



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

**July 18, 2023
Central Office
6:00 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Graelynn McKeown Shwetha Shetty	<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 agenda items for the July 25, 2023 Board meeting. The administration shared with the committee that the District has sufficient funds to complete the 23 fiscal year. There is a motion on the agenda to approve the student accident insurance program. No bids were received for the Town Center Sensory Playground installation so there is a motion to approve the administration’s negotiating with a qualified vendor to do the installation. There is also a motion to approve two music vendors to complete repairs to the District’s musical instruments. The resurfacing of High School South dance studio floor is on the agenda for approval as well the disposal of obsolete equipment. There is a motion to rescind a transportation contract and approval of other transportation bids. The final motion is for the approval of staff travel.

Year End/Audit: The business office staff is working on closing out the fiscal year. The auditors have not started their in-district work at this time.

Merit Goals: Administration plans to submit for achievement of a Merit Goal for financial reporting for the Assistant Superintendent of Finance. ASBO International, the certifying organization, is still behind in reviewing the financial reports that have been submitted to them from last fiscal year.

Transportation: We went out for bid for after school routes twice. We did not get bids that were acceptable for one route so we will now negotiate directly with the bus companies.

Food Service: There were 825 breakfasts served in June compared to 1,289 last month. The June 2019 pre-pandemic count was 1,120. There were 33,900 lunches served in June compared to last month’s 55,765. The 2019 pre-pandemic count was 43,700 for June. Sodexo has hired two more staff members for next September. The High School South’s new walk-in freezer’s infrastructure work is moving along. We have been notified that the walk-in box will arrive mid-August. There is \$146,000 left from the Supply Chain Assistance Funds available for the 23-24 school year. Starting this Fall, we will be offering breakfast in all of the elementary schools.

Construction Updates: Last week we installed the new electric service at Wicoff, as part of the Wicoff Phase 1 project. This involved shutting down the electric service temporarily. The second phase of the asbestos abatement for the HVAC portion of the Wicoff project is not needed. Only the first phase will occur next week. The Phase 2 renovation work at Wicoff is moving along with the completion of the porous pavement installation. The metal stud framing work continues in the media center along with completion of the underground plumbing and underground electrical work in that area. The HVAC ductwork has started in that area as well. The District has been notified that the RTU’s (roof top units) for the HVAC project have been delayed until October 2023. Work continues on the HVAC installation with controls being installed, ductwork and pipe insulation and the electricians are pulling wires for the first classroom units. The three soil borings through the Wicoff gym floor indicate that the water is not from the groundwater level. Further waterproofing of the gym walls will be the next step.

The work at both Dutch Neck and Millstone River libraries has been completed. The project is at the punchlist and closeout phase.

At Town Center the first library renovation meeting was held last week. Work will begin shortly. The sensory playground work has been out to bid two times and both times no one has submitted a bid. Administration will negotiate with the equipment provider to install the equipment.

Work at the High School North library and culinary arts lab continues and is mostly complete. Painting is all but complete and circulation desk and furniture installation will begin this week. The first job meeting was held for the replacement of the sanitary main at High School North.

The under slab plumbing for the High School South walk-in freezer has been completed and the freezer box delivery is expected mid-August.

Other Business: The administration approved a purchase from Dell totaling \$188,000 for equipment for an additional server farm for the technology department. The District sold 11 Solar Renewable Energy Credits on the Spot Market for \$212 each totaling \$2,332.

NEXT MEETING: Tuesday, August 15, 2023, 7:00 P.M. @ Central Office

Topic for Next Meeting

Review Agenda Items
2023-2024 Budget
Construction Updates

Future Topics:

Policy Updates



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

**August 23, 2023
Central Office
5:00 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Graelynn McKeown Shwetha Shetty	<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 and the administration affirmed that there is money to complete the year. There is a motion to authorize the business administrator to use competitive contracting to procure our Teachers Workshop professional development and a motion to award a negotiated agreement for food service equipment. There are two motions to approve change orders to reduce the amount of construction contracts by their unused allowance amount. There are several motions to approve the purchase of items using either State Contract or cooperative purchasing services. These purchases include two new PA systems and shelving for our media center renovations. There is a motion to dispose of obsolete equipment. There are various transportation motions on the agenda including rejecting some bids, approving some quotes and bids, and approving some jointures. Also included are the approval of some staff and board travel.

2022-2023 Year End/Audit: The business office rolled into the 23-24 fiscal year and the auditors are onsite performing the 22-23 annual audit.

Construction Updates:

High School North: The sanitary main contractor has completed their work and seeded all disturbed areas. The architect is finalizing permit drawings for some internal office alterations. A tennis court scope review meeting will be scheduled after the start of the school year. The Culinary Arts room contractor is working on punch list items and scheduling their final cleaning. The room passed final inspections and the District may move in. Trainings for District staff for the new kitchen equipment have been scheduled for the ovens, ranges, and dishwasher. A water heater will be added at the 3-compartment sink in the dish wash room. The contractor is also working on punch list items in the media center. The District has started to utilize the space. New Road's Commissioning Agent is reviewing the front-end graphics with the HVAC controls vendor.

High School South: The new walk in freezer installation is nearly complete. The new dance floor is scheduled to be installed the week of 8/28.

Town Center: The playground installation contractor is demolishing the existing asphalt surface. In the media center, installation of the new masonry walls is continuing and in-wall electrical rough in has been installed. Above-ceiling mechanical work is also underway. A carpet tile color meeting is scheduled.

Wicoff: For Phase 1, a breaker was installed on the generator. Land surveyors were on site last week but need to come back for more information. The HVAC balancing report was submitted and further adjustments to the system are needed. There was a power shut down for 2-3 hours on 8/18 to replace a conduit fitting on an electrical panel. For Phase 2, the media center carpet and shelving have been installed. The driveway concrete apron at Plainsboro Road has been poured, all bollards have been installed, and paving has been completed. Aluminum window framing is complete and glazing will be installed this week. The Hardie siding is complete and tiling in the toilet rooms should be completed shortly. The new roof top units are delayed and anticipated to be shipped in October. Nine classrooms have been turned over to the district for cleaning; 3 more classrooms will be turned over by the end of the week. All ductwork and piping has been completed and insulated. To address moisture issues at the gym, the design of a perimeter drain system, waterproofing membrane, and new storm water inlet structure have begun with work targeted to start in the fall.

Dutch Neck and Millstone River Media Centers: The security blinds and tamperproof receptacles for the circulation desks have been installed. The receptacle work is the last punch list item and code inspection item at Millstone.

Maurice Hawk, TC, and Village Media Centers: Shop drawings and permit applications are being assembled. A color selection meeting was held and a follow up color selection meeting will be scheduled once submittals have been received.

Summer Projects: At Maurice Hawk, the contractor for the new kitchen ovens is obtaining permits for the electrical work. The drainage basin reconstruction at HSN, GMS and MH is complete. The driveway repair at HSN and sidewalk concrete repair throughout the district are complete.

ESIP 2: Administration shared the concept of a second ESIP with the Administration and Facility Committee including additional solar arrays over parking lots. Their response was similar to the Finance Committee's with respect to location of these new arrays. The next step would be to enter into an addendum to the original contract that would commit the District and Schneider to move forward together. Included would be a "no turn-back" clause which essentially would say that the District would be committed make some form of payment for services completed after a certain amount of work was completed by Schneider if the District decided not to proceed with the ESIP. This is standard ESIP contractual language.

Transportation: There are several transportation quotes and jointures on the agenda for approval. The quoted routes will be put out to bid within 90 days. The original bid for these routes had to be rejected because one company did not receive an addendum so the routes were quoted to ensure transportation for the beginning of school.

Food Service: Sodexo is preparing for the opening of the new school year. A new oven is being installed at Maurice Hawk. A new freezer box is being installed at High School South. Most of the new equipment will be in place for the start of school. All of the elementary schools are ready for breakfast in the classroom. All serving locations now have new point of sale systems. Sodexo recently hired three new staff members.

Late Start Committee: The Committee received information about our transportation operation. Upon hearing this information, many questions were asked about moving start times less drastically. The Committee will further discuss bell schedules at their next meeting. Our transportation costs have increased by over seven million dollars since the 20-21 school year due to inflationary factors with our current tiered route system. Separating these tiers to provide later start times would substantially increase our costs further.

Full Day Kindergarten: The schools are ready for full-day kindergarten. Staff participated in professional development over the summer including how creative play can be built into the full-day schedule.

Enrollment: at this time of the year, enrollment is fluid.

NEXT MEETING: Tuesday, September 12, 2023, 7:00 P.M. @ Central Office

Topic for Next Meeting
Review Agenda Items
2022-2023 Audit Update
Construction Updates

Future Topics:
Policy Updates
2024-2025 Budget



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

**September 12, 2023
Central Office
7:00 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Graelynn McKeown Shwetha Shetty	<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 reports. The administration affirmed that there is money to complete the year and the year is tracking similarly to prior years. There is a motion to approve a winning bid for the HSN Ropes Course repair. There are change orders to our current construction projects on the agenda, two are for small increases and one is for a decrease to the contracts. There are obsolete equipment items on the agenda for disposal. There are quotes for transportation routes on the agenda for approval. There are motions on the agenda to approve travel as well.

Audit: The onsite portion of the audit is mostly complete. The audit continues with information being shared electronically. The auditor verbally commented that the records were in “great condition” and they were “moving along.”

Construction Updates:

High School North - The close-out documents are being completed for the sanitary main. The newly renovated library and culinary arts room are being used.

High School South - The new freezer in the kitchen has been stocked and is being used.

Village Elementary - Permits have been submitted to West Windsor for the media center renovations.

Maurice Hawk - Permits have been submitted to West Windsor for the media center renovations.

Town Center - The equipment is installed in the Sensory Playground, however, we are waiting for rubber ground surface to be poured, which is scheduled on a day the students are off in September. The library renovation is moving along with under slab electrical work progressing. Flooring and painting will begin shortly.

Wicoff - In Phase 1 of the construction project, the HVAC in the expansion, the re-balancing report has been submitted to the Township for review. This is the last remaining item for the final Certificate of Occupancy. In the Phase 2 portion of the construction project, the media center has been turned over to the District, the landscaping continues, teachers are using the new parking lot, gutters and downspouts have been installed, above ceiling inspections have occurred. The installation of flooring, plumbing fixtures and exterior aluminum doors has started. The HVAC portion of the renovations is at the substantial completion and punchlist phase.

School Opening/Transportation: The opening days of school felt similar to opening days prior to the COVID pandemic. With respect to transportation, all students returned safely to their homes relatively smoothly on the first day of school. Of course, there were delays and problems, but overall it was OK. There were AC issues at High School North, Community Middle School and Millstone River due to equipment failure. The problems were mostly localized problems. Stand-alone units were installed in classrooms where needed.

Food Service: In the first two days of the new school year, 186 breakfast meals and 3,719 lunch meals were served. The reimbursement rates from the Federal Government for breakfast have dropped by \$.02 per meal. The reimbursement for lunch has increased by \$.08. At the high schools, we have returned to the schedule where all students have lunch at the same time. Additional vending machines were added in anticipation of this and to reduce foot traffic through hallways during athletic events. Sodexo had four new staff members start the school year with two more coming on soon. Communication has continued with building principals regarding their buildings' staffing.

NEXT MEETING: Tuesday, October 10, 2023, 7:00 P.M. @ Central Office

Topic for Next Meeting
Review Agenda Items
2023-2024 Audit Update
Construction Updates

Future Topics:
Policy Updates



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

**October 10, 2023
Central Office
7:00 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Graelynn McKeown - <i>virtual</i> Shwetha Shetty	<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 and the administration affirmed that there are enough funds to complete the fiscal year. The Committee discussed the self-funded health care program and the renewal for the administrator and the re-insurer. There is a motion to allow the Community Enrichment Program to use competitive contracting to procure service vendors for the activities they provide. There are motions on the agenda for a change order for the Wicoff Phase 1 construction and cooperative purchases over the bid limit for facility, HVAC and technology improvements. Obsolete equipment is on the agenda for disposal. There are transportation motions to cancel quoted routes that were in place temporarily until bids were accepted. The bids have been accepted and the routes are in place. There is a motion to approve employee travel.

Construction Updates:

High School North - Alterations for the main office conference room continue. Warranty work on HVAC equipment is scheduled for completion.

Millstone River School - Warranty work on HVAC equipment is scheduled for completion.

Village Elementary - Some of the permitting for the media center renovations are complete. Materials are being ordered and fabricated for the ductwork that has been approved.

Maurice Hawk - Some of the permitting for the media center renovations are complete. Materials are being ordered and fabricated for the ductwork that has been approved.

Town Center – The sensory playground completion has been delayed due to inclement weather the last 3 weekends. The media center renovations continue with the painting of the walls. Materials that require fabrication to complete the renovation are expected to arrive early in November.

Wicoff - In Phase 2- The new rooftop HVAC equipment was installed on the roof of last week. The remaining shelving installation is being completed.

Audit Discussion: The onsite portion of the audit is complete. The audit continues with information being shared electronically.

Budget – Budget Calendar: Work has officially begun on the 2023-2024 budget with work on the debt service and the grants. The budget projection build is completed and will be released in November. The budget calendar was shared with the Committee.

Healthcare Discussion: The administration is looking to implement an additional feature to our health insurance program. Hinge Health is a proactive back and joint care program that provides analytical data and exercise programs for staff members that have received continuing medical care for these health issues. This program has a proven record of providing pain relief to those that fulfill the program that reduces the cost of future, more expensive medical care. Brown and Brown, our healthcare broker, recommends Zurich as reinsurers and Aetna as administrators because they provided the most cost-effective proposals.

Food Service: The new breakfast program at the elementary schools has significantly increased breakfast participation. There were 2,283 breakfasts served this September, up from 277 last year. Fifty-six percent of the breakfasts served are to students in the “Free” category. Both high schools returned to just one lunch period. There were 35,262 lunches served district-wide this September which is down from last year at 40,686. The number of “Free” meal students has increased by 40%. The number of “Reduced” students has increased by 23%. There are 2 students in the new category “Expanded Income Eligibility” which represents students in the 186 to 199 percent of poverty category. This category is exclusive to New Jersey. Sodexo has six new staff members this year and are adding an additional 2 members in the near future. The District has been notified it will receive an additional \$192,000 in Supply Chain Assistance Funds this year. Guidance and information on the grant period has not been released. Kiwi berries were served to students the week of September 25th as part of the NJ Farm to School Week. The week of October 2nd will include Asian pears, local apples and Butterhead lettuce. The week of October 9th will include cucumbers and Crimson red apples. During September, Send Hunger Packing provided 107 Shoprite gift cards in the amount of \$25 each, 101 went to elementary students and 6 went to secondary school students that are currently homeless.

Transportation: There are several transportation routes on the agenda to be cancelled as they were operating under quotes and these routes have been formally bid.

Other Business:

High School South - Solar inverter has suffered a catastrophic failure. New equipment will be needed to replace the outdated non-functioning inverter.

Student Activities/Athletics - Procedures and forms have been created and distributed District-wide to the schools that layout and standardize procedures to help each building administer their student activities accounts.

NEXT MEETING: Tuesday, November 7, 2023, 7:00 P.M. @ Central Office

Topic for Next Meeting

Review Agenda Items
2022-2023 Audit Update
Construction Updates

Future Topics:

Policy Updates
2024-2025 Budget



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

**November 7, 2023
Central Office
6:00 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Graelynn McKeown - Virtual Shwetha Shetty	<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 and the administration affirmed that there are enough funds to complete the fiscal year. The Committee reviewed agenda items for the upcoming Board meeting including: a change order to credit the unused allowance for the completed parking lot at 72 Grovers Mill Road, disposal of outdated equipment, transportation bus evacuation drills and route approvals, and professional development travel. In addition, the District received ROD grant money for the State share of previous capital projects.

Annual Health and Safety Evaluation Checklist: The annual health and safety checklists were completed and will be submitted to the County Office for their review.

Construction Updates:

High School North - The front office alterations are complete and passed inspections. Architect and engineer review of the tennis courts are underway to determine if the courts can be repaired or if demolition and rebuilding them is more cost effective.

Community Middle - Design work is underway for the installation of an emergency radio enhancement system. It is expected that bid documents will be ready for a December or January bid.

Town Center – The sensory playground is complete. The contractor is addressing Punch list items. The Media Center renovations are continuing after a short delay with the installation of the light fixtures and HVAC diffusers. We are still waiting for other material deliveries to continue work on the space.

Wicoff – Design work on the gym floor moisture remediation are underway. It is expected that the bid documents will be ready for a December or early January bid. The HVAC project continues with plans to finalize controls integration. The evacuation plan was submitted for Phase 1 of the Wicoff project. We are awaiting the final Certificate of Occupancy. The Wicoff Construction Phase 2 is coming to completion. We are waiting on the furniture vendor to deliver and install the remaining furniture.

Audit Discussion: The auditor can present his findings to the Finance Committee on December 5th and present to the entire Board on January 28.

Budget Calendar: The budget calendar was shared with the Committee.

Food Service: There were six additional meal-serving days in October as compared to September. The District served 3,235 breakfasts and 48,003 lunches in October. We have spent \$306K of the \$412K of the Supply Chain Assistance Funds, These funds must be used to purchase unprocessed or minimally processed domestic food products. For October National Farm to School Month, during the week of October 16, Asian pears, green bell peppers and Jimmy Nardello peppers were served. During the week of October 23, broccoli rabe, sweet potatoes, red bell peppers and carrots were served. To use some of the \$27,000 of the Local Food for Schools (Supply Chain Assistance Funds), Thanksgiving Meal Box's will be made for donation using food from local farms including: turkeys, sweet potatoes, cranberries, green beans and carrots. The food will be distributed to families that participate in Send Hunger Packing or similar programs that have been invited to sign up. Currently, we have 55 families that have asked for the meal boxes. Sodexo's staff along with High School North student groups will pack the boxes.

Transportation: Evacuation drills were performed in October. The Committee discussed the quotes for approval for daily student runs, athletic/activity runs, field trips and the cancellation of two quoted routes that are no longer needed.

Hourly Rate Chart: In January, the minimum wage will increase to \$15.13 per hour. The Committee reviewed the hourly rate chart for the remainder of the 23-24 school year, which includes the higher minimum wage.

NEXT MEETING: Tuesday, December 5, 2023, 6:00 P.M. @ Central Office

Topic for Next Meeting
Review Agenda Items
2022-2023 Audit Update
Construction Updates

Future Topics:



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

**December 5, 2023
Central Office
7:00 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Graelynn McKeown Shwetha Shetty	<u>Administration Liaison:</u> David Aderhold Christopher Russo Derek Mead	<u>Guests/Public:</u> Scott Clelland PKF O'Connor Davies
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1. **2022-2023 Annual Comprehensive Financial Report and Audit Findings Review** – Mr. Scott Clelland from PKF O'Conner Davies, the District's audit firm, made a presentation to the Finance Committee. He shared that the District is in a good financial position, the financial records are clean and there are no audit findings for FY 22-23.
2. **Review Agenda Items** – The Committee reviewed the financial reports for the month. The administration certified that there are funds to complete the year. There are motions for the following:
 - a. To authorize the submission of the District's 23-24 Health and Safety Evaluation of School Buildings Checklist Statement of Assurance form.
 - b. A small change order for the High School North Culinary Arts area and Media Center to close out the project.
 - c. Purchases using state contracts and cooperative pricing agreements.
 - d. To dispose of obsolete equipment.
 - e. To approve Transportation quotes for special education routes and field trips.
3. **Solar Renewable Energy Credits** – The District will sell the SRECs generated in the last six months. Parts to repair the High School South system should arrive this week.
4. **2024-2025 Budget Process and Updated Budget Calendar** – District administration has started meeting to discuss the 24-25 in earnest. Inflation will greatly impact the 24-25 annual budget. The budget calendar was reviewed.
5. **Construction Updates** –
 - a. The Wicoff HVAC improvement project is waiting on the contractor and Schneider Electric to agree to pricing on the final controls integration.
 - b. The Wicoff Phase 2 project is incurring the same issue. This phase of the project received its Temporary Certificate of Occupancy (TCO) this week.
 - c. The Media Center Renovations at Town Center continue with the renovations to the small group instruction areas. HVAC balancing has occurred as well. The contractor is waiting on light fixtures, casework and doors to be delivered for installation.
 - d. Demolition meetings for the Media Center Renovations at Maurice Hawk and Village Elementary School have begun. Asbestos abatement will occur over the winter break. Demolition at the Hawk library is scheduled to start over winter break.

6. **Cafeteria** –The number of breakfasts served year to date is up by 7,200 from last year to 8,377. This is due to breakfast being served at all schools. The number of lunches served year to date is down 2,758 from last year to 124,800. The number of “free” meals served year over year is up 16% to 258. The number of “reduced” meals served is up 20% to 61. More of the equipment that was purchased using the last two New Jersey Department of Agriculture grants and local cafeteria funds has been installed including a new steamer at High School South, a new refrigerator, warming unit and shelving at 72 Grovers Mill, two new milk coolers at Millstone River and new indoor folding tables, outdoor picnic tables and new outdoor bistro tables at High School North. We have spent \$342K of the \$412K Supply Chain Assistance Funds for foods that are locally grown or minimally processed foods. We expect to receive an additional \$192K in the 4th round of this grant once the grant application process opens. Of the \$27K Local Food for Schools (Supply Chain Assistance) Funds grant, the District spent \$3,781 on NJ Farm Fresh foods in October and \$7,366 was spent on Thanksgiving meals for families in need in our community. The foods were all grown in NJ. We had 40 families receive their Thanksgiving meal boxes. The remaining 15 meal boxes were donated to Mercer Street Friends.
7. **Transportation** – There are quotes on the agenda for special education transportation and class trips.
8. **Reorganization Meeting Review** – The Committee reviewed the draft agenda for the January 2nd meeting.
9. **Other Business** – N/A

NEXT MEETING: Tuesday, January 16, 2024 @ Central Office

Topic for Next Meeting
Review Agenda Items
Budget

Future Topics:
Impact of Recent Legislation
Policies



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

**January 16, 2024
Zoom
7:00 PM**

BOE Committee:

Louisa Ho (Chair) -*Absent*
Graelynn McKeown
Shwetha Shetty

Administration Liaison:

David Aderhold
Christopher Russo
Derek Mead

Guests/Public:

1. **Review Agenda Items** – The committee reviewed the financial reports for the month and administration certified that there are funds to complete the year. Administration has submitted a grant application to the NJ Department of Agriculture in the amount of \$81,959 for new kitchen equipment. There is a mutual release agreement with the Bennett Construction Company to complete the Community Middle School project. There are motions on the agenda to approve a purchase using capital reserve for additional furniture for the Maurice Hawk library project, a credit to capital reserve for the JVB Wicoff HVAC project, cooperative and state contract purchases for furniture for 72 Grovers Mill Road a cooperative purchase for a new hot water heater at Millstone River. Additional motions for approval include the disposal of obsolete equipment, additional transportation routes and staff professional development travel.
2. **Construction Updates** – The Wicoff HVAC controls installation and programming is taking place. Phase two of the Wicoff project is coming to completion with the installation of permanent lighting, installation and programming of HVAC controls, and completion of some punch-list items. At Town Center, the media center ceiling tiles are being installed, painting is being finished, and above ceiling inspections have been completed. Flooring installation should start this week and furniture installation will start on January 29. At Maurice Hawk and Village media centers, demolition is nearing completion. Materials and equipment for the renovation portion of the construction have arrived. Under non-referendum capital projects, bids have been advertised for the Wicoff gym floor moisture remediation project and the Community Middle School radio enhancement project. At 72 Grovers Mill Road, fixtures, classroom furnishings and equipment have been ordered.
3. **SREC Sale** – We have 117 SRECS to sell on February 14.

4. **Cafeteria** – Breakfast and lunch counts are starting to approach pre-pandemic numbers. This comparison is important because the High Schools have gone back to a unit lunch which affects the numbers. Lunches served in December 2019 were 40,929 and in December 2023, the number was 37,647 with one more serving day. Breakfast numbers in December 2019 were 719 meals served in grades 6-12. The number of breakfasts served in December 2023 was 2,405 served in grades K-12. The number of free meals are 12 percent. The number of reduced meals are up 30 percent. The number of breakfasts served in the elementary schools during the month of December increased by 104 per day. Of all the breakfasts served K-5, 76 percent went to students that qualify for free or reduced meals. We are still receiving delivery and installation of equipment from the two previous NJ Department of Agriculture grants. New milk coolers are arriving as well as additional lunch room tables. We have spent \$342K of the \$412K of the Supply Chain Assistance funds.
5. **2023-2024 Budget Progress, Updated Budget Calendar and BOE Retreat** – Administration has been meeting to discuss the 2024-2025 budget. An updated budget calendar was shared with the committee.
6. **Transportation** – There are quotes for transportation of regular and special education students.
7. **Potential Committee Meeting Dates/Times for 2024** – The Committee reviewed potential committee meeting dates for 2024.
8. **Other Business** – There was no other business discussed.

NEXT MEETING: Tuesday, February 13, 2024 @ Central Office

Topic for Next Meeting
Review Agenda Items
Budget

Future Topics:
Impact of Recent Legislation
Policies



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

February 13, 2024

Zoom

7:00 PM

<u>BOE Committee:</u> Louisa Ho (Chair) Graelynn McKeown Shwetha Shetty absent	<u>Administration Liaison:</u> David Aderhold absent Christopher Russo Derek Mead	<u>Guests/Public:</u>
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1. **Review Agenda Items** – The committee reviewed the financial reports for the month and the administration certified that there are enough funds to complete the year. The annual audit will be presented by the District’s audit firm for acceptance. There is a motion to approve the current auditor PKF O’Conner Davies to perform the 23-24 annual school audit at the completion of this fiscal year. The District is adding three copiers to its total for areas in need of a copier. A small change order is needed to be approved to close out the Pool Bubble Replacement project. There are several quoted bus routes on the agenda to be cancelled. Per State Statute, these same routes were placed out to bid and awarded formally at the last Board meeting. Several more routes are on the agenda for approval for school activities. Administration and Board travel is on the agenda for upcoming professional development.
2. **2024-2025 Budget Progress/Updated Budget Calendar** – The administration shared that work continues on the budget. The administration is still reviewing appropriation numbers as the appropriations must meet the anticipated revenue. Revenue numbers will not be known until the last Thursday in February which is more than two weeks away. The Central office team has a meeting scheduled tomorrow to dig into the numbers further as a group. The committee and board will be updated several more times prior to the Board’s vote to submit the Tentative Budget to the County Office on March 19th.
3. **Construction Updates** –
 - a. Phase 2 of the Wicoff expansion and renovation project is at the HVAC controls phase as is the separate Wicoff HVAC project. Close-out documents are being created by both contractors.
 - b. Final building and electrical inspections have occurred at the Town Center Library renovation project. Plumbing inspection will be scheduled after a stuck valve is replaced which will allow the final plumbing work to occur.
 - c. Work continues on the Maurice Hawk and Village Elementary School Library renovation projects with installation of plumbing and HVAC and patching of the concrete slab. Replacement of faulty hot water valves will occur when students are not in session. The new roof top units are expected to ship next week.
 - d. Bids were accepted for the Community Middle School Emergency Radio Enhancement Project last week. They are currently being reviewed by the Board’s attorney.

4. **Cafeteria** –

- a. The Food Service Management Company Request for Proposals (FMSC RFP) information is expected any day. The Department of Agriculture Food Service Update workshop that was scheduled several weeks ago was rescheduled due to snow. The State’s forms must be used when putting out an RFP and the NJ Department of Agriculture must review the document prior to advertisement.
- b. The NJ Department of Agriculture conducted an Administrative Review of our food service program January 2nd -8th. They commented that we were doing a “fine job” but as with all administrative reviews there will be a few findings to be corrected.
- c. The number of breakfasts served during the month of January was up from pre pandemic (January 2020) numbers by 1,493 to 2,602. The number of lunches served decreased by 16,429 to 43,152 comparing the same time periods. High School North has begun serving Halal meals as of January and High School South will begin in February. Sodexo had two (2) new staff members that started in January. The new gas range for Village that was purchased with Federal Grant money was installed in January. More equipment still needs to be installed and more has been purchased using Federal grants. We have now spent 100% of the Supply Chain Assistance Funds on foods that meet the minimally processed criteria. The elementary breakfast in the classroom program has seen an increase of 100 per day over the previous month’s numbers. A hot breakfast will be offered 3 days per week starting in March. Sodexo has partnered with Nutrislice for its on-line meal ordering platform. The roll-out started this month.

5. **Transportation** – Transportation was discussed during section 1 (Review Agenda Items).

6. **Other Business** – N/A

NEXT MEETING: Tuesday, March 12, 2024 @ Central Office

Topic for Next Meeting

Review Agenda Items

2024-2025 Budget

Construction Updates

Future Topics:



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

March 12, 2024

Zoom

7:00 PM

<u>BOE Committee:</u> Louisa Ho (Chair) Abesnt Graelynn McKeown Shwetha Shetty	<u>Administration Liaison:</u> David Aderhold Christopher Russo Derek Mead	<u>Guests/Public:</u>
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1. **Review Agenda Items** – The Committee reviewed the financial reports for the month, confirming no over expenditure and sufficient funds for the year. There is a resolution for the 23-24 Tentative Budget Submission to the County Office of Education. A motion is proposed for a cooperative purchase utilizing ESCNJ. Further motions are suggested for cooperative purchases exceeding the bid limit for technology to equip the newly renovated media centers. Additionally, a change order is proposed to conclude the HSS renovation project, resulting in a reduction of the total cost. Furthermore, there are seven Regular Operating Districts (ROD) grant closeouts on the agenda awaiting approval. Another motion is on the agenda for the disposal of obsolete equipment. Lastly, motions for approval of to-and-from school routes, activity routes, and a transportation jointure with a neighboring district are also included.
2. **Final Budget Calendar** – After state aid was received and the final piece of the software received, a tentative budget will be ready for Board approval on March 19th.
3. **ESIP 2** – Administration met with Schneider Electric representatives to initiate the second Energy Savings Improvement Program (ESIP). Engineers from Schneider were on-hand to start the Investment Grade Audit scope of work.
4. **Construction Updates** –
 - **Wicoff Elementary School:** Referendum projects are beginning to close. The HVAC project is currently at the controls integration phase, which coincides with phase two. Simultaneously, for phase one, the District is addressing comments from the Township’s Fire Marshal. Additionally, bids were received for moisture remediation at J.V.B. Wicoff Elementary School, and they were within budget.
 - **Town Center Elementary School:** Punch list work in the Library nearing completion.
 - **Maurice Hawk Elementary School:** The Media Center construction is still moving along. The new footings have been installed and the concrete pad has been patched. The new structural steel and curb work must be completed, as the rooftop RTU is being shipped from the manufacturer, ensuring it can be lifted in place during spring break.

- Village Elementary School: The Media Center construction is still moving along. New masonry walls are almost complete. Once completed, the ceiling grid will be painted.
 - Community Middle School: The first job meeting for the Emergency Radio Enhancement System project has taken place. Work will start shortly.
5. **Cafeteria** – The Request for Proposals (RFP) for a Food Service Management Company (FSMC) has been approved by the Department of Agriculture. Proposals will be received on May 7, 2024. The RFP will be for a Cost Reimbursable contract. Breakfast sales continue to increase with 3,059 served in February, up 457 from January with one less serving day. The number of lunches dropped by 575 during the same period to 42,577. District-wide, from February 2023 to February 2024 the number of Free, Reduced and NJ Income Eligible rose by 20 students, from 307 to 327. All secondary schools are offering Halal menu items. Sodexo opened the serving line in Community Middle School’s extended commons with the hiring of two additional staff. A second line was also opened in Grover. The lines rotate between a pasta bar and Mexican bar on a daily basis. The District is using the second batch of Supply Chain Assistance Funds with \$453K of \$621K allocation spent. Sodexo is offering a hot breakfast in the elementary schools 3 days per week. They are serving on the average an additional 115 breakfasts per day from the prior month. Seventy-five percent of the meals are served to students approved for Free, Reduced or NJ Income Eligible meal.
 6. **Transportation** – Administration shared recently quoted routes for home-to-school and activities. There is also one new jointure for this agenda.
 7. **Facility Grants** – Administration submitted two grants for facility improvement projects. The Local Recreation Improvement Grant, for \$95,850, is for a portion of the Town Center playground. The School Development Authority (SDA), for \$219,061, is for emergent and capital needs projects in school districts. These funds will be going towards the cost for the sanitary main replacement at High School North as well as the emergency public announcement system replacement at High School North and Wicoff.
 8. **Other Business** – N/A

NEXT MEETING: Tuesday, April 16, 2024 @ Central Office

Topic for Next Meeting
 Review Agenda Items
 Construction Updates

Future Topics:



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

**April 16, 2024
Central Office
7:00 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Graelynn McKeown Shwetha Shetty	<u>Administration Liaison:</u> David Aderhold Christopher Russo Derek Mead	<u>Guests/Public:</u>
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1. **Review Agenda Items** –The administration certified that there are enough funds to complete the year. Additionally, there are motions on the agenda for the approval of athletic supply bids through the Ed-Data Cooperative Pricing System, as well as for the disposition of obsolete equipment and the approval of participating in various transportation agreements/jointures for the 24-25 school year. Another motion on the agenda pertains to approving staff travel.
2. **2024-2025 Budget Discussion** – The 2024 budget has received approval from the County Office and will be advertised on or about April 22nd. The hearing on the Budget for final approval is scheduled to take place on April 30th.
3. **Construction Updates** –
Referendum Projects:
 - Wicoff Phase 1 has been successfully closed out, while Wicoff Phase 2 is awaiting final electrical inspection. The controls integration for Phase 2 and the Wicoff HVAC project have reached substantial completion. District staff were trained on these systems last week.
 - The Media Center Renovations at Town Center are now complete.
 - At Village Elementary School, Media Center Renovations are ongoing, with work above the ceiling grid nearly finished. Display boards have been hung on the walls, painting is nearly complete, and installation of casework and flooring is expected in the coming weeks.
 - Maurice Hawk Elementary School's Media Center Renovations are progressing, with work on the masonry walls nearing completion. HVAC ductwork and unit ventilators are currently being installed. Drywall installation will commence soon on the framed walls and soffits.Capital Projects:
 - The first pre-construction meeting for the Wicoff Moisture Remediation Project has been conducted, and work is scheduled to commence on June 24, 2024.
 - The first pre-construction meeting for the Emergency Radio Enhancement Project at Community Middle School has taken place, with permit applications currently being submitted.
 - Classroom furniture for 72 Grovers Mill Road is expected to arrive in the coming weeks.

4. **Cafeteria** –

- The Request for Proposals has been advertised, with a pre-proposal meeting scheduled for interested Food Service Management Companies (FSMC) on April 18th. Proposals are due by May 7, 2024.
- Following our New Jersey Department of Agriculture (NJDA) Administrative Review, the district is required to reimburse the NJDA \$1,802.62 for findings related to "Certification, Benefit Issuance, and Verifications." Corrective Actions have been submitted, approved, and implemented, and overall, the reviewers were "very pleased" with the District's operations.
- In March 2024, there were two fewer serving days. Breakfasts served decreased by 425, totaling 2,634 in March compared to 3,059 in February. Lunches served decreased by 4,417, totaling 38,160 in March compared to 42,577 in February.
- All schools are now offering Halal menu items.
- The new walk-in refrigerator/freezers for Town Center, Village, and Millstone River Elementary Schools are being scheduled for installation during the summer of 2024.
- Of the \$621K Supply Chain Assistance Funds, \$499K have been allocated to purchase foods meeting the minimally processed criteria. Additionally, \$16,709 of the \$27K Local Foods for Schools Funds have been spent thus far. The deadline for allocating these funds has been extended to March 2025.

5. **Transportation** – N/A

6. **Other Business** – N/A

NEXT MEETING: Tuesday, May 21, 2024 @ Central Office

Topic for Next Meeting
Review Agenda Items
Construction Updates

Future Topics: