



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

**July 20, 2022
Central Office
4:00 PM Meeting**

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

Review Agenda Items. The committee reviewed the agenda items for the upcoming Board meeting. Administration shared the financial reports for the month and indicated that no lines are over expended and there are funds to complete the year. Several motions of note on the agenda for approval include a technology bid award for the engineering/robotics labs at Community MS and HS South; an official name change, at the request of the NJ DOE, for the next phase of the Wicoff expansion and renovation project; several cooperative purchases for technology infrastructure; several change orders for referendum projects; and staff development travel approvals. Also on the agenda is a motion to approve the *STEM Classes in Nonpublic Schools Grant Award* for the 2022-23 school year.

2021-2022 End of Year Roll Over & Audit. The District rolled over into the 22-23 fiscal year today. The audit has not started yet this year.

High School North – Job Skills. The special education Jobs Skills program would like to have a clothes bin placed at HS North, in a secure area, as part of the their lost and found project. Currently, lost items are inventoried and pictures are placed on the District’s website. The many items that are never claimed are donated at the end of the year. With the placement of the clothes bin at HS North, the items will still be donated, but the Job Skills program would receive \$75 per month to place the bin at HSN.

Merit Goals. The District is waiting on the review of our application for Certificate of Excellence designation. ASBO International is still working virtually and is behind schedule with their reviews. They expect to complete their review of our information by the end of August.

Excess Cyber Insurance. The District’s insurance broker went out for the proposals for excess cyber insurance coverage after the District’s staff completed a self-audit. One company responded to the RFP. The premium would be \$132,000 for the excess coverage.

Transportation. Recently, the District went out for bid for athletic transportation routes twice with no bidders. Since there were no bidders in two attempts, the District reached out to contractors directly and negotiated the route pricing with the vendors that would accept the work. There are motions on the agenda to approve these negotiated athletic routes.

Food Service. During the month of June, the food service program provided an average of 460 breakfasts and 5,960 lunches per day. During the entire 2021-22 school year, 1,084,779 meals were served. Meals served during the previous two years were 463,254 for 2020-21 and 381,070 for 2019-20. Sodexo held one job fair in June and six people attended resulting in the hiring of one person. No bids were received at the bid opening for point of sale (POS) equipment including terminals, pin-

pads and scanners. There is an agenda item to acknowledge that no bids were received and that the district may rebid these items. Recently, the District received \$176,813 from the New Jersey Department of Agriculture for supply chain assistance for the purchase of unprocessed or minimally processed domestic food products.

Construction Updates.

Referendum projects. Fire alarm projects continue in the renovation areas at Community MS (CMS) and in the existing areas of Wicoff. The HS North (HSN) dance studio project is mostly complete with a few supply chain issues delaying work completion. Bids for the HSN culinary arts and library renovations are being rejected as they came in 30% over estimate. The HS South (HSS) project has a Temporary Certificate of Occupancy for the renovated areas. At CMS, the work on the Workshop/Engineering/Technology and music classrooms is moving along, with wall painting, ductwork completion, and casework installation. Work in the art room is continuing with the under-slab work passing inspection so the contractor can begin pouring concrete and backfilling. At Wicoff, insulation, exterior brick, electric lines, and ground face block are being installed. Roofing preparation work is occurring in anticipation of the roof installation.

Energy Savings Improvement Projects. The Town Center chiller is operational and cooling the building. Controls work continues. The cooling tower has been installed at the Village School and is operating. Controls work continues at Village as well.

Summer projects. Concrete work is being completed at HSN. An office in CMS has been renovated. An old storage trailer has been removed from Millstone River. The Wicoff Annex, which is used by curriculum supervisors, is being renovated with updated finishes.

School Reopening. Dr. Aderhold gave a quick update on the opening of school. There are still staffing shortages in all areas.

Other Business. On July 13, 2022, 132 Solar Renewable Energy Credits (SRECS) were sold on the open market totaling \$30,396. District administration met with Plainsboro Township building officials to walk the 72 Grovers Mill Road property.

NEXT MEETING: Tuesday, August 23, 2022, Central Office, Time TBD.

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

Future Topics:



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

**August 23, 2022
Central Office
7:00 PM Meeting**

<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 the financial reports as well as the proposed motions for the upcoming Board meeting. There are motions to establish a petty cash account for the special services department, approve a bid award for food service technology equipment, and approve two additional pieces of technology equipment for the CMS expansion. There are cooperative purchases for refurbishment of a gym floor at High School South, wireless access points for several buildings around the district, and end user Phishing software. Also on the agenda are approvals for a State contract purchase to install access points in six of the District's school buildings, a motion to dispose of obsolete equipment from various district buildings, and several approvals for staff professional development travel.

2021-2022 Year End. The auditors are currently in the district conducting the audit of the 2021-2022 school year.

Construction Updates:

At High School South, the two-story science classroom addition and the main office areas are complete and have received temporary certificates of occupancy (TCOs). The District has moved into these spaces. The one-story main entrance addition is complete and awaiting a temporary certificate of occupancy from the Township.

At High School North, the dance classroom addition is complete and passed the final building inspection. They are in the process of obtaining a conditional approval from the Freehold Soils Conservation District, which is needed to obtain the final Certificate of Occupancy (CO). FVHD will be issuing a bidding memo for the re-bid the culinary arts lab and media center shortly, targeting a September bid award. Commissioning work continues on the new HVAC system.

At Community Middle School, more renovation areas are complete including Science classrooms 216 & 218, Orchestra 611, Vocal 612, and the new Band Classroom. The remaining areas are General Music 201, Science 416 & 418, Technology 503A, Engineering 503B, Workshop 504, and Art 808. These rooms are expected to be completed and turned over to the District in time for the start of the new school year.

At Dutch Neck, the media center renovations project will begin once a permit is issued by the West Windsor Township Building Department, which is expected soon. Completion of this project is anticipated in January 2023.

At Millstone River, the HVAC upgrade commissioning issues are being addressed to bring the project to completion. The media center renovations project is currently underway. A temporary partition at the main entrance lobby has been constructed to separate the construction areas from the public. Completion of this project is anticipated in January 2023.

At Wicoff Elementary School, the one-story kindergarten classroom addition is well underway with completion anticipated in fall 2022. The phase two main entrance/main office addition and renovations project is in the construction documentation phase and will be ready to bid as early as mid-September 2022. The HVAC upgrades project will be ready to bid at the same time.

Design work on the libraries for the Maurice Hawk, Town Center, and Village Elementary Schools will begin in the fall of 2022 for winter bid and hopefully a summer 2023 construction timeline.

Transportation. There are several jointures on the agenda for approval as well as a cancellation due to a route not needed for the 22-23 school year.

Food Service. Sodexo is preparing for the new school year, although they were only able to hire one new person to date. Pre-pandemic, Sodexo had 60 employees in-district; they currently have only 30. The company has been recruiting using online platforms and posting flyers. Sodexo would like to have a minimum of 45 staff to start the year; however, that goal does not appear attainable. Many new kitchen items and serving equipment have been ordered over the past year. Some of these items have been installed, while some deliveries will be delayed well into the new school year. We are waiting for the new point of sale (POS) equipment to arrive; expected delivery is August 25. Food service operations will return to normal for the 2022-23 school year, with students paying for lunch or having to qualify to receive free lunch. The reimbursement rates have increased from pre-pandemic levels.

School Reopening Plan. Back to school nights for the K-5 schools will be in person. Back to school nights for grades 6-12 will be virtual in order to reduce the various required class changes and multiple interactions of the parents and staff. Administration is still determining if there will be school tours. The CDC has removed most of the COVID restrictions. There will be no virtual school option this school year.

NJQSAC. The District will be undergoing a QSAC review this year.

Merit Goals. Attainment of the 2021-2022 Assistant Superintendent Merit Goal has been delayed because ASBO International is behind schedule on the review of our financial reports. Submission of the Assistant Superintendent Merit Goal criteria for 2022-2023 is on the agenda for approval.

Other Business. The Committee followed up on an internet security discussion. Administration shared that the technology department would like to contract with a service that analyzes the District's internet security. The District has already contracted for Phishing software that reports on phishing activity.

NEXT MEETING: Tuesday, September 13, 2022, Central Office, Time TBD.

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

Future Topics:



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

**September 13, 2022
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 of School Reopening. Administration shared that there were some delays and glitches with the start of school, but overall the opening went well. There are still staff vacancies that need to be filled.

Review Agenda Items. The Committee discussed the monthly financial reports and recommended them for approval. The Committee reviewed the finance section of the upcoming Board agenda, including a change order for the Community Middle School referendum project, additional vendor approvals for ESCNJ (Educational Services Commission of New Jersey) cooperative vendors, disposal of equipment that has surpassed its useful life, several transportation routes and route cancellations, and attendance by staff and board members at professional development workshops.

2021-2022 Audit. Staff reported that the auditors have been on site for the past several weeks.

Construction Updates. The Committee toured HS South, CMS and HS North as part of the construction update. The High School North (HSN) dance studio is at the punch list stage of construction. The room does have a Temporary Certificate of Occupancy (TCO). Permanent grass seeding will occur once the soils have been approved and the grass mix finalized. The additions at High School South (HSS) have received their TCO and are in the punch-list stage. There are still items on backorder and the robotics lab equipment just arrived. The robotics lab is awaiting a TCO. The additions and renovations at Community Middle School (CMS) are occupied and are at the punch-list stage. The HVAC system is being controlled manually in most areas of the new construction and the renovated areas, to gain control of the system. The Wicoff expansion is moving along with electricians working on wiring for the temporary service distribution. Communication wiring is being pulled, walls are being painted, HVAC equipment is arriving, gas-piping work is being completed and floor tiling will begin soon. Work on the Millstone River media center is flying along with stud framing and electrical rough in wiring taking place. The media center work at Dutch Neck is still delayed as the West Windsor permitting office has significantly delayed the project. Demolition should have occurred this summer as it did in Plainsboro; however, West Windsor just approved the demolition work. There was a pre-bid meeting last Thursday for the HSN media center and culinary arts lab renovations.

Cafeteria. There were 7,913 lunches served in the first four days of school along with 35 total breakfasts. The counts went up each day. Sodexo hired two new staff members and another returned for the first time since the beginning of the pandemic. The District has been notified that it may be eligible for an additional \$144,338.73 in Supply Chain Assistance funds. These funds must be used to purchase unprocessed or minimally processed domestic food products going forward and cannot be used to cover prior expenditures.

Transportation. There are several cancellation of contracts due to the route no longer being needed as well as motions to award contracts for new routes.

Other Business. (None)

NEXT MEETING: Tuesday, October 18, 2022, @ Central Office

Topic for Next Meeting
Review Agenda Items
Construction Projects
2021-2022 Audit/CAFR

Future Topics:
Impact of Recent Legislation
Budget
Policies
Healthcare Renewal



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

**October 17, 2022
Zoom Meeting
4:45 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 finance items for the upcoming Board of Education meeting, including the monthly financial reports. Other items on the agenda for approval include the disposal of equipment that is past its useful life; transportation corrections, cancellations, and awards; and, online teacher professional development.

Hourly Rate Chart (Personnel Item). The Committee reviewed the hourly rate chart that needs to be re-approved due to an inflation adjustment in the minimum wage.

Construction Updates. Staff provided the Committee with an update on construction projects. The dance classroom addition at HSN is in the punch-list phase, including a review of the dance floor. Final grass seeding of the construction area still needs to occur. At Community MS, final HVAC controls adjustments need to be finalized and the new fields behind the school were reseeded due to erosion from the remnants of Hurricane Ian. At Wicoff, the wiring for the communication systems is complete. Interior lighting and ceiling grid work continues. The aluminum railings are installed and bathroom plumbing and tile work are coming to completion. The HVAC equipment and ductwork installation is nearing completion. At the Millstone River media center, renovation work is moving quickly while the work at Dutch Neck has yet to begin pending permit approval. Both jobs were Board approved on the same day. There will be three bid openings next week. The bid openings for the second phase of the Wicoff addition/renovations and the Wicoff HVAC upgrades are scheduled for Tuesday, October 25. The Wicoff bid awards are expected to be included on the November 1 Board meeting agenda. Bids for the first phase of the site improvements at 72 Grovers Mill Road are due on Friday, October 28. If possible, the bid award will be included as an addendum for vote at the November 1 Board meeting.

2021-2022 Audit Discussion. Staff reported that the auditors were in last week gathering final information. It appears to be going well as there was no request to discuss any issues before the completed their work for the week.

New Jersey Quality Single Accountability Continuum (NJQSAC). The Finance Department is in the process of completing reports necessary for the NJQSAC review. Staff shared a draft of the finance section of the District Performance Review (DPR). Approval to submit the completed NJQSAC is expected at the November 15 Board of Education Meeting. Staff also shared the draft Annual Required Maintenance Budget Amount Worksheet (Form M-1), and the draft Comprehensive Maintenance Plan (CMP). 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 November 1 is the last time the Board will meet before the submission is due, approval to submit the documents will be included on the agenda.

2022-2023 Budget. The Committee discussed preliminary budget items, including general fund trends and expected budget stressors. Due to inflationary factors, transportation, health care and salaries will be major cost drivers.

Health Care Discussion. The Committee discussed the health care renewal process and challenges. Due to increased healthcare usage, which is to be expected as we return from the pandemic, renewal rates are 9.9%.

Cafeteria. The Committee reviewed the food service numbers from September. There were 277 breakfasts served in the month of September compared 4,000+ in the prior year. We served 40,686 lunches in September compared to 69,000 in the prior year.

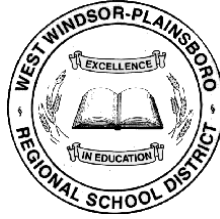
Transportation. Staff shared that the transportation department has been running as expected this year. There have been questions from students regarding the cost of field trips. Utilization of in-district buses continues to be the most economic option for clubs. The biggest challenge for Transportation appears to be last minute requests by clubs for buses. To date, there have only been two events where buses were not available. This is not uncommon for the fall sports season.

Other Business. High School South is still waiting on permit approval for the Pool Bubble. The bubble materials are on-site and ready for installation. This delay may affect the beginning of swim season.

NEXT MEETING: Tuesday, November 8, 2022, @ Central Office

Topic for Next Meeting
Review Agenda Items
Construction Projects
2021-2022 Audit/CAFR
Healthcare Renewal

Future Topics:
Impact of Recent Legislation
Budget



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

**November 8, 2022
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 agenda items for the upcoming Board of Education meeting, including the monthly financial reports. Other items on the agenda for approval include a cooperative purchase over the bid limit; the disposal of equipment that is past its useful life; transportation bus evacuation drills; and staff professional development.

Annual Health and Safety Evaluation Checklists. The committee reviewed a copy of checklist that will be completed for all schools by the maintenance department and the school's administration.

Construction Updates. For the High School North and Millstone River HVAC replacement, the manufacturer still has to provide updated software for a few of the units to complete the project. The High School North dance studio punch list items are being completed. The Soil Conservation District is satisfied with the temporary ground cover and will allow Duall Construction to apply for a Certificate of Occupancy. Duall will need to return in the spring to plant the permanent grass seed mixture. The High School North Media Center and Culinary Arts renovation work will begin when school is closed on Nov. 10 and 11. At Community Middle School, the contractor continues to complete the final punch list work. At Wicoff, the electrician is preparing for the cutover of electric to the new panel on Nov. 10. The plumber is setting the bathroom fixtures. The new gas supply line and meter cutover is scheduled for Nov. 10 as well. Interior painting is happening along with ceiling installation and casework and countertop installation. Above ceiling inspections have occurred and now sprinkler heads are being installed. Phase two of the Wicoff project was awarded to Dandrea Construction at the last board meeting with a start date of February 1, 2023. The new HVAC portion of this project, awarded to Performance Mechanical, will begin on February 1, 2023 as well. At Millstone River, the media center project is progressing nicely with spackle and tape nearing completion. The new HVAC diffusers are being installed. Off-site casework and furniture is continuing. The Dutch Neck Library project, approved by the Board on the same night, is still in the permitting phase.

2021-2022 Audit/ACFR Timeline Update. We are waiting on the auditor to confirm his availability for the December 6th meeting. The State has not notified Districts of when the audit is due. The Federal reporting date for the AudSum has not changed.

2022-2023 Budget. The committee reviewed the budget calendar. The budget software will be opened on Nov. 15 so administration can start to enter their budgets.

Cafeteria. The Committee reviewed the food service numbers from October. The number of meals served increased during the month of October from the September counts. Breakfasts served was 423, up 146 from September. Lunches served was 43,541, up 2,855 from September. Last year for October, the number of breakfasts served was 3,800 and lunches served was 103,000. Sodexo was able to hire one new employee during the month. They have sent two human resource managers to support the recruitment process. They have even set up an Uber account to help prospective employees get a ride to work. \$62,000 in Supply Chain Funds have been used to date to purchase food that meets that criteria including minimally processed foods.

Other Business. The District will receive \$222,742 from the State for Emergent and Capital Maintenance needs. As a result of our annual Health Benefit open enrollment, 51 staff enrolled in the new Chapter 44 State Employee Health Benefit Plan, which will reduce the employees' contributions by \$204,284. This is lost revenue to the District.

NEXT MEETING: Tuesday, December 6, 2022 @ Central Office

Topic for Next Meeting

Review Agenda Items
Reorganization Meeting Review
2021-2022 Audit/CAFR
Budget

Future Topics:

Impact of Recent Legislation



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

**December 6, 2022
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 (Zoom) PKF O'Connor Davies
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2021-2022 Annual Comprehensive Financial Report and Audit Findings. Scott Clelland of PKF O'Connor Davies, district auditor, joined the meeting virtually. Mr. Clelland shared information regarding the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2022. The audit shows that the District is financially stable for another year. The District has won the Certificate of Excellence from the Association of School Business Officials (ASBO) International for the 13th consecutive year. There are no audit findings, meaning the District is receiving a clean audit. The ACFR is scheduled to be approved at the January 24, 2023 Board of Education meeting.

Review Agenda Items. The Committee reviewed the finance related agenda items for the December 13 Board meeting. Items reviewed included the bills lists, secretary's report, sale of Solar Renewable Energy Credits (SRECs), disposal of several items that are past their life expectancy, an amendment to the start date of the Performance Assurance Support Services agreement, additional transportation route awards, and several professional development items for staff members.

Solar Renewable Energy Credits. Staff shared that the public sale of the semi-annual Solar Renewable Energy Credits (SRECs) generated will be on January 18, 2023.

2023-2024 Budget Process and Updated Budget Calendar. The Committee received the updated budget calendar. Administration has been meeting to plan the 23-24 school budget. The Mid-Year Budget Review (MYBR) with the County Superintendent and County Business Administrator will occur on January 20, 2023.

Construction Updates. Staff shared updates regarding District construction projects. The permits for the Dutch Neck Library project have been approved. The contractor has removed ceiling tile and started saw cutting the floor for utilities. This work has been scheduled for non-school hours. At Millstone River, the media center tile floor is being installed to accommodate the installation of the casework and plumbing fixtures. The first job conference with Dandrea Construction took place for Phase 2 of the Wicoff renovation and expansion. The first job conference also took place with Performance Mechanical for the new HVAC at Wicoff. The Phase 1 portion of the Wicoff construction is moving along. New lighting was

installed and is awaiting programing. The site subcontractor is back on site completing the grading. Final concrete sidewalks and pads will be poured shortly. Ceiling tiles, interior doors and marker board installation is nearing completion. Flooring for classrooms and hallways is almost complete. Community Middle School, High School South, and the High School North dance studio projects are in the punch list phase. The HS North media center and culinary arts renovation demolition has begun. The permits were obtained for the HS South pool bubble, so that work is now progressing. The State announced a \$350 million grant program. District administration is working on taking advantage of these funds by putting in applications for various projects.

Cafeteria. Meals served for the Month of November stayed relatively stable. The number of breakfasts served increased to 477, up 54 from the prior month of 423. However, the number of lunches served of 42,969, was a decrease of 572 from the prior month of 43,541. Sodexo has been working with a temp-to-permanent agency and has six employees going through the background check process. Sodexo has had two employees leave, one due to retirement the other due to moving out of the state. The District has spent \$86,000 of out of the \$337,000 from the Supply Chain Assistant funds on foods that meet that criterion. Sodexo has been working with local vendors, the Family and Consumer Science program, the Green Teams, and the purchasing department, to use the Local Food for Schools Funds of \$24,000.

Transportation. There was a bid opening and the results are on the agenda for approval.

Reorganization Meeting Review. The draft reorganization meeting agenda was available for the Committee's review.

Other Business. None.

NEXT MEETING: Tuesday, January 17, 2023 @ 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 SUMMARY NOTES**

**January 17, 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 finance related agenda items for the January 24th Board meeting. Items reviewed included the bills lists, secretary's report, disposal of several items that are past their life expectancy, change orders for the High School South pool bubble installation, additional electrical work for the High School North Media Center and Culinary Arts Room and Media Center renovations at Millstone River and Dutch Neck schools. There are several transportation items on the agenda for approval as well and reimbursement for employee travel.

Construction Updates. The High School North media center and culinary arts renovation work continues with framing and drywall installation in the media center. Ceiling grid wiring is taking place as well. At both High School South and High School North the discussion about the dance floor material is ongoing. At Wicoff, Phase 1 work continues. Exterior aluminum soffits and panels are being installed with the coping installation which will occur next week. Furniture for the classrooms and offices has been installed. Final work on the restrooms is occurring with the installation of mirrors. The HVAC RTU unit is expected to be delivered and installed next week. Phase 2 and the HVAC Improvements will be starting shortly with meetings currently taking place. Renovations at Millstone River and Dutch Neck schools continue. At Millstone River, ceiling tiles and light fixtures are being installed. We are still waiting on some doorframes to be delivered. At Dutch Neck, under slab electrical work is complete and waiting inspection. Concrete to complete this work is expected on Monday when the building is not occupied. Next projects to be advertised are the Maurice Hawk, Town Center and Village Elementary School with an expected end of June start date. The pool bubble has been installed and we are waiting for inspections to take place before we can use it.

Class III Discussion. The five year contract is up for renewal. Another five year contract is proposed. The new contract will offer a dollar per hour increase over the life of the contract. The pay inflator is needed to keep our current Class III officers. They have been asking for an

increase and now more districts are starting security programs and are paying more than we are currently.

Cafeteria. The number of meals served declined during the month of December. The number of breakfasts served decreased to 453, down 24 from the prior month of 477. Lunches served dropped from 42,969 to 41,968, a decrease of 1,001. Sodexo is expecting to hire a permanent lead for Wicoff by the end of the month. Currently a Sodexo resource manager is covering the position. They are expecting to hire an additional 6-8 staff members that are going through background checks. The equipment purchased with grant money has been trickling in and is being installed as it arrives. We have spent \$113,000 of the Supply Chain Assistance Funds through the end of December on foods that meet the eligibility criteria. Twenty-Four donated food bags were distributed to secondary students and 100 ShopRite gift cards in the amount of \$25 were donated to elementary students by Send Hunger Packing (with Mercer Street Friends) for the holidays.

22-23 Budget Progress. Meetings are ongoing to prepare the 2023-24 budget. An updated budget calendar was presented. The administration is concerned about the impact of the very high rate of inflation. The budget retreat is scheduled for March 2, 2023.

Potential Committee Dates. The committee discussed the anticipated Finance Committee dates. There are a few conflicts with dates already scheduled for labor negotiations

Other Business.

ESSER spending: The administration gave an update on the spending of ESSER funds. Ninety-seven percent of the first round of funds has been spent. Thirty-seven percent of the second round of funds has been spent to date. There are plans to use the remaining funds.

NJQSAC Facilities Walk Through: The Executive County Business Administrator walked through our school buildings today as part of the NJQSAC process. During the inspection, the Administrator commented that the buildings are very safe and clean.

NEXT MEETING: Tuesday, February 21, 2023 @ 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 22, 2023
7:00 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) Graelynn McKeown Shwetha Shetty	<u>Administration Liaisons:</u> David Aderhold Christopher Russo Derek Mead	<u>Guests/Public:</u>
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1. ESIP Presentation
2. Review Agenda Items
3. 2022-2023 Budget Progress
 - Review Budget/Election Calendar
4. Construction Updates
 - Referendum
 - Capital Projects
5. Cafeteria
6. Transportation
7. Other Business

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

Topic for Next Meeting

Review Agenda Items
2023-2024 Budget
Referendum Construction Updates

Future Topics:



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

**March 21, 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 financial reports for approval at the March 28 Board meeting. Also included on the March 28 Board meeting agenda for approval are a change order for additional work as part of the Millstone River and Dutch Neck media centers, a revision to the dollar amount of a STEM grant award for a non-public school teacher, an approval to dispose of obsolete equipment, a few transportation quotes, and some professional development travel.

Construction Updates. Staff provided updates on District construction projects. Phase 1 of the Wicoff addition is at the punch list phase. Phase 2 is progressing with completion of the masonry foundation, including the floor slab. Electrical rough-in work for site lighting is also complete and the masonry walls in the existing main office have been removed. At the Dutch Neck and Millstone River media centers, window frames are being installed and painted. The installation of flooring and light fixtures is complete. The High School North media center work continues with installation of lighting and drywall. In the culinary classrooms, the old unit ventilators have been removed. Work is starting on ductwork to connect the room to the buildings' new HVAC. The Plumber will start work on the grease traps this week.

Cafeteria. Administration shared information regarding Food Service for the month of February 2023, when there were 619 breakfasts and 46,283 lunches served. Sodexo hired two employees and one employee returned from a leave of absence. The District Food Service Manager communicates regularly with building principals regarding staff shortages in the cafeteria operation. Most of the equipment ordered from the 2021 National School Lunch Program (NSLP) Grant has arrived and been installed. The District was just notified that it was awarded a new 2022 NSLP grant in the amount of \$72,146 for additional cafeteria equipment. The District has spent \$181,000 of Supply Chain Assistance (SCA) funds to date on items that meet the eligibility criteria. Send Hunger Packing has donated 100 ShopRite gift cards totaling \$2,500 for elementary school families with students on free and reduced lunch, to use this spring break.

Final 2023-2024 Budget Calendar. The Committee was provided a copy of the updated and final budget calendar.

Eyes on The Door. Due to the competitive nature of the job market, administration is recommending an immediate \$1 per hour increase in salary for Eyes on The Door staff and another \$0.75 per hour increase starting July 1, 2023.

School Start Times. The Committee discussed possible paths forward to start evaluating the process and assessing the impacts of a possible change to school start times.

Other Business. The committee reviewed information regarding a possible second Energy Savings Improvement Program (ESIP) that would include additional solar arrays.

NEXT MEETING: Tuesday, April 18, 2023, 7:00 P.M. @ Central Office

Topic for Next Meeting

Review Agenda Items

Construction Updates

Final Budget Review

Future Topics:

Policy Updates



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

**April 18, 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 agenda items for the April 25, 2023 Board meeting.

2023-2024 Budget Discussion - The Committee was provided a copy of the updated budget motion with no changes necessary from the tentative budget approval.

Construction Updates –

Wicoff (Addition/Renovations Phase 1) Roof punch list has been completed with two exceptions that were noted. The supplies have been ordered to rectify them. Landscaper has graded the site, applied seed, hay and tack. All necessary inspections were completed for the generator pad extension and concrete was poured on 4/13/23. Also on 4/13/23, the new gas line (from the existing building to the new generator pad) was inspected.

Wicoff (Addition/Renovations Phase 2 Includes Media Centers) Structural steel was installed for the new addition. Existing concrete slab has been saw cut and removed from existing office area. Plumber is installing underground piping in the existing office area.

Dutch Neck & Millstone River (Media Center Renovations) Final code inspections for the Millstone media center are being scheduled for next week. Painting is in progress. Wood doors are being installed at Millstone until painting work is complete. Light fixtures have been installed at Dutch Neck, ceiling tile installation is in progress. The existing concrete slab has been leveled and prepared for floor finishes.

Town Center (Media Center Renovations) Construction documents are to be completed and ready to go out for bid by 4/20/23. Construction to begin July 2023.

Maurice Hawk & Village (Media Center Renovations) Construction documents are expected to be completed and ready to go out for bid by 5/8/23. Construction to begin January 2024.

High School North (Dance Studio Addition) The new sidewalk has been poured. Van Cleef will perform a site visit this week to confirm if the finish is acceptable, but can't approve the slopes without reviewing a revised site survey. Duall's subcontractor has spread the new topsoil along with the hydro-seeding.

High School North (Renovations to Media Center & Culinary Arts) Roof curbs have been installed for most of the new mechanical equipment. The Make-Up Air Units were placed on the roof Thursday 4/13/23. The Culinary Room slab was poured. The trenches at the Media Center floor boxes were poured on Friday 4/14/20. The plumber restored water service to the building after this morning's planned shutdown and the new domestic connections have been made. The carpenters continue finishing drywall in the Media Center.

High School South (Additions and Renovations) The Township has issued the Certificate of Occupancy for the project.

High School South (Pool Bubble) The permit was received on 4/14/23 to perform the **bonding and grounding** and a mason is scheduled for 4/20/23 to get the slab cut for the installation of the grounding wire for the new diving board. Final inspections for the pool bubble **structure** are scheduled for 4/20/23.

Cafeteria - Administration shared information regarding Food Service for the month of March.

School Start Time - The Committee discussed creating a “School Start Time Exploration Committee” that would research, analyze, and evaluate potential shifts in school start times. The goal of the committee would be to better understand the impact on family schedules, grade level impacts, childcare, extra-curricular activities, transportation, and the budget among other outcomes.

NEXT MEETING: Tuesday, May 16, 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**

**May 16, 2023
Central Office
7:00 PM**

<u>BOE Committee:</u> Louisa Ho (Chair) absent 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. The administration certified that there are sufficient funds to complete the year. The professional service renewals for the 23-24 school year are on the agenda for approval. The food service, custodial service, trash and recycling services are on the agenda for approval as well. There are motions to approve a deposit into capital reserve on June 30th, the establishment of petty cash amounts for the year, the requisition of taxes and lunch rates for 23-24 school year. Also on the agenda are motions to approve a referendum change order, co-op purchases over the bid limit, obsolete equipment disposal and the renewal of transportation contracts. Employee travel, joint purchasing agreements, shared services agreements and national co-operative purchasing contracts are on the agenda for approval.

Construction Updates. Phase 1 of the Wicoff renovations are all but complete. The electrical shutdown to install the new, permanent electrical distribution will occur on June 22. Temporary equipment has been installed in the interim. Phase 2 of the renovations is in full swing. Masons are laying block in the new nurses' suite. Demolition continues in the media center. Framing for the HVAC units is installed. There is an anticipated delay in the HVAC equipment arrival to October 2023. The HVAC portion of the project at Wicoff continues with the move to afterhours work including the installation of ductwork, refrigerant pipe and duct insulation. The library renovations at Dutch Neck and Millstone River continue with the delivery and installation of furniture. Punch list work continues in both locations. Work is ongoing at the HS North media center and culinary arts room. The HVAC ductwork is being installed along with the unit ventilators. The carpenters have started framing the soffit in the areas. At HS North, the seeding of the area outside of the new dance studio will have to be done again as the grass seed planted in the spring has not germinated sufficiently. Bids were received today for the Town Center media center renovations and are being reviewed. Bids for the Maurice Hawk and Village Elementary Schools will be received 5/22/23.

Cafeteria. The District is required to raise the price of lunch by \$0.10 as per the Paid Lunch Equity Tool that the State requires school districts to use to determine the price of breakfast and lunch. Since the Federal reimbursements have increased, the District must increase the prices. For the 23-24 school year breakfast will be served K-5 at \$2.25. The high school breakfast will increase to \$2.50, a \$0.25 increase due to the pricing tool. In April, the number of breakfasts dropped from 952 to 446 and lunches dropped from 59,146 to 31,032. There were less serving days in April due to spring break. Sodexo was able to add an additional employee during the month at HSN. There was a bid for new walk-in refrigerator/freezers at TCE, VES and MRE but no bids were submitted. To date \$231,000 of the \$412,000 Supply Chain Assistance Funds have been spent. These funds don't expire until the end of the 23-24 school year. To spend the Local Food for Schools Supply Chain Assistance Funds, two new vendors were approved. On April 27th, a Local Food Day occurred where fresh pasta and

vegetables were served to students that were made or grown locally. We started serving breakfast at Town Center on May 1st. We have been averaging 14 breakfasts per day. Sodexo is going to pilot LeanPath, a food waste determining software to monitor their production food waste.

Other Business. The administration shared the hourly rate chart for the 23-24 school year. On 1/1/24 the minimum wage is \$15.00 per hour.

NEXT MEETING: Thursday, June 15, 2023, 5:00 P.M. Virtual Meeting

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**

**June 15, 2023
Virtual Meeting
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 agenda items for the June 27, 2023 Board meeting, including the financial reports. The administration certified that there are enough funds to complete the year. There are motions on the agenda to transfer current year surplus into capital reserve, to update the renewal of the School Food Services contract, appoint a risk management consultant and to renew the District’s membership in the School Alliance Insurance Fund as well as the New Jersey Schools Insurance Group (NJSIG). There is also a motion to accept a Safety Grant from NJSIG’s ERIC North Sub fund in the amount of \$6,777 for the 23-24 school year. The District’s student accident insurance policy and Voluntary Student Accident Plan rates are on the agenda for renewal. There is a small change order for the Phase 1 of the Wicoff expansion to be approved. There are two motions for purchases through a cooperative but over the bid limit on the agenda. There are capital outlay and capital reserve motions for facility repairs on the agenda for approval. There are motions to approve quotes for summer transportation routes. Finally, to comply with Chapter 47, of 2015 there’s a motion to approve the review of the list of contracts awarded by the BOE during the past 12 months.

Construction Updates. The High School South pool bubble received the final Certificate of Occupancy. The twenty day permit review period is up for the High School South cafeteria Walk-In Box Replacement. We would like the contractor to complete the infrastructure work this summer for the box install when it arrives so that it can be scheduled during one of the longer breaks or next summer. Bids were received and approved for the High School North Sanitary Main Project. The Town Center Sensory Playground project has failed to receive any bidders. The District can now negotiate directly with a contractor to complete the work this summer. Referendum Projects – the Generator has arrived for the Wicoff Phase 1 project. Closeout documents are being completed for this phase. The library demolition continues for the Phase 2 of the Wicoff Project. Blockwork is being completed in the new office area as well as plumbing and electrical rough-in work. Work continues after hours on the Wicoff HVAC project. Plumbing and ductwork are being completed. For Millstone River and Dutch Neck libraries punchlist work is being completed. Bids for the Town Center project came in and will be evaluated with the bids for the Maurice Hawk and Village School Libraries when they are due. Renovation work at High School North’s culinary room and media center continues with the ceiling grid being installed and walls getting painted. The HVAC system will start up this week. Quarry tile and VCT flooring are being installed and all of the glazing is complete. In the culinary arts room fume hoods are being installed and gas piping continues.

Solar Renewable Energy Credits. The High School South solar system has been down for an extended time waiting on parts for the repair. The High School North system stopped working due to a part failure. The system was down for an extended time waiting on parts. We will determine if we have enough SRECS to have an auction.

2022-23 Audit Status. The auditors have been scheduled to arrive in June to do preliminary work on the 22-23 audit.

Cafeteria. There were 1289 breakfasts served in May compared to 446 in April. This increase can be partially attributed to two factors: 1) we started a new breakfast program at Town Center, and 2) April has fewer school days than May because of spring break. In comparison, in May of 2019 (pre-pandemic), 65,000 lunches were served. We have received all of the equipment as part of the 2021 NJ Department of Agriculture grant of \$71,276. All of the equipment that was approved at the May 10, 2022 Board meeting has arrived and will be installed this summer. No bids were received for the second time on June 1st for walk-in refrigerator/freezers at Town Center, Village and Millstone River schools. The District can now negotiate directly with vendors to purchase these items. The District has spent \$255,000 of the \$412,000 Supply Chain Assistance Funds. The grant does not end until the June 2024.

Cable Agreement. The Shared Services Agreement between Plainsboro and West Windsor Townships and School District is expiring. After a preliminary discussion with the municipalities, it was concluded that they would consider a one-year agreement or a monthly agreement.

Transportation. There are motions on the agenda to approve some extended-year routes.

NEXT MEETING: Tuesday, July 18, 2023, 6:00 P.M. @ Central Office

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

Future Topics:
Policy Updates