancing taking place. Bi-polar air ionizer installation is complete except for the few HVAC air-handling units to be installed at High School North. The ionizers are installed in the unit ventilators in each classroom. The final utility hook-up at Grover Middle School is now complete and the installer is awaiting permitting for installation at additional schools.

Solar Renewable Energy Credit (SREC) Sale. The SREC sale for January was postponed due to an electric generation monitor failure, which caused a delay in acquiring our generation reports. We were able to fix those issues and now have the amount of electricity generated during the last six months needed to hold an auction to sell the Solar Renewable Energy Credits (SRECs).

Cafeteria. Food distribution is continuing as it has been since the pandemic started. The Community Middle School cafeteria supplies and utensils were cleaned-out along with equipment that can be repurposed in other cafeterias in the District. Renovation of the cafeteria, as part of the referendum, will start at Community Middle School on Monday.

Transportation. The District was recently notified that Rick Bus plans to not renew approximately fifty of our oldest routes with them. Over the past two years, the District has renewed about another fifty of our oldest routes with other vendors. These routes were bid when diesel fuel was approximately \$1.13 per gallon. Fuel is now over \$3 per gallon and rising, which is why the vendors do not want to renew them at the old rates.

COVID-19 Updates. Staff shared that athletics at the high school level will be limited to competition between the District's two high schools. The first basketball game was streamed last week with narration from staff and students. The Governor recently decided to allow parents to attend athletic events at 35% capacity or 150 attendees. The District will allow two tickets per student athlete; special circumstances will be reviewed, but must fit within the State's guidelines. Messages will be going out to athletes and their parents regarding the plans for the athletic department for the coming months. The District is reviewing what sports, if any, could be made available for middle schools. The District has begun the process of procuring very large tents for each of the District's high schools for the usual spring events such as performing arts performances like band, orchestra, choir, and plays, and student activities such as prom, and graduation ceremonies. The District is assuming the tents will be used steadily for activities for students over a 7-week rental period from May to the 3<sup>rd</sup> week in June. Some seniors have asked if they could attend in-person school on a daily basis. After much research into accommodating these students safely, the ones who asked to attend High School North were granted permission. At High School South, there was a greater number of students requesting a return to in-person learning. In order to accommodate them safely, attendance at South will be based on a schedule that will allow in-person attendance for these students to increase from 50% to closer to 70%. There is no guidance for the re-opening of school in the fall from the Department of Education, so administration is creating a schedule that will allow for a quick pivot if needed between full-time, hybrid and virtual.

Other Business. None.

**NEXT MEETING: Tuesday, March 16, 2021, 7:00 P.M. @ Virtual Meeting**

Topic for Next Meeting  
Review Agenda Items  
2021-2022 Budget  
Construction Updates

Future Topics:



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

**February 25 and March 2, 2021  
Virtual Meetings**

<u>BOE Committee:</u> Louisa Ho (Chair) Michele Kaish Loi Moliga	<u>Administration Liaison:</u> David Aderhold Christopher Russo Derek Mead	<u>Guests/Public:</u>
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**February 25, 2021 Budget meetings:**

On February 25, 2021, there were two meetings to discuss the 2021-2022 budget. Board members Dana Krug, Martin Whitfield, Louisa Ho and Loi Moliga attended the 3:30 pm meeting and Board members Michele Kaish, Anthony Fleres, Rachel Juliana and Louisa Ho attended the 7:00 pm meeting. Staff reported that the District received \$1,655,700 in state aid, which includes the \$779,851 that was not received in the 20-21 budget and an increase in the State Aid of \$875,000 for the 21-22 school year. Dr. Aderhold reviewed the State's budget for the funding of education and noted that state revenues came in much higher than expected due, in part, to an increase the amount of tax collected from alcohol sales, real estate transactions and estate transfers.

The group reviewed the following District budget stressors.

**Special Education**

Special education costs are increasing disproportionately with the budget as there are additional students entering the district due to new housing. Transportation costs are also increasing due to specific needs of special education students that are in out-of-district placements. We are actively reviewing the ability to provide more in-district services by either renting or buying additional education space. It is expected that there will be an increase in the number of special education students between the ages of 18 and 21 that remain in-district because of parent requests for an additional year due to the lack of job skills training due to Covid-19. The District administration supports this program, which has been difficult to provide due to the pandemic.

**Health Care**

The new State Educator Health Care plan (Chapter 44) will cost the District an additional \$400,000 in the 2020-2021 budget and an anticipated \$400,000 in the 2021-2022 budget.

**ESIP Startup**

There are two Energy Savings Improvement Program (ESIP) items in the budget. One is \$2.9 million for additional infrastructure that the program could not support out of savings. The second is the lease payment out of the General Fund of \$1.5 million.

**Technology**

Technology devices increased from grades 5-12 to grades K-12 due to the pandemic. The District had to purchase new devices and pull devices out of rooms to meet the needs of every student and staff member. Some of these devices are 6 years old. We have to refresh three grade levels for 2021-2022, which is one more than in previous years. In addition, Google is increasing their licensing fees and adding additional fees that will cost the district over \$100,000.

### **Buildings and Grounds**

Buildings & Grounds has approximately a \$900,000 increase for salaries, the second year of the ABM cleaning contract, and the loss of EDP funding. Because the EDP program requires additional facility services, a portion of the buildings and grounds budget is supported by revenue generated by the EDP Program. The EDP program has been generating some income to offset a portion of its expected operating loss due to the pandemic, but not enough to help offset buildings and grounds expenses.

The group reviewed budgeted staffing positions. The 2020-2021 budget contained positions that were held vacant due to budgetary uncertainties during the year. The 2021-2022 budget would re-establish three elementary positions and four support positions (reading intervention and basic skills) that were previously eliminated through a Reduction In Force (RIF). Additional special education specialists are also included in the 2021-2022 budget.

The group discussed the use of capital reserve for capital projects. The funds will be used to support additional HVAC repair and equipment replacement in the schools. There are also capital reserve funds earmarked to support the timing of the expenditures for the expansion at Wicoff and the renovation of the libraries included in the referendum.

The group discussed 2021-2022 budgeted appropriations and revenues.

### **Appropriations**

Staff explained that there is a budgeted increase of \$4 million in the areas of special education, transportation, technology, and salaries. If operational fixed costs are added in, such as insurances (health and liability), the custodial contract, and other contractual fixed costs, that increase is approximately \$5 million.

### **Banked Cap**

The cap on the general fund tax levy increase is 2 percent. In addition, district's may add "banked cap", which is the authority to request additional tax levy this year based on amounts not asked for in a prior year. The District has \$621,243 in banked cap available in 2021-2022 that will expire if not used, and \$392,265 of banked cap in 2022-2023. Using the \$621,243 of banked cap would allow the district to keep the tax levy increase to 2.37%, providing an increase in revenue of \$4,013,136. When you add the \$875,000 increase in State aid, the total revenue increase would be close to the \$5 million needed to cover the increase in costs for 2021-22. The district would save the remaining \$392,265 in banked cap for the 2022-2023 year.

### **Tax Levy**

The group discussed unforeseen expenses due to the pandemic. The committee characterized this as a "return to normal" budget. The Board members agreed to consider a 2.37 percent tax levy increase.

### **March 2, 2021 Budget meeting:**

Board member Robin Zovich joined the Finance Committee members. After reviewing feedback, the Committee agreed to proceed with the general fund tax levy increase of 2.37% for the 2021 – 2022 budget. These funds will assist the district with our "Return to Normal" budget and supports for students. Dr. Aderhold will present an overview of the budget to the school community next Tuesday as the Board of Education is required to adopt a tentative budget on March 9th. The tentative budget will then be submitted to the Executive County Superintendent for review and approval prior to the formal Board budget vote and adoption at the budget hearing in late April.

**NEXT MEETING: Tuesday, March 16, 2021, 7:00 P.M. @ Virtual Meeting**

Topic for Next Meeting

Review Agenda Items

2021-2022 Budget

Construction Updates

Future Topics:



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

**March 16, 2021  
Virtual Meeting  
7:00 P.M.**

<u>BOE Committee:</u> Louisa Ho (Chair) Michele Kaish Loi Moliga	<u>Administration Liaison:</u> David Aderhold Christopher Russo Derek Mead	<u>Guests/Public:</u> Dana Krug
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Review Agenda Items. The Committee reviewed the monthly financial reports. Staff shared that no accounts are over-expended and there are sufficient funds to complete the year. The budget is tracking similarly to last year with one slight difference due to the “lag” in the processing of health insurance claims since January 1. There were no responsive bidders for the March 16 bid opening for two large tents, one at South and one at North to accommodate normal student events that occur in the spring. Because the District advertised and conducted two bid openings with no results, purchasing laws allow the finance office to negotiate a price for the tents. The acknowledgement that no bids were received and negotiations will take place is on the agenda for approval. The HSN additions and renovations bid opening occurred and the bids were significantly over estimate. A motion is included on the Board agenda to reject all of the bids as they exceed the budgeted amount. Also on the agenda are motions for the use of NJ Cooperative Bids for the purchase of built-in classroom furniture and technology infrastructure equipment for the Community Middle School referendum project and communication and video safety equipment for the Grover Middle School referendum project. Also on the agenda is the approval of a change order, which will closeout one of the remaining contracts from the Maurice Hawk addition. Also included on the agenda are motions to approve the disposal of obsolete kitchen equipment and approve staff members’ virtual attendance at several workshops.

2021-2022 Budget updates. Staff shared that the 2021-2022 budget was submitted to the County Office for review. The calendar of budget activities was included in the Finance Committee’s information packet.

Construction Updates.

Capital Projects. Staff shared that construction of the Village salt storage shed continues with the installation of vinyl siding and electricity for lighting.

Referendum. Staff provided updates on the Referendum projects. Fire alarm replacement work is underway at Community Middle School. Planning is still underway for the work at High School South. At High School North, HVAC work continues with the installation of the rooftop units and connection to the ductwork inside the building. HVAC construction at Millstone

River continues with exterior ductwork fabrication on the roof and interior controller and valve replacement. Work has also started on the removal of old HVAC equipment. The addition at High School South is moving along quickly with steel erected, blockwork and metal decking installed, and concrete flooring poured. The renovations inside the building are moving along with work in the library and playhouse areas and demolition of the guidance and CST areas. At Grover Middle School, painting and door hardware is being installed as well as flooring. At Community Middle School, the site contractor has been installing storm inlets and conduit for wiring for parking lot lighting. The building expansion project continues with metal framing and blockwork construction in Block A. In Block D, the exterior walls are going up as well as the media center. Renovation continues in the administration area, PE office, girls' locker room, gym storage, classrooms, auditorium and kitchen. Roofing was installed in the administration area and gym. The plans for the Wicoff Addition are complete and will go through the Township review process again.

Energy Savings Improvement Projects (ESIP). Staff shared updates on Energy Savings Improvement Projects. At High School South, the science wing chiller is ready for start-up now that the weather is warmer. Most other projects at the school are complete with the balancing contractor on-site performing tests on newly installed equipment. Electric metering equipment still needs to be installed to segregate the new construction portion of the building for energy tracking and rebate purposes. Final punch list items are being reviewed along with training of staff on new equipment. The combined heat and power unit near the pool has control work, integration, and staff training to be completed. At Dutch Neck, controller integration work continues and system balancing and staff training is needed. Work at Community Middle School is near completion. Punch list items need to be reviewed and control systems need to be programmed. There is installation coordination work going on with existing equipment that ties into the new equipment. Electric meters still need to be installed in the areas of the addition for tracking and rebate purposes and the training of staff still needs to occur. Work on the computer room at High School North is underway with one unit installed and running. The second unit will be installed shortly. The lighting retrofit at North is 99% complete with work continuing at Grover Middle School on the retrofit. Punch list review and commissioning is occurring at Village and Town Center. Solar installation has started at High School North, High School South, and Maurice Hawk.

Cafeteria. As of the end of January 2021, Sodexo has donated \$59,423 in Sodexo employee hours to assist our nurses with Covid-19 related tasks. The cafeteria operation for the food distribution is running a deficit of \$41,520 as of the end of February.

Transportation. There is a bid opening on Wednesday, March 17, for the routes that did not receive bids at the last bid opening. There will be a walk-in item to accept the results of the bid opening.

COVID-19 Updates. The Committee discussed the concept of increasing in-person learning and the challenges associated with it. The District surveyed families regarding returning to in-person learning five days a week. Approximately 6,500 families responded and about 1,585 additional students want to attend fully in-person. Taking into consideration current hybrid and virtual students, the actual impact would be a daily increase of approximately 1,200 students. Bus capacity would have to be increased to 23 students with windows open and students wearing masks. Seat spacing in classrooms may have to be reduced based on rosters. For those classrooms having more than 12 students, students and teachers will be required to wear face shields and face masks. Each classroom will contain a HEPA air filtration unit as a supplement to the bi-polar ionizer in the HVAC system. Staff were surveyed and data showed approximately 50% of the

teaching staff were somewhere between having a shot scheduled and being fully vaccinated. The District sent out information asking if any staff member wanted assistance in setting up a vaccination appointment. Over 300 staff members responded and the District was able to accommodate all of them within days. Administration was notified that the District plans to move forward with increasing the number of students for in-person learning on April 12, 2021. Challenges may cause a staggered start between the April 12 and April 19.

Looking forward to the 2021-2022 school year, the District is looking to start school with schedules based on full-day in-person and full-day virtual, with the ability to pivot when needed. The District is looking at technology that would facilitate this concept. There are challenges associated with next school year, including how to safely provide meals. The Board will also be considering returning to in-person meetings as staff and students return.

Other Business. Staff shared that the previously postponed Solar Renewal Energy Credit (SREC) sale will take place on Wednesday March 17.

**NEXT MEETING: Tuesday, April 20, 2021, 3:30 P.M. @ Virtual Meeting**

Topic for Next Meeting

Review Agenda Items  
2021-2022 Budget  
Construction Updates

Future Topics:





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

**April 20, 2021  
Virtual Meeting  
3:30 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Michele Kaish Loi Moliga	<u>Administration Liaison:</u> David Aderhold Christopher Russo Derek Mead	<u>Guests/Public:</u>
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Review Agenda Items. Staff reviewed the budget hearing to be held at the upcoming Board meeting on April 27. The Committee reviewed the Finance section of the Board agenda. Staff shared the monthly reports and indicated that no lines are over-expended and there are sufficient funds to complete the year. The budget is tracking similarly to prior months with 4.98% reduction in total amount of the budget spent to date. The reduction is due primarily to self-funding health care and the lag in processing of monthly claims and holding positions vacant due to the reduction in state aid. There are several motions on the upcoming agenda for Referendum purchases, including state contract purchases of door controllers and communication devices, including installation, at Community Middle School and cooperative purchase agreements for audio, video, communication and science equipment for the Community Middle School and Grover Middle School. Also included is the cooperative purchase of 2,700 Dell Chromebooks as part of our technology refresh. Three change orders are included on the agenda, two for the Salt Storage Sheds, and one for the High School South Site Work. There is a motion to dispose of obsolete equipment. Transportation items make up a majority of the finance section of the agenda. There are motions to renew transportation contracts within the allowable Consumer Price Index increase of 1.69% for the 2021-2022 school year, a quote for a special education route, and various transportation jointures. Finally, there are requests for approval of several virtual workshops and conferences for staff members.

2021-2022 Budget Progress. Administration will meet with Plainsboro municipal officials next Tuesday to discuss the budget. Hard copy of the final budget calendar was shared with the Committee. The public hearing will be virtual and take place on April 27. The net taxable value of West Windsor decreased by more than \$37 million for the tax impact calculation. In addition, the value of the average assessed home went up by over \$1,200. These changes, that are out of the District's control, caused a slightly higher tax impact than if the value of the community had remained the same. Township officials shared that this should be a one -year issue as it is anticipated that the new housing coming on-line should offset the current year decrease in value.

Construction Updates.

Capital Projects. The salt sheds are nearing completion.

Referendum. Fire alarm replacement work is being closed out at Millstone River (MRES). Fire alarm work continues at Community Middle School (CMS) and is starting at High School South (HSS). HVAC work at High School North (HSN) continues with the connection and start-up of the rooftop units that have been put in place during the past two weeks. The controls are being configured to operate the units. At MRES, the installation of rooftop ductwork continues as well as configuration of the controls for the system. The renovation work at various schools including toilet rooms and security vestibules is complete with just final inspection for connection to the emergency generators to be completed. HSS expansion work continues with interior masonry walls being built in Block B along with roofing work over Block A. Renovation work continues in the guidance, playhouse and library areas. Underground plumbing work is being done in the life skills area. The Grover Middle School (GMS) referendum work is almost complete with stairwell railings and flooring work continuing. Low voltage electric work is wrapping up. Work at CMS is moving rapidly. Air barrier installation continues where metal framing is complete. Masonry finish work is complete around the gym area. Block work continues on the interior and exterior walls of the two-story portion of Block D. Renovation work continues in the administration area, PE office, girl's locker room, gym storage, classrooms 216/218, auditorium, kitchen, and orchestra and vocal classrooms. Site work continues in the parking lot area. At HSN, the dance studio expansion is out to bid. Bids were accepted for the library renovations this afternoon and will be reviewed prior to approval.

Energy Savings Improvement Program (ESIP). The majority of the projects are complete with commissioning, graphic interface programing, staff training and punch list review occurring. The solar installation continues at the Maurice Hawk, High School South, and High School North. These projects should be completed for a summer start-up. There will be an agenda item in May for a change order to the ESIP for the ERV (Energy Recycling Ventilator) replacement at Village and the various rooftop unit repairs at Grover Middle School as anticipated in the 2021-2022 budget under Capital Reserve Projects. The District still needs to approve a 2-year agreement, beyond the one-year warranty, to monitor the performance of the equipment to satisfy the final \$1.1 million rebate as part of the incentive program. The agreement may be on the Board agenda in May.

In-person learning update. The return of additional students to in-person instruction went well last week. We did have to quarantine the HSN Girls Lacrosse team due to a COVID situation. The teaching staff required for in-person instruction returned as required. Overall, the staff and administration appeared happy with the return of the students. The goal is to have graduation at the Cure Arena this June based on current NJ Department of Health Guidelines. Changes will have to be made to the normal procedures to allow for social distancing.

Other Business. There was a cyber-attack on the District recently. Our systems were able contain it before damage was done.

**NEXT MEETING: Tuesday, May 18, 2021, 3:30 P.M. @ Virtual Meeting**

Topic for Next Meeting  
Review Agenda Items  
Construction Updates

Future Topics:



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

**May 18, 2021  
Virtual Meeting  
3:30 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Michele Kaish Loi Moliga	<u>Administration Liaison:</u> David Aderhold Christopher Russo Derek Mead	<u>Guests/Public:</u> George Duthie, FVHD Stephen Schreyer, Jr., FVHD Dave Macken, New Road
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Review Agenda Items. The Committee reviewed the agenda items for the May 25 Board meeting. The professional service rates are mostly remaining the same, with only a few companies increasing their rates (Van Cleef and Edvocate). The liability and worker's compensation insurance renewals are included for approval as well as the acceptance of a safety grant for the purchase of automated external defibrillators (AEDs). Most of the finance portion of the agenda is the semi-annual renewal of the procurement list of cooperative purchasing agreements and state contract vendors. Other items for the May 25 meeting include the transfer of capital project interest income and transportation items. In the personnel section of the May 25 Board agenda will be the updated hourly rates for the 2021-2022 school year. The committee also discussed some items that are expected to be included on the June 8 Board meeting agenda, including the student accident insurance (no rate increase) and food service agreement renewals.

Construction Updates. Mr. George Duthie provided updates on referendum projects. Fire alarm installation continues at the Community Middle School (CMS) and High School South (HSS). HVAC work continues at High School North (HSN) with the tying in of various ductwork to the roof top units (RTUs) and energy recovery units (ERUs). The chilling system will be restarted shortly, just in time for warm weather. Supply chain issues have delayed this start-up. New RTUs and ERUs were placed on top of Millstone River Elementary School (MRES) this weekend and the tying-in of ductwork is happening this week. Controls work continues at both schools. At HSS, masonry blockwork, electrical work, and the construction of exterior and interior walls continues. The renovations at HSS continue with drywall being installed in the library and guidance areas. Plumbing, HVAC and electrical work continues throughout the renovation area. The Grover Middle School addition is all but complete. There is a hold-up with inspections due to NJDCA review. Onsite training on the mechanical equipment continues. The CMS project is flying along with brick and stone installation on exterior walls. Blockwork on interior walls in the new portion and renovation areas of the school continues. Window installation continues along with drywall finishing in the administration area. Prices for construction materials have spiked in the last 6-9 months. As a result, the latest bids for the HSN dance studio and the MRES and Dutch Neck libraries came in over budget. The committee discussed a path forward to reduce the effects of these trends.

Energy Savings Improvement Program. Staff provided an update on the energy savings improvement program (ESIP). Work is wrapping up with all of the ESIP projects. Controls work continues along with instruction of facilities staff on the operation of the new systems. The electric and gas meters still need to be installed on the new section of HSS. These are required for the last energy rebate. Lighting in HSS and HSN still needs to be completed but will be delayed due to use of the rooms. Supply chain issues held up delivery of this equipment originally. Installation of solar panels on the roof of HSS is nearing completion with connection to power service scheduled for early June. The installation of the final two arrays at HSN is delayed to allow the referendum HVAC contractor to complete their work. Installation at the other schools is complete with final connections being made.

Cafeteria (2021-2022). Staff provided updates on cafeteria issues for next year, including the food service renewal and possibility of no cost lunch for all students. The challenge for next year will be serving lunch in accordance with pandemic guidelines. Additional staff will be needed to support the food service operation next year, including lunchroom aides. Each building and grade level will need a specific plan.

Covid-19 Operations Update. Staff provided updates on the school response to the recent change in CDC guidance. The Governor has issued conflicting advice regarding the wearing of masks in public. The guidance conflicts with recommendations from the CDC to continue to wear masks on school grounds. The District sees the biggest conflict with outside events such as athletics and use of the tent at HSN for evening performances. The District is holding an on-site vaccination clinic for students that are of age. Many of our students are already vaccinated or have at least one shot. There will be in-person High School graduation ceremonies at the Cure Arena. We are working to stream this event as well as the graduation videos that will be aired later in the evening. Staff shared that there are many administrative vacancies that need to be filled. The committee discussed the return to in-person committee meetings.

Other Business. The Hourly Rate Chart was reviewed for the 2021-2022 school year. The minimum hourly salary will jump from \$12 to \$13 per hour in January 2022. In addition, there will be an increase in the substitute teacher rate as our current rates are no longer competitive.

**NEXT MEETING: Tuesday, June 15, 2021, 7:00 PM – Central Office**

Topic for Next Meeting  
Review Agenda Items  
Construction Updates

Future Topics:  
2020-2021 Audit



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

**June 15, 2021  
Central Office  
4:00 PM**

<u>BOE Committee:</u>	<u>Administration Liaison:</u>	<u>Guests/Public:</u>
Louisa Ho (Chair)	David Aderhold	
Michele Kaish	Christopher Russo	
Loi Moliga (Remote)	Derek Mead	

Review Agenda Items. The committee reviewed the monthly financial reports, which indicate there are sufficient funds to complete the year. This year's budget is tracking very similarly to last year's. Included on the agenda for this evening is a motion to transfer up to \$5,000,000 in available general fund balance into capital reserve for future facilities projects. There is also a motion to reject the Dutch Neck and Millstone River library renovation bids because they came in over budget. Also included on the agenda are two change orders, one for the HS South referendum project for the refinishing and repair of the existing playhouse folding partition and one for the ESIP for the generator automatic transfer switch for the generator at the board office.

Construction Updates. Staff provided updates on the status of referendum projects. New fire alarm system installation continues at Community Middle School (CMS) and High School South (HSS). HVAC work continues in High School North (HSN) with new duct installation, the tying-in of hot water piping, and controls work. At Millstone River Elementary School (MRES) exterior ductwork tie-in continues. Tie-in of electricity and water piping is coming to completion. Expansion at HSS continues with construction of interior and exterior walls, electrical and plumbing rough-ins, interior painting and exterior façade work. Floor preparation, painting, electrical wiring, and plumbing is being completed in the renovation areas. At CMS, exterior masonry continues in areas of expansion. Interior work continues with electrical, plumbing, drywall, and painting taking place in the areas of expansion and renovation. There will be a kick-off meeting for the HSN dance studio this week. Tri-Con, the site work contractor at CMS has been given notice of intent to remove them from the job due to not meeting work completion milestones.

Energy Savings Improvement Program (ESIP). Staff provided an update on the ESIP projects. Installation of mechanical equipment is complete with training of staff being scheduled. Installation of LED lighting in the two high school auditoriums will occur at the end of the school year. Inspection of the MRES's emergency lighting system needs to occur. Final interconnection of the HSS solar system to the utility power is scheduled for June 19<sup>th</sup>. Installation of the solar panels on HSN is on hold until the referendum HVAC contractor makes more progress.

Sale of Solar Renewable Energy Credits (SRECs). The district will sell SRECs on July 21, 2021. Since the last sale, we entered into a maintenance and monitoring contract for the equipment. The system was down at HSS for a week in May due to mechanical failure. The monitoring company notified the District immediately, diagnosed the problem and completed the repair.

American Rescue Plan Elementary and Secondary School Emergency Relief funds aka ARP ESSER funds. The Safe Return to School Plan is due by June 24. This plan only allows for 1,000 characters so it will be brief. The budget for the program is due by November 24. The District's allocation is \$2,037,924 and the funds must be spent by October 2024.

Cafeteria. Monday food service distribution will continue through the summer. Participation is averaging 725 students per week. The District has started planning for the re-opening of the cafeterias in the fall. At the current time, there is no guidance from the State for re-opening regarding social distancing. The cafeteria operation as of the end of May is running a \$47,782 deficit, which is better than expected. The food distribution would not work without the District volunteers. More than 200,000 breakfasts and 200,000 lunches have been served this school year.

Review Committee Dates. The Committee meeting dates for the second half of the year are planned for 7/19, 8/17, 9/14, 10/12, 11/9, and 12/7.

Pandemic Update. The Governor has conveyed that school will be in-person next year, however, has not specified what should happen with students that have symptoms or are sick. There will be some student activities in the summer such as visitations, ESL, Dual Language Immersion (DLI) and athletics. Most of Community Education will be virtual.

Other Business. There was no other business.

**NEXT MEETING: Monday, July 19, 2021, Central Office.**

Topic for Next Meeting  
Review Agenda Items  
Construction Updates

Future Topics: