



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

**July 19, 2021
Central Office
7:00 PM**

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

Review Agenda Items. The committee reviewed the monthly financial reports and the administration certified that there is enough money to complete the fiscal year. There are motions to approve co-op purchases for software licenses districtwide and communication system installation in renovated areas of CMS. Bids for the first stage of the Wicoff expansion are due on 7/20/21. There are change orders on the agenda for referendum projects including renovations at various schools, Community Middle School (CMS) site-work, and one to close out the ADA sidewalk at Town Center. Also included on the agenda are the disposal of obsolete equipment, approval of professional development, and quotes for transportation routes that will need to be bid at the end of the 90-day period.

2020-2021 End of Year Roll Over & Audit. Roll over into the 2021-22 school year will occur on Wednesday of this week. The auditors were in for a week for preliminary work. They will return next week to continue their work.

Solar Renewable Energy Credits (SRECs). There are 148 SRECS to be sold on 7/21/21.

Construction Updates.

Referendum Projects: Fire alarm installation continues at CMS and at HSS. At HSN, HVAC work continues with the tying in of the ductwork to the air-handling units. Pipe fitters are installing hot and cold water lines. Classroom controls installation continues. The HVAC work at MRES continues with the insulation of the chilled water piping. Interior and exterior masonry wall construction continues at the HSS expansion. Ductwork, plumbing, sprinkler and electrical rough-in work continues. Interior renovation work continues with ceiling grid, light fixtures, HVAC diffusers and casework installation in the guidance and library areas. CMS site-work construction is moving along quite rapidly with the removal of Tri-con and Bennett's assumption of the responsibility to complete the work. Vollers is working on the project as Bennett's subcontractor. On the agenda is a motion to approve the \$2.9 million change order for Bennett to complete the site-work. Exterior masonry work is coming to completion on the expansion portion of the project. Renovation work continues in the auditorium, kitchen, gym storage, gym locker room, PE office, nurse's office, extended commons, weight room, fitness area and administration area. At HSN, the dance studio expansion is preparing to start with the contractor making submittals for approval. Bids for the first phase of the expansion at Wicoff are due 7/20. At GMS, we are still waiting on final approval of the fire alarm system. Approval is being held up at the State level. This approval is needed to get the new wing ready for the school year.

Summer Projects: 2020-21 school year projects are complete

ESIP Projects: Schneider Electric is finishing up lighting in the HSS auditorium. They are finalizing the technological interface for the HVAC controls. The installation of solar panels is complete as well except for HSN where there is a delay due to the completion of the referendum HVAC work. New Roads Construction has reached out to Schneider Electric to get pricing for the installation of bipolar air ionizers in the new HVAC equipment in Community Middle School and High School South. The District is working with Schneider to finalize pricing for a change order to the ESIP for the installation of a cooling tower at Village School and a chiller at Town Center. Both projects were part of the Statement of Purpose during budget time for use of capital reserve funds.

Transportation. West Windsor Township has reached-out to the District to see if we could provide transportation services for the senior center. We are investigating contractual and insurance requirements.

Food Service. We are preparing for the return to school. We will need additional tables in several of the schools to serve students and provide for adequate spacing between students. At the high school levels, there will be two lunch periods and tables will have to be spread further down the halls and/or into the libraries to accommodate all students.

School Reopening. District administration is working on the fall 2021 school reopening plan. The district is reviewing information regarding a vaccination requirement. The District is also reviewing guidance on masking requirements. There may be different requirements at different grade levels. The District will most likely require temperature checks each morning. Instructional hurdles will be providing instruction to students that are precluded from class due to a positive COVID test.

Other Business. Our Long Range Facilities Plan (LRFP) may need re-approving. Through the application process for Securing Our Children's Future Bond Act, School Security Grants the administration was notified that it might have to have the LRFP re-approved.

NEXT MEETING: Tuesday, August 24, 2021, Central Office, Time TBD.

Topic for Next Meeting

Review Agenda Items

Construction Updates

Transportation

School Reopening

Future Topics:

2020-2021 Audit



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

**August 24, 2021
Central Office
7:00 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 statements. The committee discussed the Wicoff bid opening and the use of capital reserve funds as designated in the annual budget to supplement the referendum funds. On the agenda for approval this evening are several change orders. Two change orders are for the referendum projects - one is to renovate the nurse's suite in HS South and the other is to upgrade to quarry tile in the kitchen at Community MS. The change orders for the Energy Savings Improvement Program (ESIP) are for further ventilation improvements, including a new cooling tower at Village, replacement of additional HVAC units at Dutch Neck, installation of a new Magnetic Bearing Chiller at Town Center, and the installation of bi-polar air ionizers in the expansion areas of Community MS and HS South. No bids were received for a recent time and materials boiler maintenance bid. Other motions on the agenda include submitting the plans for the Wicoff expansion to the State for their final approval, disposing of obsolete equipment throughout the District, approving additional transportation routes for special education, and authorizing travel and related expenses for professional development.

2020-2021 Year End. The audit continues and is going well. The administration met with the auditor to discuss the self-insured health benefit program and the funds available to meet that reserve.

Construction Updates

Summer Projects. The District purchased 40 water refill stations that are being installed. New flooring, both carpet and vinyl composite tile (VCT), is being installed in various classrooms and hallways at Millstone River, Dutch Neck, Village, and the Wicoff Annex. Renovation of a HS North classroom for the special education program has taken place. New flooring and stairwell treads have been installed in the stairwells in HS South. Various classrooms are being painted. The District is awaiting a new playground for Millstone River and will be procuring new playgrounds for Dutch Neck and Village. Sidewalk and curbing repairs have taken place at Grover MS, Dutch Neck, Transportation, Town Center and HS South. Main gym floor sanding and painting is taking place at HS South. New bleachers for Grover MS and Village have been ordered

and are expected to arrive in October. New window shades have been installed in the Dutch Neck cafeteria, Millstone River, and Wicoff.

Referendum Projects. Fire alarm projects in Community MS and HS South are continuing in preparation for final inspection. HVAC work at HS North continues with the placement of the final roof top units (RTU's) and installation of piping and ductwork. Ductwork to two of the units is being delayed due to supply chain issues. At Millstone River, HVAC interior ductwork and plumbing installation continues. Testing and balancing of the new systems has started. There have been unit ventilator motor issues due to new controls. This issue is being worked on currently. Additional supports are being installed for one of the RTU's for additional stability while we are waiting for additional ductwork materials to arrive. At HS South, in the addition sections, installation of windows and external sheathing continues as well as the construction of internal walls. Where the building is being renovated, casework and ceiling tiles are being installed. Final inspections occurred at Grover MS, so the final cleaning and move-in process has started. The topcoat of asphalt has been applied to the existing teacher's parking lot a Community MS and concrete sidewalks have been poured. Excavation of the front drive loops continues with the hauling of dirt to the mound behind Millstone River. In the renovation areas, casework, VCT, and carpet tile installation continues. The new gym floor is being prepped for installation. Renovation continues in the weight room, kitchen, fitness center, and gym storage. Work on the new HS North dance studio will begin in the coming weeks. After confirming with bond counsel, general counsel and the auditor regarding the use of capital reserve funds as described in the annual budget to supplement the referendum, administration has recommended that we award the Wicoff expansion bid.

ESIP Projects. The projects are wrapping up in District with punch list items, programing and commissioning. The combined heat and power (CHP) at HS South is awaiting final inspection. Minor repairs have been made to a few pieces of equipment that required repair. Some HVAC equipment at HS South and Community MS was shut down to reduce wear and tear on the new equipment due to dust from the referendum expansion projects. The equipment was restarted when the dusty work was completed. Condensation was found on some of the HVAC piping and, upon investigation, there were doors open for construction that led to this condition. All solar panel installation is complete with final inspection needed for the HS North equipment. There are change orders on the agenda to do additional HVAC improvements.

Transportation. At this time, all outsourced routes are covered by subcontractors and District serviced routes have drivers.

Food Service. The Food Service Director has resigned. Her last day will be December 22. The freezer boxes at Dutch Neck and Village Elementary Schools are in need of replacement. Prices are being sought and the work will be completed during the school year.

School Reopening Plan. Dr. Aderhold's back to school video was released. The administration has received minimal calls regarding expected protocols. The State has shared expectations regarding a very limited use of virtual learning for students with medical needs. The administration has a process in place to review medical requests. The District's doctor will review these requests as well. The Governor has released the State's vaccine mandate. If an employee is not vaccinated, they will be subject to weekly COVID testing. We have a very limited number of substitute teachers for the return to school.

Merit Goals. Dr. Russo has obtained his goal for the 2020-21 school year with the acceptance of the Certificate of Excellence award from ASBO International. There is a motion on the agenda to approve submission of his 2021-22 goal to the County Office for approval.

NEXT MEETING: Tuesday, September 14, 2021 @ Central Office Meeting

Topic for Next Meeting

Review Agenda Items

2020-2021 Audit

Construction Updates

Future Topics:

Impact of Recent Legislation

Policies



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

**September 14, 2021
Central Office
7:00 PM**

BOE Committee:

Louisa Ho (Chair)
Michele Kaish
Loi Moliga

Administration Liaison:

David Aderhold
Christopher Russo
Derek Mead

Guests/Public:

Review of School Reopening. Staff reported that there were challenges with school reopening similar to other school years. There were some particular transportation challenges; every student arrived home safely, but not necessarily on time. The first day of school was the first day that many students were in their new building. Many students needed directions to class, etc. District administration has seen many mental health challenges in the first week. There were COVID issues in one school building mostly from outside activities. This event required the administration to contact trace all involved and led to the quarantining of individuals. The District has applied for a grant to support our staff COVID testing and possibly implement a student-testing program, but the rules are very unclear at this point. There are staff vacancies that need to be filled and a shortage of substitute teachers.

Review Agenda Items. The Committee reviewed the monthly financial reports. The budget is tracking very similarly to prior years with sufficient money to complete the year. There are motions on the agenda to approve a donation from the Princeton Theological Seminary, dispose of obsolete equipment that has met its life expectancy, and approve a student transportation contract. Also on the agenda are motions to approve change orders for construction projects of small dollar amounts for items such as additional or replacement wiring, a stainless steel counter, and obtaining construction drawings signed by a registered engineer for bleacher replacement.

2020-2021 Audit. The audit process is continuing and is going well.

Construction Updates.

Summer Projects. New locks and keying continues in the older portion of Community MS. The Town Center chiller and Village cooling tower, which are part of a change order to the ESIP funded through capital reserve, have not started yet as we are waiting on equipment. The new bleachers for Grover Middle School and Village Elementary School are expected to be delivered in October. A plan is being put in place to complete repairs on several roof leaks in various buildings. : We have completed the replacement of concrete curbing at several buildings. We have replaced old and damaged carpeting with Vinyl Composite Tile (VCT) in some areas of the District.

Referendum.

Fire alarm work continues in CMS and HSS.

HVAC work continues at HSN and all units are up and running. Controls and balancing work has begun. HVAC work continues at MRS as well. The rooftop units are all up and running. A blockage of cold water to the unit ventilators was found in A-wing and work is being done to remediate the problem. Stand-alone air-conditioners have been placed in those rooms. Fresh air is being supplied by the rooftop dedicated outside air system (DOAS). A complete and thorough flushing of the water system will occur because of the blockage. Unit ventilator motors that have been blowing fuses are being reviewed for motor replacement. There is a large supply of fuses on-hand if needed.

Expansion work continues at HSS with closing in of the expansion and improving of areas already closed-in. There have been issues with condensate from sweaty pipes so a contractor has been called in to insulate the plumbing in question. There were roof and skylight leaks that have been addressed. The guidance area, library and early childhood rooms have been turned over to the District. The playhouse and culinary lab should be turned over in the coming weeks.

Work on the Community Middle School Continues with the gym floor installation. The pouring of sidewalks and sign installation is occurring. The topcoat of paving will be applied over the next weekend and the section that meets Grover's Mill road will occur in an evening in October as per the request of the Township. The cafeteria, renovated offices, nurses' station and classrooms were turned over to the District. Work continues on the auditorium and the expansion. Leaks found in the skylights and roof have been addressed. One additional change order is needed to complete the CMS site work.

A contractor has been called into to complete the keying and installation of locks for CMS, HSS and GMS.

Grover is still awaiting its Certificate of Occupancy (CO), as the building is currently open on a Temporary Certificate (TCO).

Preliminary excavation for the HSN expansion has begun.

ESIP. The start-up of the combined heat and power system at HSS will occur this week. This project is mostly complete. District staff were trained on the controls for the equipment. Some final software work and commissioning continues. Work remaining includes the installation of sub-metering for gas at HSS due to the expansion. This will occur in conjunction with the connections required for the referendum. Some district-wide repair work is occurring on installed equipment. The District is waiting on final inspections for the solar project at HSN, HSS and Maurice Hawk and that project is complete.

Cafeteria. The "grab and go" process has been successful for the start of school. Meals served have gone up by approximately 38% daily. Prior to COVID, the District averaged 2,800 meals served per day with a peak of 3,100. On Thursday, the second day of school, the District served 3,996 meals and serve 4,300 meals on Friday. As of Tuesday, the District was averaging 4,535 meals served daily. Some students are bringing their lunch and getting one from the District as well. There have been parental concerns over food allergies and the reduced meal choices. Concerns and questions are being addressed as they are received. The District received \$11,487 from the Department of Agriculture to offset additional costs due to COVID. Moving forward, there are concerns regarding shortages of delivery drivers and food containers.

Transportation. The opening of school has had many challenges but the good news is that all students arrived home safely each day. There have been delays and confusion as there always is until the routes “settle-in”. On Monday, the District experienced two bus breakdowns and several vendors’ buses broke down.

Other Business. None.

NEXT MEETING: Tuesday, October 12, 2021, @ Central Office

Topic for Next Meeting

Review Agenda Items
Construction Projects
2020-2021 Audit/CAFR

Future Topics:

Impact of Recent Legislation
Budget
Policies
Healthcare Renewal



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

**October 12, 2021
Central Office
7:00 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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Audit Discussion. The audit continues. It is anticipated that the State's acceptance date will be delayed because the State has not yet provided information to complete certain financial schedules needed to complete the audit.

Review Agenda Items. The Committee reviewed the monthly financial reports. There is a motion on the agenda to establish a petty cash account for Special Services for \$1,500 for expenses related to providing real-world experiences for the students. Another motion will amend the Referendum Construction Manager agreement to reflect the current staffing demands. ABM, our cleaning contractor, requested an amendment to their contract due to the increase in the square footage required to be cleaned due to the referendum expansion. There is a motion to approve this change. Also on the agenda are motions to approve a change order to the HSS Phase 1 contract for additional work that was required and to dispose of obsolete equipment.

2022-2023 Budget. Preliminary budget work has begun. A budget calendar was shared with the Committee. The County Office scheduled the annual mid-year budget review to discuss progression of the current budget and initiatives for the subsequent budget. Concerns going forward include the possible cost increases in transportation contracts due to anticipated increases in salaries because of the driver shortage. The cost of a bus has gone up by 25% or more.

M-1 and Comprehensive Maintenance Plan: The M-1 and Comprehensive Maintenance Plan are documents that the State reviews to ensure that the District is budgeting what the formula says is an appropriate amount to support upkeep of school facilities. These documents are required to be submitted by November 15. Since October 19 is the last time the Board will meet before the submission is due, approval to submit the documents will be included on the agenda.

Health Care Discussion. There was a discussion regarding the first-year performance of the self-funded program. Since the program is in its first year, the actual costs are still being determined. The renewal for our reinsurance program is being quoted at a 16% increase due to a few "high cost" claims. However, this high percentage is on a much smaller premium than if we were fully insured. The rates for the next year are being discussed with the actuary to determine an estimate. Chapter 44, which allows all New Jersey school employees the option to choose the State's School Employee Health Benefit Plan (SEHBP) rather than the District's plan, has been detrimental to the District's revenues but has provided a savings to the employees. The negative impact to the district for a yearly period is approximately \$800,000.

Food Service. Student participation in the free lunch program remains very high. Last Friday's participation was 5,342, which is almost twice the pre-pandemic counts. We are averaging over 5,100 meals served per day, which is up from the pre-pandemic average of 2,800. Interviews were held for the soon-to-be-vacant food service manager position. Sodexo provided the Committee with samples of the lunch options available at each of the schools.

Transportation. There are questions as to the implementation of Executive Order 253, which requires sub-contracted drivers to be vaccinated or submit proof of a negative test on a weekly basis. The District is requiring this process to be followed.

Construction Updates.

Referendum Projects. There will be change orders for the HS North and Millstone River HVAC projects coming in for about \$600,000, which are mostly inclusive of the entire project. There will also be change orders for HS South and Community MS, which have been moving quickly. The HS North and Millstone River projects are coming to a close with balancing, controls work, and inspections taking place. Construction of the HS North dance studio continues with concrete footings poured, the first several courses of block laid, underground masonry complete, and the pouring of the concrete slab to start shortly. At HS South, exterior wall panels are being installed as well as roofing. Inside ductwork, stud framing, electric wire pulling, and installation of sheetrock is continuing. Furniture is arriving for the renovated areas. Gas service to the building additions is being completed. At Community MS, the addition and renovation work continues in the auditorium and media center. Punch list work is being reviewed in the areas already turned over to the District. Vertical wall panels are being installed on the exterior portion of the addition. Construction meetings have begun for the first phase of the Wicoff project.

ESIP Projects. The work contained in the base ESIP project is just about complete with a team on site to finish up controls and to work with District staff on starting up the boilers districtwide. The Bi-Polar air ionizer installation began in the Community MS and HS South additions. Work will begin on the new Energy Return Ventilator (ERV) at Village as the equipment is scheduled to arrive shortly.

Other Business. At HS South, old plumbing insulation on the cold water mains throughout the building is failing. Schneider Electric provided a proposal in the amount of \$118,750 to install new insulation on this plumbing. There is also a proposal in the amount of \$75,500 to insulate the plumbing in the gym locker room area, which would allow cold water lines to be run to provide air-conditioning. If the projects were done at the same time, there would be a modest savings. The projects would cost \$186,950 combined, versus \$194,250 if done separately.

The Assistant Superintendent for Finance sent out a memo to the principals regarding how booster clubs use the District's tax ID number for donations.

A student that graduated WW-P has contacted us regarding his project, which is part of Georgetown University's incubation program. The former student would like the District to participate in the research.

The administration is currently reviewing a company to provide COVID-19 testing as part of the State paid initiative. Logistics are being worked out on how to provide this service.

NEXT MEETING: Tuesday, November 9, 2021 @ Central Office

Topic for Next Meeting
Review Agenda Items
2022-2023 Budget
ACFR

Future Topics:



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

**November 9, 2021
Central Office
7:00 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. On the agenda for approval are several change orders for referendum projects. The change orders include: a steel beam substitution for Wicoff due to materials that are unavailable for purchase; additional crane rental costs and dunnage racks for the Millstone River Elementary School (MRES) HVAC units; stand-alone HVAC units and dehumidifiers for MRES; additional cold-water plumbing insulation at High School North (HSN); preparation work at High School South (HSS) for PSE&G piping and meters: and, additional theatre lighting at Community Middle School (CMS). The agenda also includes motions to approve the use of cooperative pricing and state contract pricing for technology infrastructure purchases and fire suppression devices, a list of obsolete equipment for disposal, and some changes, cancellations, and additions to transportation routes.

2020-2021 Audit/ACFR Timeline Update. The Comprehensive Annual Financial Report (CAFR) is now being referred to by the State as the Annual Comprehensive Financial Report (ACFR). The ACFR due date has been moved to January 31, 2022. However, the audit summary (audsum) is still due January 4. The auditor will meet with the Committee on December 7, and present to the full Board at the December 14 meeting.

Construction Update. Installation of the bleachers at Grover Middle School (GMS) and Village Elementary School (VES) was to occur during teacher's convention weekend. However, the vendor did not secure the proper permits to start the installation. The old bleachers were removed in expectation of installation. The work will now have to occur after hours.

Referendum Projects. Fire alarm installations at CMS and HSS continue on second shift. HVAC punch list items, balancing, and owner training are being addressed at HSN and MRES. At MRES, installation has begun on the new unit ventilator motors. The contractor and District staff are still trying to remedy the lack of water flow in one wing. In the GMS security office, a new small split HVAC system will be installed. In HSS, casework installation has begun in Block B. Plumbing fixtures are being installed along with ceiling grid and light fixtures. Work continues on the gas service upgrade to support the new construction. At CMS, the front driveway and road paving is complete. The contractor is continuing work in Block D and the auditorium and is completing punch list items in the occupied areas of the addition. The new media center construction is complete and shelving is being installed. At HSN, structural steel work, plumbing, and electric has started. Pre-construction meetings continue for the work at Wicoff.

Energy Savings Improvement Program (ESIP). Schneider controls staff continues to work with District staff to try to regulate the temperature in a handful of classrooms where the temperature fluctuates from the expected set point. They will begin work on the Village ES energy return ventilation unit (ERV) very soon.

2022-2023 Budget Discussion. Work continues on the 2022-2023 budget. There have been meetings with Brown and Brown Health Benefit Advisors. The administration has not had a chance to debrief after the discussion to make a recommendation to the board via the budget. Administrative staff briefed the Committee on facility-staffing needs regarding the skilled trades and building maintenance. However, the team is not ready to make a recommendation. An updated budget calendar was provided.

Operations Update. In the cafeterias, lunch counts continue to rise. On the last Friday in October, 6,125 lunches were served. During the month, 103,907 total lunches were served. The daily counts are twice what they have been historically. Dr. Aderhold gave the committee an update on school operations. The District has been able to support an increase in student mental health cases due to preparations already in place. Since September, sixty new special education students have enrolled in the District. Other areas of concern this year include: difficulty finding instructional assistants and substitutes, managing COVID related issues, and procedures (which the administration is working on) for the safety of winter sports spectators.

Other Business. The District participated in an energy demand-response program for electric service through CPower, through the Education Services Cooperative of NJ (ESCNJ). The utility provider will pay the District for a reduction in electricity needed during certain times of the year. The District, through the ESIP's lighting, controls and solar program, outperformed its estimated savings by 14%. The estimated refund for the next year from the program will be \$59,000 for the District's reduced reliance on the electricity grid. This new reduced energy benchmark was exceeded without three of the new solar programs operating at the time of the test.

NEXT MEETING: Tuesday, December 7, 2021, 7:00 P.M. @ Central Office

Topics for Next Meeting

Review Agenda Items
2022-2023 Budget
Annual Comprehensive Financial Report (ACFR)
Annual Health & Safety Evaluation Checklists
Construction Updates
Reorganization Meeting Review

Future Topics:

Impact of Recent Legislation
Policies



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

**December 7, 2021
Central Office
7:00 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> Scott Clelland, Wiss & Co.
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2020-2021 Annual Comprehensive Financial Report and Audit Findings Review. Scott Clelland of Wiss & Co., school district auditors, shared details about the audit with the Committee. The District remains in a solid financial position. There were two findings this year. The first is the certification to the Department of Treasury that all documentation prepared for income tax purposes for central office administration was filed. The certification was due March 15, 2021, and was filed after the deadline. The second was for the Department of Agriculture's child eligibility for free and reduced meals. Verification showed that one of the students on roll was verified from a prior year report and not from the latest report available. There was no monetary impact, as all meals were free for all students last year. The District has received ASBO International's certificate of excellence in financial reporting for the past thirteen years and the meritorious budget award for seven.

Review Agenda Items. The Committee reviewed items for the December Board meeting agenda, including the monthly financial reports. Administration reported that there are sufficient funds to complete the year and no accounts are over expended. There are motions being brought to the Board to accept the annual audit report, submit the Health and Safety evaluation checklist to the County office of education, and close out the final 2010 ROD Grant for construction work completed years ago. The auditors have asked for a 2% increase on their annual audit fee and a motion is on the agenda for approval. There is a motion for the approval of the Performance Assurance Support Service agreement with Schneider Electric as part of Energy Savings Improvement Program [ESIP]. These services help ensure the receipt of the energy rebates that helped fund the project. There is also a change order to the ESIP for insulation of water piping at High School South. Also being brought forward on the agenda are the disposal of obsolete equipment and approval of several transportation items.

Solar Renewable Energy Credits (SRECs). Staff shared that administration is preparing to sell SRECs in January.

2022-2023 Budget Progress. Administration has been meeting with budget managers to discuss needs for the 2022-23 budget. Increasing special education and transportation costs are a major concern. An updated budget calendar was provided for review.

Annual Health and Safety Evaluation Checklists. The annual Health and Safety Evaluation of School Buildings 2021-22 Checklists have been completed and will be filed with the County Office of Education.

Construction Updates.

Staff provided an update on Referendum projects. Fire alarm replacement and new installation continues at Community Middle School (CMS) and High School South (HSS). High School North (HSN) and Millstone River (MRS) HVAC work continues with punch list work being completed as well as the removal of old controls equipment. There are final inspections scheduled for the new equipment. At HSN, there have been problems with getting the heating and air conditioning equipment programmed correctly in the pool area. Fan replacement is being completed on the unit ventilator - three of the sixteen units were found to be faulty and will be replaced. At HSS, interior work continues with floor tiling, casework, and countertop installation in the new science rooms and drywall and painting work in the new main office area. Also in the new main office area, installation of exterior metal panels is almost complete, as is window installation. Work continues at Community Middle School (CMS) on the expanded areas. Punch list items are being completed in the already occupied areas. The new media center is now occupied. Renovation to the future band room (currently the old media center) will start very soon. Work at HSN on the dance studio is moving along with fireproofing of the structural steel. Heating has been added to the work area so the rough-in plumbing and electric can start. Changes to the existing ductwork to accept the addition are occurring at this time. Meetings are continuing at Wicoff. Egress stair and ramping installation has begun as the contractor is waiting on further permit approvals.

Staff provided information regarding the Energy Savings Improvement Program. Installation of the equipment contained in the original scope has been completed. Ongoing fine-tuning of controls and graphics is taking place. Work on the energy return ventilation unit at Village continues with the tying in of piping and ductwork and the installation of controls. A motion is being brought forward to approve the replacement of insulation on the water mains throughout HSS and to install insulation on the water piping in the locker rooms for chilled water to run through those lines. There is also a motion to approve the Performance Assurance Support Services (PASS) agreement with Schneider Electric for remote energy management, reporting, on-site visits for technical support and repair along with their Building Advisor software that supports the efficient operation of the HVAC equipment. This will help ensure that the District achieves the required energy savings to qualify for, and receive rebates from, the State of NJ.

Staff provided information regarding other District improvements and repairs. The bleacher replacements for Grover Middle School and Village Elementary School are scheduled to be completed by the close of winter break. The vendor did not obtain the proper permits in time to install the bleachers over the teacher's convention weekend as planned. At Town Center, some preliminary work is needed on the roof prior to going to bid next year on a new roof.

Cafeteria Report & National School Lunch Program update. For the month of November, the District averaged 300 breakfasts and 5,400 lunches daily. The staff levels have remained unchanged, which is 20 persons less than pre-pandemic levels. The District is required to spend food service proceeds to improve kitchen equipment. The District has purchased and is awaiting two warmers, one for Dutch Neck and one for Maurice Hawk, and one walk-in freezer for Dutch Neck. All items are delayed due to supply-chain issues. The District is applying for a grant for stoves/steamers for four schools. Other items that are in the process of procurement include an ice machine for GMS and walk-in freezers for MRE, TCE and VES. Sodexo has been combatting supply issues for paper supplies. The District received notice that as of September 2022, the National School Lunch Program will return to normal operations.

Reorganization Meeting Review. The Committee received the draft agenda for the Reorganization meeting on January 4, 2022.

Other Business. Staff shared that the District has been allocated \$233,821 of the recently announced \$75 million in SDA money for Emergent and Capital projects. A motion will be needed to submit for the funds. Administration has a list of projects that could be funded by this grant. The superintendent shared information with the Committee regarding the Board member vacancy process. Dr. Aderhold provided an update on health and safety. He reported that the District has seen an uptick in cases and a few classrooms were closed to contain the spread. The biggest educational challenges appear to be in second grade. Quarantine has been mentally challenging for students. The District is experiencing many mid-year staff vacancies.

NEXT MEETING: Tuesday, January 18, 2022, Time TBD @ Central Office

Topic for Next Meeting
Review Agenda Items
2022-2023 Budget

Future Topics:
Impact of Recent Legislation
Policies



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

**January 18, 2022
Central Office
5:30 PM**

<u>BOE Committee:</u>	<u>Administration Liaison:</u>	<u>Guests/Public:</u>
Louisa Ho (Chair)	David Aderhold	
Graelynn McKeown (Remote)	Christopher Russo	
Vacancy	Derek Mead	

Review Agenda Items. The Committee reviewed the proposed agenda items for the upcoming Board meeting, including the financial reports for the month. Included on the agenda are motions to approve state contract and/or cooperative vendors, approve purchases using shared services, and approve a change order for Grover Middle School construction for unused allowances, decreasing the project cost by \$27,751.64. There are also motions to approve the disposal of obsolete equipment, approve some transportation items, authorize some professional development, and accept \$233,821 from the NJ Schools Development Authority for emergent and capital projects to facilitate student's return to in-person education.

Construction Updates.

Staff provided updates on referendum projects. Fire alarm installation continues at the Community Middle School and HS South. A revised fire alarm proposal is being reviewed for the work at Wicoff. HS North and Millstone River HVAC replacement is in the punch list stage. There was an issue with the heating system at Millstone River. A bypass valve was open that allowed water to bypass the boilers, thus not heating the water. The problem has been resolved. The High School North dance studio is progressing nicely despite supply chain issues. Work is flying along at HS South with the installation of mechanical piping, ductwork, and insulation, along with above ceiling electrical work. In other areas of the South addition, installation of drywall, insulation, and plumbing fixtures continues. At Community MS, after final inspections, the weight room, fitness center and team rooms have been turned over to the District. In the old media center, which will be the new music room, structural steel and metal decking are complete and interior masonry walls are being constructed. In other areas of CMS construction, casework and furniture are being installed and floors are being polished in preparation for turning those areas over to the District. At Wicoff, the footings for the expansion are dug, filled with rebar, and awaiting inspections prior to the pouring of concrete. There is one area where there is a conflict with existing plumbing, so concrete will be poured in all areas except that area until that conflict is remedied. Exterior material colors are being chosen and loose furniture orders are being planned.

Staff also provided updates on the Energy Savings Improvement Projects. Project work is complete with final commissioning and training of District employees occurring building by building. At Community MS, sub meters, which are required for the energy rebates, are being coordinated. Change order work has begun with the Energy Return Ventilation (ERV) unit replacement in Village Elementary School. Work on the other change orders should be begin in March when equipment is on site.

Buildings & Grounds. Staff notified the Committee that the format of cleaning inspections has changed since each building has an operations lead person. Edvocate, the District's inspection company, has trained staff on what to look for to complete the inspections. Training staff on the inspection process has been a challenge because the program is new and the District has experienced schedule changes due to COVID. Inspections will occur 3 times during the year. The District will be going out to bid for trash and recycling services soon.

Solar Renewable Energy Credits. The District sold 135 Solar Renewable Energy Credits on January 12 for \$31,185.

Cafeteria. In December, an average of 5,600 lunches and 350 breakfasts were served daily. Due to the half-day schedule for past 3 weeks, the District is expecting a decrease in meals served in January. To date, we are averaging 2,400 lunches and 140 breakfasts daily. The food service program is purchasing new food warmers for Dutch Neck and Maurice Hawk Elementary Schools. The District is awaiting delivery of a new walk-in freezer for Dutch Neck and is receiving quotes for new walk-in refrigerator/freezers at Millstone River, Town Center, and Village. The District submitted a grant for \$71,276 to the NJ Department of Agriculture for various kitchen equipment. Send Hunger Packing distributed 100 gift cards of \$25 each to needy WW-P elementary students. The Federal reimbursement rate under the current program will increase from \$4.4255 to \$4.665 per lunch and breakfast will increase from \$2.465 to \$2.60 per meal.

2022-2023 Budget Progress. The Committee received an updated Budget Calendar. There will be a Board Retreat on February 17, 2022 to review the budget.

Potential Committee Meeting Dates/Times for 2022. The Committee reviewed the potential committee dates for 2022. Committee dates will be posted on the District website as they are confirmed.

School Health & Safety Update. Staff shared that the District's Covid-19 cases are trending down this week, as compared to the last several weeks, for both staff and students. Daily staff absences are decreasing. The District plans to return to full day, in-person instruction on Monday, January 24. Over the long weekend, the District had some issues with burst pipes at Dutch Neck, HS North and Wicoff due to the cold temperatures. There was also a fire alarm issue at Village. In anticipation of the cold temperatures, the District's Facilities Department was on a 24-hour watch, enabling them to catch the leaks quickly so they did not affect school operations.

Other Business. There was no other business.

NEXT MEETING: Tuesday, February 15, 2022, 7:00 P.M. @ Central Office

Topic for Next Meeting

Review Agenda Items

2022-2023 Budget

Construction Updates

Future Topics:



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

**February 15, 2022
Central Office
7:00 PM**

<u>BOE Committee:</u>	<u>Administration Liaison:</u>	<u>Guests/Public:</u>
Louisa Ho (Chair)	David Aderhold	
Graelynn McKeown (Remote)	Christopher Russo	
Shwetha Shetty	Derek Mead	

Review Agenda Items. The Committee reviewed the proposed agenda items for the upcoming Board meeting, including the financial reports for the month. Included on the agenda is a motion to approve an easement at Community Middle School allowing PSE&G access from the road to its electrical equipment in the front of the building. Two referendum change orders are included on the agenda, one for costs associated with permitting delays at HS South and one for costs associated with spot cooler rentals and installing additional condensate pumps at Millstone River. Also included on the agenda for approval is Open Systems Integrators to move forward with the Wicoff fire alarm system, the disposal of some obsolete equipment, and approval of the latest transportation quotes and jointures.

2022-2023 Budget Progress. District Administration has been preparing budget information. Only the appropriations portion of the State software is available to enter information. There are certain calculations that have not yet been provided by the State, so the revenue portion of the software will not be available until after the Governor's budget address. The Governor has been granted permission to move the State budget address to March 8, 2022, causing the District to move the date of the Board meeting for adopting the preliminary budget to March 15, 2022. An updated budget calendar was shared with the Committee.

Construction Updates.

Staff provided updates on referendum projects. Fire alarm work continues at Community MS and HS South and will begin soon at Wicoff. HVAC control systems work is wrapping up at HS North. There will be a data drop installed in the pool area for control of the pool HVAC return unit. Work is wrapping up on the room ventilator motor replacement. Delivery of brick for the HS North dance studio façade has been delayed up to six weeks. The gas piping is being connected to the existing building and delays are expected with the expansion's HVAC equipment. At HS South, the Block B addition is coming to completion. Above ceiling gas lines are being connected which will allow for installation of the ceiling grid. Final cleaning and call for code inspections will begin. In Block A, exterior panels are being installed and doorframes are being constructed. Painting and floor tile installation is moving along in several areas. At Community MS, the punch list for the site work portion of the project is being reviewed. Work on the newly renovated music room continues with the completion of the masonry walls, roof decking, interior plumbing and stud framing. In the Block D addition, punch list work is being completed. At Wicoff, footings are mostly complete with masonry wall block work beginning.

Staff also provided updates on the Energy Savings Improvement Projects. Project work is complete with the exception of controls work at Village, Town Center, HS South and Dutch Neck. The combined heat and power system at HS South is awaiting final utility approval. Utility connection sub-meters, used for energy rebate accounting, are awaiting installation in the HS south addition. The District is awaiting delivery of the HVAC equipment contained in several addenda to the Energy Savings Improvement Projects.

Cafeteria. In January, an average of 1,010 breakfasts and 3,545 lunches were served daily. The number of breakfasts served is up, but the number of lunches served is down as compared to a recent average of over 5,000 lunches served per day. The main cause of the lower average in January is that schools were operating on a half-day schedule during the first two weeks; Lunches are not served on half-days. Historically, the lunch program averages around 2,800 daily lunches served.

Transportation. The Committee discussed the transportation department. The District has eighteen buses and drivers to cover in-district routes.

School Health & Safety Update. Staff shared that the District's Covid-19 cases have declined dramatically. The Governor of New Jersey announced that the State mask mandate will be lifted effective March 7, 2022, and decisions regarding masking will be moved to the local level. The District is awaiting additional guidance from the State with more specifics. The District plans to wait to make a decision so it can use the most current information available. Federal regulations still require masks to be worn on buses, which has not changed.

Other Business. There was no other business.

NEXT MEETING: Tuesday, March 1, 2022, 7:00 P.M. @ Central Office

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

Future Topics:



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

March 1, 2022
Central Office
7:00 P.M.

<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. **2022-2023 Budget Discussion.** There was a discussion regarding the costs of the special education program and the increasing costs of the County Special Services programs. The Committee discussed the advantages and cost savings to educating students in District, where we can offer a better program. Committee members provided both positive and negative feedback on proposals that staff is considering. The District is continually looking to provide the best program possible for our students. Committee members expressed concerns about the long-term costs of the program.

2. **Construction Updates:**

Referendum: Staff provided updates on referendum projects. The fire alarm projects are in various stages at several schools. At Community MS, staff is being trained to operate the system, at HS South the project is in the punch list stage, and at Wicoff the contract was approved and work will begin soon. The HVAC projects at HS North and Millstone River are in the controls implementation stage. The HS North dance studio HVAC ductwork installation is beginning this week, however delivery of the roof top unit, originally scheduled for March has been delayed until August. Installation of the roof top unit is required for the installation of the dance floor, which will now be delayed. Currently, interior walls are being painted while fireproofing of structural roofing steel continues. There will be a change order needed to abandon the original sanitary main and install and connect a new one outside of the footprint of the building. At HS South, in Block A, the casework, marker and tack board installation is coming to completion as flooring and ceiling tile installation are beginning. In Block B, the classroom gas piping and data cabling are being installed. South site work grading and hardscape installation are beginning. At CMS, the band room masonry walls and foundation plumbing are complete, as is the new, raised roof area. The general contractor is preparing to remove the existing roof. A Temporary Certificate of Occupancy (TCO) has been received for the auditorium, so performances have been occurring. The delivery of lighting equipment and curtains for the auditorium has been delayed due to supply chain issues. Renovation of the four remaining classrooms (engineering and science labs) will begin shortly. At Wicoff,

masonry block walls are being erected, storm lines are being installed, and interior piers are being formed for structural steel installation.

ESIP: Staff provided a brief update on the remaining ESIP projects. At HS South, final controls and graphic work is being completed. The Energy Return Ventilation Unit (ERV) is installed and will be started up this week. Town Center's new chiller is expected to arrive soon. Work on the HS South pipe insulation will begin soon.

3. **Cafeteria.** The committee reviewed a cafeteria equipment improvement plan. There will be a bid award for equipment that was bid as part of the \$71,276 grant that was awarded to the District recently for the replacement of kitchen equipment. For the month of February, 5,980 lunches and 305 breakfasts on average were served daily. The Committee reviewed a 5-month operating report from Sodexo. Due to the fixed cost meal program and "free lunch for all" program from the Department of Agriculture, the program is projected to earn a profit this school year, which will be used to fund the equipment improvement plan. Sodexo has continued their TrACC post-graduation partnership with the District's students for job skills training at HSN, CMS and MRES. After Sodexo met with the HS North Advisory Committee Students, they added additional vegetarian options to the menu.
4. **Health & Safety Update.** Administration shared that masking will be based on the COVID-19 Activity Level Index (CALI score). Mask requirements will differ by grade levels PreK-5 and 6-12 for the various CALI scores. CALI scores are based on several factors and are color coded as green (lowest), yellow, orange, and red (highest).
5. **Other Business.** The District was considering utilizing a tent again this spring for outside activities. The Tent bids came back with one respondent, L&A Tent Rentals, for \$120,000 for use from May 16 – June 21, diesel fuel for the generator at \$6.50 per gallon, and a daily dance floor rate of \$2,700. The District plans to reject the bid at the next Board of Education meeting.

NEXT MEETING: Tuesday, April 19, 2022, 4:00 P.M. @ Central Office

Topic for Next Meeting

Review Agenda Items

2022-2023 Budget

Construction Updates

Future Topics:



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

**April 19, 2022
Virtual Meeting
4:00 P.M.**

<u>BOE Committee:</u>	<u>Administration Liaison:</u>	<u>Guests/Public:</u>
Louisa Ho (Chair)	David Aderhold	
Graelynn McKeown	Christopher Russo	
Shwetha Shetty	Derek Mead	

Review Agenda Items. The Committee reviewed items on the agenda for approval at the April 26 Board meeting. Finance Agenda items include: the monthly financial reports, a request to authorize the Business Administrator to use competitive contracting for procurement for certain services for the Community Education program, several change orders for various referendum projects, and a motion to award for the 2022-2023 Trash and Recycling Collection bid. Also on the agenda are requests to use an ESCNJ Cooperative Bid, a NJ State Contract, and a National Purchasing Cooperative for needed district supplies. Other motions include the disposal of obsolete equipment, approval of transportation routes, and approval of employee professional development. Finally, there is a motion to approve the sale of three buses that were replaced this year.

2022-2023 Budget Discussion. The public hearing on the budget will take place at the April 26, 2022 meeting. The budget has been approved for advertising, it will appear in the Trenton Times and Home News Tribune newspapers and the District website.

Construction Updates.

Referendum. At Community MS and HS South, fire alarm projects are coming to completion. At Wicoff, fire alarm design work is ongoing. HVAC upgrades at HS North and Millstone River are at the final commissioning and graphics phase. The data drop and new controls for the HS North pool area and gym will be installed during the spring recess. The HS North dance studio is moving along with the underground storm water system being completed and bathroom fixtures and the fire sprinkler system being installed. At HS South, the final cleaning of Block B will be completed soon and sidewalks are being completed. In Block A, the dance floor in the dance studio is being installed, the epoxy is being applied on the robotics lab floor, and HVAC commissioning is beginning. The majority of the parking lot will be paved with the final top-coat during the spring recess. At Community MS, renovations have begun on classrooms, two science rooms, and the robotics rooms. The new music room construction continues with installation of lighting and electrical services. Construction at Wicoff is continuing with utilities being installed in the roof areas and what will be the floor slab. The slab area will be backfilled and compacted in preparation for concrete. Exterior masonry walls are being erected. The sanitary underground plumbing is complete. Electric panels are being installed in the existing portion of the building to connect to the expansion. Work will begin in the existing media center over spring recess. Meetings have been held to review the final plans for the Dutch Neck and Millstone River media center renovations.

Energy Savings Improvement Program [ESIP]. On the agenda is a change order to the ESIP for Community Middle School in the amount of \$123,500, to incorporate the remaining HVAC equipment under one controller. There are 57 pieces of equipment that need Schneider controls. The new chiller for Town Center will be installed over spring break.

Cafeteria. Regional and local Sodexo administration met with District administration to discuss the food service operation. The food service program averaged 6,200 lunches per day and 450 breakfasts for the month of February. Sodexo had one staff resignation and is in the process of increasing starting salaries and salaries for existing staff. The NJ Department of Agriculture announced the use of Federal money for the Supply Chain Assistance Funds for the 2022-2023 school year. According to preliminary reports, the District is entitled to a minimum of \$153,000 for unprocessed or minimally processed domestic food products.

Health & Safety Update. COVID-19 cases are rising on our community. The District has been in consultation with local and county health officials and at this time there is no masking recommendation. Optional masking will continue after spring break.

Other Business. Administration discussed potential updates to the hourly and per diem rate chart for media center coverage and substitute secretary positions to help mitigate the shortage of substitutes in these areas.

NEXT MEETING: Tuesday, May 17, 2022, 7:00 P.M. @ Central Office

Topic for Next Meeting
Review Agenda Items
Construction Updates

Future Topics:
2021-2022 Audit



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

**May 17, 2022
Central Office
7:00 P.M.**

<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 items for approval on the May 24 Board meeting agenda. Items included the monthly financial reports, the 2022-2023 professional service rate renewals, the transfer of capital project interest income, petty cash fund amounts, disposal of some old equipment, the use of cooperative pricing for refinishing gym floors, and several travel requests. The agenda also includes the request for approval to use state contract vendors and participate in joint purchasing agreements, cooperative purchasing agreements, and shared services agreements for next school year.

Construction Updates.

Referendum. Staff shared information regarding the referendum projects. Bids are prepared to be advertised for Phase 1 of the media center renovations, which includes Dutch Neck and Millstone River. The HS North and Millstone River HVAC projects are at the commissioning, owner training, and punch list milestone. Work on the HS North dance studio is all but complete. However, the installation of the most important part of the dance studio, the floor, is delayed due to the delay in the rooftop HVAC unit delivery. The floor cannot be installed until the room's air is conditioned properly for installation. The documents for the HS North culinary arts lab and media center are being prepared and scheduled for bid at the end of this school year. At HS South, both wings are at the substantial completion and punch list milestone. The last furniture delivery has been made and the final touches on any outstanding work is being completed in the Block A addition. In Block B, final code inspections are complete with security camera installation coming to completion as well as the final punch list items. At Community MS, the band and practice rooms lights have been installed and the fire alarm installation is occurring. In addition, acoustic wall panels were installed, HVAC ductwork installation is being finalized, and VCT (Vinyl Composite Tile) flooring is being installed. In the Workshop/Engineering rooms and the Science Labs, the floors have been saw-cut, masonry has been removed and the required plumbing and electric have been installed. Once the area is inspected, the concrete will be poured for the flooring. At Wicoff, masons are erecting the block walls, plumbers are installing roof drains and ventilation stacks, and electricians are installing conduit for the new electrical service.

Energy Savings Improvement Program [ESIP]. At the Community MS, the gas sub-meters for the expansion part of the building still need to be installed. The sub-meters are needed for the energy rebates. Controllers for the additional HVAC approved last month have been ordered. The Chiller at Town Center is running with control and balancing work starting. The new HVAC equipment for the Dutch Neck office has been installed and is running.

Cafeteria. The food service program averaged 5,900 lunches per day and 520 breakfasts for the month of April. Sodexo has provided pricing for the upcoming year and the approval will be brought forward on June agenda. The Committee discussed lunch prices, which must be increased this year due to inflation and cost increases. WW-P meal prices are below the other districts in the county. It was determined that the lesser increase would be requested for approval. The proposed lunch prices for 2022-2023 are included on the Board meeting agenda.

Transportation. Several Transportation routes went out to bid. Some came in at higher than expected amounts. The district is taking price increases into consideration and looking into different pricing options.

Health & Safety Update. COVID-19 cases are rising on our community. The District has been in consultation with local and county health officials and at this time there is no masking recommendation. Administration continues to monitor the situation.

2022-2023 Approved Budget Discussion. The Committee discussed potential stressors on the approved budget, mostly due to inflation and gas price increases.

Other Business. There was no other business discussed.

NEXT MEETING: Tuesday, June 7, 2022, 7:00 P.M. @ Central Office

Topic for Next Meeting
Review Agenda Items
Construction Updates

Future Topics:
2021-2022 Audit
2023-2024 Budget



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

**June 6, 2022
Central Office
5:00 P.M.**

<u>BOE Committee:</u> Louisa Ho (Chair) Graelynn McKeown Shwetha Shetty	<u>Administration Liaison:</u> David Aderhold – (via teleconference) Christopher Russo Derek Mead	<u>Guests/Public:</u>
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Review Agenda Items. The Committee reviewed agenda items for June 14 Board meeting. The annual year-end motion to transfer end of year surplus to the capital reserve account is on the agenda for approval. There are also motions to approve the voluntary student accident insurance plan rates for the 2022-23 school year, authorize the second year of the copier agreement, renew the landscaping and mowing contract, approve cooperative bid purchases, and dispose of some obsolete equipment. RFP awards are on the agenda for both the Reading and Writing Workshop and Community Education’s summer enrichment programs. Other items of note are the acceptance of a NSIG Safety Grant award to purchase end-user network security software, many transportation bid awards, and transportation route renewals at the State CPI rate of 1.91%.

Construction Update - Fire alarm documents for Wicoff are waiting for approval from Plainsboro Township. High School North (HSN) HVAC graphics are substantially complete and ready for commissioning. At Millstone River (MRES), they are working out the final adjustments to new HVAC equipment. The HSN dance studio rooftop HVAC unit will be delivered later this week and installed immediately, requiring a crane to do so. After the unit is connected and running, the dance floor can be installed to complete the job. At High School South (HSS), final inspections are taking place. Sidewalks and curbs have been installed at the Clarksville Road entrance. Punch list work is being addressed. Work continues at Community Middle School (CMS) with the startup of new HVAC equipment in the new music room. In the Workshop/Engineering rooms, under slab plumbing and electrical work continues. In the Science labs, plumbing and electric work has begun. At Wicoff, exterior blockwork is coming to completion, after which, focus will be on the inside walls. The plumbers are installing copper water and preparing for inspection. The new water meters were installed and passed inspection and inspections for pressure will occur shortly. Structural steel construction is complete and the beginning phases of the roof installation has begun. The HSN media center and culinary arts lab renovation bid will be advertised on June 8. The media center renovation for Dutch Neck Elementary School (DNES) and MRES was advertised on May 23.

ESIP – The Town Center Chiller installation is 90% complete with final controls and balancing work occurring this week. The new cooling tower for the Village Elementary School should arrive this week. Installation is anticipated to take less than a week if the contractor’s schedule can be accommodated.

Solar Renewable Energy Credits – There will be an SREC sale in July

2021-2022 Audit Status – The audit division of Wiss & Company has been acquired by another company. The current team will remain in place and perform the FY 21-22 audit.

Cafeteria - During the month of May, an average of 520 breakfasts and over 6,000 lunches were served daily. There were 114,456 lunches served in total. Sodexo has two job fairs scheduled, one in June and one in August. They are working with Project Hire and NJ DVR for recruitment. Eleven POS terminals and 26 pin-pad/scanners are needed for the fall totaling \$28,299. Send Hunger Packing has donated \$8,000 in the form of \$25 gift cards for students during FY 21-22. They also continue to donate bi-weekly packages of non-perishables from the Mercer Friends to these students.

Transportation – Bids were accepted for the non-public bus routes. There were no bids received for HSN Athletics or CMS Spring Sports. The vendors did not have enough drivers to complete these routes at the required 3 pm time slot and commented they could accommodate the routes at 4 pm.

Other Business – Dr. Aderhold updated the committee on the recent happenings at HSS. District COVID case numbers have stabilized following a post spring break spike. Combined, the building expansions at HSS, CMS, GMS, and Wicoff are adding 133,480 square feet of space. ABM, the District’s cleaning subcontractor, will require an addendum to their contract to add (6) custodial full-time equivalents (FTEs) to maintain this additional space, plus one (1) additional FTE for the Board of Education building, primarily for special events.

NEXT MEETING: Tuesday, July 19, 2022, 6:00 P.M. @ Central Office

Topic for Next Meeting

Review Agenda Items

Construction Updates

Audit Status

Future Topics: