



Lacey Township School District Board of Education Finance & Operations Committee Minutes

Tuesday, January 18, 2022 - *Board Office*

Call to Order: 5:07 p.m.

Members Present: Donna McAvoy - Chairperson
Frank Palino - Committee Member
Edward Scanlon - Committee Member
Vanessa P. Clark - Superintendent
Patrick S. DeGeorge - Business Administrator

Members Absent: None

Agenda Items:

- *Facilities*

- Fire Alarm Replacement Capital Project:

- Mr. DeGeorge led a discussion regarding this project. The first portion of the discussion centered around the most recent and pending rebidding of the project. A related resolution will be presented at the January 20th board meeting to reject bids and enter into a negotiations process for award of contract. The second portion of the discussion centered around the legal matter involving the original award of contract.

- *Finance*

- 2022-2023 Annual Budget:

- Mr. DeGeorge provided and reviewed an initial detailed revenue projection for the 2022-2023 operating budget. He also provided and reviewed information on health benefits, as well as projected debt service.
 - Mr. DeGeorge reported that a public budget workshop would be scheduled for April 6, 2022.

- *Food Services*

- Food Quality:

- Committee members were provided 3 options on the elementary school lunch offered that day. All were in agreement that the meals clearly met the nutritional requirements set forth by the National School Lunch Program, and that the quality of the food was actually very good.

- Ala Carte Items:
 - Mr. DeGeorge presented information on the current pricing structure for a la carte items offered for sale in school cafeterias, recommending a very modest increase in pricing - especially for items on which the district is losing money. A related resolution will be presented at the January 20th board meeting
- YTD Profit & Loss:
 - Mr. DeGeorge presented and reviewed the income statement and balance sheet for the Food Services operation as of December 31, 2021 - drawing comparisons to and noting the tremendous progress in revenue and the cash position.
- *Human Resources*
 - Business Administrator Posting:
 - Mr. DeGeorge briefly reviewed information regarding this posting.
- *Security*
 - Alyssa's Law:
 - Mr. DeGeorge provided an update on the administration's goal of recommending a valid solution to comply with Alyssa's Law.
- *Technology*
 - Cybersecurity:
 - Mr. DeGeorge reviewed highly confidential information regarding the district's initiatives surrounding cybersecurity.
- *Transportation*
 - General Operations:
 - Mr. DeGeorge credited Transportation Department managers Mrs. Valiante and Ms. Todaro for working through staffing issues to keep drivers behind the wheel of our school buses and our ability to maintain 100% of our routes.
 - Late Bus:
 - Dr. Clark verified that the restoration of late buses for after school activities was on track to begin January 30th.
- *Upcoming BOE Meetings*
 - Major financial and operational items to note so far on the January 20th Regular Meeting Agenda:
 - Acceptance of 2020-20021 Audit Report
 - Rejection of Fire Alarm Bids
 - Purchase of Smart Boards
 - Sale of SRECs

- *Other*

- Board Meeting:

- Dr. Clark provided an update on the location of the January 20, 2022 board meeting which moved from the High School to the Middle School.
 - Dr. Clark led a discussion regarding remote participation for board meetings.
 - Dr. Clark stated that board agendas would now include an additional opportunity for Superintendent Comment.

- Board Policy:

- Dr. Clark provided a review of the following policies:
 - Policy 0167 - Public Participation in Board Meetings
 - Policy 0171 - Duties of President and Vice President

- Mrs. McAvoy:

- Mrs. McAvoy introduced the following topics for discussion; OPRA, Facilities Department management, the use of district facilities, the district's Alumni Association, meetings with the Township Committee, and the possibility of including a grant writer in the 2022-2023 annual budget.

- Mr. Scanlon:

- Mr. Scanlon introduced the following topics for discussion; Providing a more comprehensive list of legislative contacts on the district website, the process for public comment at board meetings, and the possibility of including more full time paraprofessionals in the 2022-2023 annual budget.

Adjournment: 7:28 p.m.

Next Meeting: Monday, February 7, 2022 @ 5:00 pm



Patrick S. DeGeorge
Business Administrator/Board Secretary



Lacey Township School District Board of Education Finance & Operations Committee Minutes

Monday, February 7, 2022 - *Board Office*

Call to Order: 5:04 p.m.

Members Present: Donna McAvoy - Chairperson
Frank Palino - Committee Member
Edward Scanlon - Committee Member
Vanessa Clark - Superintendent
Patrick S. DeGeorge - Business Administrator

Members Absent: None

Agenda Items:

- *Facilities*

- Educational Facilities Manager:

- The district's Educational Facilities Manager Mr. John Smith spoke briefly to the committee regarding his activities since assuming the role less than 2 months ago. Mr. Smith then left the meeting.

- Grounds Equipment:

- Mr. DeGeorge spoke of the need to replace equipment in the Grounds Department. More to come in subsequent committee meetings.

- Monthly Report:

- In the interest of time, Mr. DeGeorge asked committee members to please read the monthly report and email him with any questions or concerns.

- *Finance*

- Agreement for School Crossing Guard:

- Mr. DeGeorge presented an agreement between the Board of Education and Lacey Township in which the Township would provide and the Board of Education would pay for 1 crossing guard per year for the next 5 school years. A resolution will be presented at the February board meeting.

- Proposed Settlement with Atlantic Coast Alarm:

- Mr. DeGeorge updated the committee regarding a proposed settlement agreement between the Board of Education and Atlantic Coast Alarm related to the fire alarm replacement project. A resolution will be presented at the February board meeting.

- Colonial Life Insurance Company:

- Mr. DeGeorge presented information regarding Colonial Life Insurance Company's long term disability product and recommended adding Colonial Life to the other

contractors who currently provide this insurance to district staff members - all at no cost to the district.

- ESSER Grant:
 - Mr. DeGeorge provided an update regarding the presentation to be made at the February board meeting pertaining to the ESSER grant funds.
- 2022-2023 Quotations:
 - Mr. DeGeorge recommended issuance of formal quotations for HVAC Repair & Maintenance and Lawn Maintenance Services for the 2022-2023 school year.
- Staff Travel Procedures:
 - Mr. DeGeorge presented documentation regarding and reviewed an updated process for the approval and reimbursement of staff travel expenses. After reviewing the new process with union leadership, the manual will be presented for approval at the March board meeting.
- 2022-2023 Annual Budget:
 - Mr. DeGeorge provided and reviewed documentation related to operating budget revenue, benefits, property & casualty insurance, utilities and legal expenses - all related to the 2022-2023 budget.

- *Food Services*

- Operations Update:
 - Mr. DeGeorge spoke about a letter received from the New Department of Agriculture regarding specific parental complaints about meals served at the High School.
- Monthly Report:
 - In the interest of time, Mr. DeGeorge asked committee members to please read the monthly report and email him with any questions or concerns.

- *Human Resources*

- Business Administrator Posting:
 - Dr. Clark briefly reviewed information regarding this posting.

- *Security*

- Alyssa's Law:
 - Mr. DeGeorge provided an update regarding a valid solution to comply with Alyssa's Law.

- *Transportation*

- CDL Driver Training:
 - Mr. DeGeorge provided an update regarding the procurement of CDL training for district bus drivers.

- Late Bus:
 - Mr. DeGeorge provided an update on the restoration of late buses in the district.
- *Upcoming BOE Meetings*
 - Major financial and operational items to note so far on the February 17th Regular Meeting Agenda:
 - Approval of Settlement Agreement with Atlantic Coast Alarm
 - Approval of Agreement for School Crossing Guard
 - Sale of SRECs
- *Other*
 - District Calendar:
 - Dr. Clark provided an update on the district calendars for the current 2021-2022 school year, as well as the upcoming 2022-2023 school year.
 - Mask Mandate:
 - Dr. Clark provided an update on the Governor's Executive Orders regarding the weaning of face coverings.
 - Student Discipline Hearing:
 - Dr. Clark provided an update regarding a student discipline hearing to be scheduled in the next 2 weeks.
 - Mr. Palino:
 - Mr. Palino inquired about a specific school bus route. Mr. DeGeorge agreed to look into it and report back to the group.

Adjournment: 6:45 p.m.

Next Meeting: Monday, March 7, 2022 @ 5:00 pm



Patrick S. DeGeorge
Business Administrator/Board Secretary



Lacey Township School District Board of Education Finance & Operations Committee Minutes

Monday, March 14, 2022 - *Board Office*

Call to Order: 4:35 p.m.

Members Present: Donna McAvoy - Chairperson
Frank Palino - Committee Member
Edward Scanlon - Committee Member
Vanessa Clark - Superintendent
Patrick S. DeGeorge - Business Administrator

Members Absent: None

Agenda Items:

- *Facilities*

- Use of Facilities:

- Mr. DeGeorge led a discussion regarding the district's policy and regulation regarding the use of district facilities.

- *Finance*

- 2022-2023 Annual Budget:

- Mr. DeGeorge led a lengthy discussion regarding the status of the 2022-2023 budget. Included in that Discussion was compensation for nonaligned staff members.

- *Food Services*

- There were no items to report.

- *Human Resources*

- Collective Bargaining:

- The members of this committee also serve as members of the negotiations committee. Board attorney Mr. Bruce Padula telephoned into the meeting to lead a discussion regarding the ongoing negotiations with the LTEA.

- Business Administrator Posting:

- Dr. Clark briefly reviewed information regarding this posting.

- *Security*

- Alyssa's Law:

- Mr. DeGeorge provided an update regarding a valid solution to comply with Alyssa's Law. A resolution will be presented on the March 24th agenda.

- *Transportation*

- There were no items to report.

- *Upcoming BOE Meetings*

- Major financial and operational items to note so far on the March 24th Regular Meeting Agenda:

- Presentation and Acceptance of the Tentative 2022-2023 Budget
 - Approval of Staff Travel Manual
 - Purchase of Alyssa's Law Notification System
 - Award of Contract - Fire Alarm System Replacement
 - Award of Contract - HVAC Project
 - Approval of Agreement with LMUA
 - Sale of SRECs

- *Other*

- District Green Day Calendar:

- Dr. Clark led a discussion regarding the proposed green day calendar for summer 2022.

- District Leadership Team Structure:

- As part of the discussion on the 2022-2023 budget, Dr. Clark provided an update on the structure of the district's leadership team.

Adjournment: 6:35 p.m.

Next Meeting: Monday, April 4, 2022 @ 5:00 pm

A handwritten signature in blue ink, reading "Patrick S. DeGeorge", is written over a horizontal line.

Patrick S. DeGeorge
Business Administrator/Board Secretary



Lacey Township School District Board of Education Finance & Operations Committee Minutes

Tuesday, April 12, 2022 - *Board Office*

Call to Order: 4:38 p.m.

Members Present: Donna McAvoy - Chairperson
Frank Palino - Committee Member
Edward Scanlon - Committee Member
Vanessa R. Pereira - Superintendent
Patrick S. DeGeorge - Business Administrator
Sharon Silvia - Assistant Business Administrator

Members Absent: None

Agenda Items:

- *Facilities*

- Solar System:

- Mike Wessner of JJD Electric - the district's approved contractor for the inspection, monitoring and repair of the districtwide solar energy system - reported the results of the recent inspection performed of the system. He provided detailed information regarding the repairs/replacements recommended by JJD. Discussion followed. A related resolution will be presented on the April 14th board agenda.
 - Mr. DeGeorge led a brief review of the options the district faces by April 2025 regarding the districtwide solar system. The committee will undertake serious consideration of these options this coming summer.

- Use of Facilities:

- Mr. DeGeorge led a brief discussion regarding the steps necessary to move forward with the public use of the track at the High School. The goal remains to open the track to the public at some point this spring.

- *Finance*

- Champions Childcare Program:

- Mr. DeGeorge led a discussion regarding Champions proposed increase in program rates for the coming 2022-2023 regular school year, as well as the introduction of a summer program this year. A related resolution will be presented on the April 14th board agenda.

- 2021-2022 Budget:

- Mr. DeGeorge led a discussion regarding the proposed end of year purchase of critical instructional and facilities related goods and services before the end of the

current school year. Various resolutions will be presented on the April 14th board agenda.

- 2022-2023 Budget:

- Mr. DeGeorge led a discussion regarding the status of the 2022-2023 school year budget. He reported that the county office approved the tentative budget. Discussions regarding revisions to the budget are ongoing with any revisions to be proposed at the May 5th public hearing.

- *Food Services*

- Operating Results:

- Ms. Silvia provided a brief review of the results of operations of the Food Service department through March 2022.

- Compensation:

- Noting the recent increase in resignations of staff members from the Food Service department, Ms. Silvia proposed a reasonable increase in what the district pays Food Service staff members. A related resolution will be presented on the April 14th board agenda.

- *Human Resources*

- There were no items to report.

- *Security*

- There were no items to report.

- *Transportation*

- There were no items to report.

- *Upcoming BOE Meetings*

- Major financial and operational items to note so far on the April 14th Regular Meeting Agenda:

- Acceptance of 2022-2023 NJSIG Safety Grant
- Award of Contract: 2021-2022 Exterior Lighting Capital Project
- Award of Contract: 2022-2023 PA System Replacement Capital Project
- State Contract Purchases
- Sale of SRECs

- *Other*

- JROTC Program:

- Dr. Pereira led a discussion regarding the possibility of creating an Air Force Junior ROTC program in the district.

- Twilight Program:
 - Dr. Pereira led a discussion regarding the need to run the Twilight Program at the High School for the remainder of this school year. A related resolution will be presented on the April 14th board agenda.

Adjournment: 6:45 p.m.

Next Meeting: Monday, May 2, 2022 @ 4:30 pm

A handwritten signature in blue ink, reading "Patrick S. DeGeorge", written over a horizontal line.

Patrick S. DeGeorge
Business Administrator/Board Secretary



Lacey Township School District Board of Education
Finance & Operations Committee
Board Office

Monday, May 2 @ 5:00 p.m. - *Board Office*

Call to Order: 5:06 p.m.

Members Present: Donna McAvoy - Chairperson
Frank Palino - Committee Member
Vanessa R. Pereira - Superintendent
Patrick S. DeGeorge - Business Administrator
Sharon Silvia - Assistant Business Administrator

Members Absent: Edward Scanlon

Agenda Items:

- *Facilities*

- 2022-2023 Capital Project - High School STEM Rooms:
 - Ms. Silvia led a discussion about the next steps in the STEM room project. A resolution will be on the May 19th agenda to approve the submission of the project to the NJDOE.
- Use of Facilities - High School Track:
 - Mr. DeGeorge led a brief discussion regarding the public use of the track. It was agreed that the track would be open to the public by June 1, 2022.

- *Finance*

- 2022-2023 Budget:
 - Ms. Silvia led a discussion regarding the revisions to the tentative budget that will be presented at the May 5th Public Hearing.
 - Ms. Silvia provided a brief overview of the Annual Business Reorganization Agenda for June 16, 2022.
- Air Force ROTC Program:
 - Dr. Pereira led a discussion about the possibility of creating an Air Force JROTC Program in district.

- *Food Services*

- No Items to Report

- *Human Resources*
 - Ms. Silvia updated the committee on the status of the search for the new Assistant Business Administrator. An interview committee consisting of Mr. DeGeorge, Ms. Silvia, Mrs. Amos, Mr. Dowd and Mrs. Peart will interview 3 candidates. The goal is to present a candidate for approval at the May 19, 2022 board meeting.
- *Security*
 - No Items to Report
- *Technology*
 - Ms. Silvia presented information regarding the safety grant funded purchase of two network switches in district.
 - Ms. Silvia provided a brief update regarding the district's ongoing quest to further strengthen cyber security.
 - Ms. Silvia presented information regarding the safety grant funded purchase of Security Awareness Training.
- *Transportation*
 - No Items to Report
- *Upcoming BOE Meetings*
 - Major financial and operational items to note so far on the May 19th Regular Meeting Agenda:
 - Authorization to Submit STEM Room Project to NJDOE
 - Award of Quotation: Monitoring of District HVAC System
 - Award of Quotation: Monitoring of District Solar System
 - Sale of SRECs
- *Other*
 - No Items to Report

Adjournment: 6:45 p.m.

Next Meeting: Monday, June 6, 2022 @ 5:00 pm

Respectfully submitted,



Sharon Silvia
Assistant Business Administrator/Assistant Board Secretary



Lacey Township School District Board of Education Finance & Operations Committee Minutes

Wednesday, June 8, 2022 - *Board Office*

Call to Order: 5:49 p.m.

Members Present: Donna McAvoy - Chairperson
Frank Palino - Committee Member
Skip Peters - Alternate
Vanessa R. Pereira - Superintendent
Patrick S. DeGeorge - Business Administrator
Sharon Silvia - Assistant Business Administrator

Members Absent: Edward Scanlon - Committee Member

Agenda Items:

- *Facilities*

- Building Facilities Log:

- Mr. DeGeorge led a discussion regarding the Building Facilities Log that he created which is a building by building historical record of major facilities projects completed in the district.

- Long Range Facilities Plan(LRFP):

- Mr. DeGeorge led a discussion regarding the LRFP Workbook that he created which is a building by building record of major facilities projects which are either in process or are projected to be completed in the district.

- Facilities Study:

- Mr. DeGeorge led a discussion regarding the possibility of having the district's architect conduct a comprehensive study and issue a report of the condition of the district's buildings and grounds for use in identifying and planning future capital projects. The members recommended that the District not do the study at this time due to budget constraints.

- Renovation of the High School Football Field:

- Mrs. McAvoy led a discussion regarding the possibility of other athletic teams and clubs using the High School football field at night under the lights. Mr. Armato asked the committee to speak about renovating the High School football field. The discussion will continue at the July meeting of the committee.

- Lighting on Athletics Fields:

- Mr. DeGeorge led a discussion about the possibility of lighting additional athletic fields. Such a project would need to be funded by an athletic foundation or group.
- Use of Facilities - Policy and Regulation:
 - Dr. Pereira and Mr. DeGeorge led a discussion regarding revision of the policy and regulation addressing the public use of district facilities. This topic will be further discussed at a future meeting of the Policy Committee.
- *Finance*
 - Disability Insurance Flexible Spending Account Benefits:
 - Ms. Silvia reminded the members of their prior approval to offer district staff members an additional option for disability insurance, and to offer a flexible spending account. The board will be asked to approve both items for the coming school year at the June 16th meeting of the board.
 - Purchasing Manual:
 - Ms. Silvia informed the members that at the June 16th meeting the board will be asked to approve the annual revision of the district Purchasing Manual.
 - Standard Operating Procedures:
 - Ms. Silvia informed the members that at the June 16th meeting the board will be asked to approve the annual revision of the district Standard Operating Procedures Manual.
 - Multifunction Peripheral Devices:
 - Ms. Silvia led a brief discussion regarding the need to either renew or replace the current lease of these devices and the need to look into. The discussion will continue at the July meeting of the committee.
 - 2022-2023 Budget:
 - Mr. DeGeorge led a detailed discussion regarding the serious budgetary and financial issues the district still must face in the coming school year.
 - Ms. Silvia led a discussion regarding the critical importance of the district's Capital Reserve account as a means to fund capital projects and delay a referendum. She informed the members that at the June 16th meeting the board will be asked to approve the addition of funds to both the Capital Reserve and Maintenance Reserve accounts.
 - Developmental Kindergarten and Transitional 1st Grade:
 - Dr. Pereira led a brief discussion regarding the possibility of reintroducing Developmental Kindergarten and Transitional 1st Grade programs into the curriculum. This topic will be explored at a future meeting of the Curriculum Committee.

- *Food Services*

- Student Breakfast & Lunch Prices/Ala Carte Prices:

- Ms. Silvia led a discussion regarding the possible need to increase prices for both student breakfast and lunch. If necessary, the board will be asked to approve these increases at the June 16th meeting

- Bid for Cafeteria Supplies:

- Ms. Silvia explained the need to go out to bid for various cafeteria supplies. The current bid expires at the end of this school year.

- Food Service Profit & Loss:

- Ms. Silvia led a discussion on the current profit of the food service fund. Ms Silvia also explained that we are in a position where we are required to spend cash because we currently have more than three months worth of expenses in cash on hand.

- *Human Resources*

- Board Certified Behavior Analyst Position(BCBA):

- Dr. Pereira led a discussion on the importance of the BCBA position as well as how it will be funded. The position has been agreed to be advertised and the position will be recommended to the board for approval at a future meeting.

- Stipend for JD:

- Dr. Pereira led a discussion on a stipend for Mrs. Donohue since she will be performing the duties of a principal as of July 1st but will not be receiving the salary for that position until September 1st because of the timing of the resignation of her predecessor. The board will be asked to approve the stipend on the June 16th agenda.

- *Security*

- No Items to Report

- *Technology*

- No Items to Report

- *Transportation*

- Mr. Peters asked about bus routing and the possibility of consolidating some routes. Mr. DeGeorge explained that he works with the Transportation Coordinator to

determine if routes can be consolidated and the district consolidates routes whenever possible.

- *Upcoming BOE Meetings*
 - Ms Silvia conducted a preview of the major financial and operational items to note so far on the June 16th Regular Meeting Agenda.
- *Other*
 - No Items to Report

Adjournment: 8:20 p.m.

Next Meeting: Monday, July 11, 2022 @ 5:00 pm



Lacey Township School District Board of Education
Finance & Operations Committee
Board Office

Tuesday, June 21, 2022 - *Board Office*

Call to Order: 4:30 p.m.

Members Present: Donna McAvoy - Chairperson
Frank Palino
Edward Scanlon
Vanessa R. Pereira - Superintendent
Patrick S. DeGeorge - Business Administrator via phone
Sharon Silvia - Assistant Business Administrator

Members Absent: None

Agenda Items:

- *Facilities*
 - High School Wrestling Space
 - Dr. Pereira led a discussion on the wrestling room renovation. The committee will meet in July with the architects, athletic director, and educational facility manager.
 - Use of High School Football Field
 - Ms. Silvia led a discussion on the history of the use of the football field for night games, as well as the possibility of other teams using the field in the future.
 - Long Range Facilities Plan
 - Ms. Silvia led a discussion about the future projects that need to be addressed in the next three to five years.
 - Use of Facilities - Policy and Regulation
 - Ms. Silvia led a discussion about the status of the policy. Ms. Silvia will have recommendations for the policy committees's July meeting.
- *Finance*
 - 2022-2023 Budget
 - Dr. Pereira led a discussion about how the District is addressing the fiscal issues for the next school year.
- *Food Services*
 - No Items to Report

- *Human Resources*
 - No Items to Report
- *Security*
 - No Items to Report
- *Technology*
 - No Items to Report
- *Transportation*
 - No Items to Report
- *Upcoming BOE Meetings*
 - No Items to Report
- *Other*
 - No Items to Report

Adjournment: 6:15 p.m.

Next Meeting

- Tuesday, July 11, 2022 @ 5:00 pm



Lacey Township School District Board of Education
Finance & Operations Committee
Board Office

Wednesday, July 13, 2022 - *Board Office*

Call to Order: 5:06 p.m.

Members Present: Donna McAvoy - Chairperson
Frank Palino - Committee Member
Edward Scanlon - Committee Member
Skip Peters - Alternate
Vanessa R. Pereira - Superintendent
Sharon Silvia - Business Administrator

Also Present: Aimee DelVento-Evans, Athletic Director
John Smith, Facilities Manager
Ted Hopkins, FVHD Architects-Planners
Anthony Scalise, Wrestling Organization Architect

Agenda Items:

- *Facilities*
 - Wrestling Room
 - Dr. Pereira led a discussion on the wrestling room renovation. Mr. Anthony Scalise, wrestling organization architect, spoke about his position on the renovation. Mr. Ted Hopkins, Lacey Township Schools architect of record, spoke on his position on the renovation. Mr. Hopkins will be reaching out to the State to get a determination from them as to how the renovation should be completed. The finance committee will review all the information once we have said determination.
 - Football Field
 - Mrs. McAvoy led a discussion on the renovation of the football field as well as school teams playing under the lights. Renovation of the football field is financially not feasible at this time but the committee will continue to review this idea for the future. Ms. Silvia explained that she is working with the Athletic Director in regards to the teams playing under the lights. More information on that will be forthcoming.
 - Solar
 - Ms. Silvia led a discussion about the need to repair inverter #3 at the high school. With this inverter being broken, the District has lost 13,000kwh in the passed month, which equates to 13 SRECS. The finance committee is recommending that the board approve the repair at the July board meeting.

- Preschool Expansion Program
 - Dr. Pereira led a discussion about the application for a preschool expansion program and the possibility of partnering with the local preschools. The finance committee recommends that the Board approve the completion of this application.
- Update on Construction Projects
 - Ms. Silvia updated the committee on the status of the six projects being worked on in the District.
- *Finance*
 - Legal Matters
 - Ms. Silvia led a discussion on the three ethics cases that were being paid by the District insurance deductible. The deductible has been exhausted and the District must pay these legal bills.
 - Grant Writing
 - Dr. Pereira led a discussion on the status of grant writing. Ms. Pereira explained that Ms. Naputano will chair a committee of volunteers to look for available grants and complete the grant applications.
 - Budget Calendar
 - Ms. Silvia led a discussion about the budget calendar for the 2023-2024 school year. Budget Calendar is attached.
 - LLD Teacher
 - Ms. Silvia led a discussion about the need for a LLD teacher and a part-time paraprofessional at the Forked River School.
 - BCBA Update
 - Ms. Silvia provided an update on the hiring of the BCBA. The District is still negotiating with the successful candidate.
- *Food Services*
 - No Items to Report
- *Human Resources*
 - No Items to Report
- *Security*
 - Employee Entry to Buildings
 - Ms. Silvia led a discussion on employees scanning in and out of each building. The committee feels this is important for security purposes. The committee will review policies and then forward the recommendations onto the policy committee.

- *Technology*
 - Removing PDF's from website to comply with S3094
 - Ms. Silvia led a discussion on the District's compliance with S3094, Healthcare Cybersecurity Act of 2022. The District's website is mostly in compliance with S3904 but we need to remove some old PDF's from the website to further our compliance. The District will begin only maintaining two years of agendas and minutes on the website. If anyone in the public needs an agenda or minutes from prior to that, they can submit an OPRA request.
- *Transportation*
 - Subscription Busing
 - Ms. Silvia led a discussion on the increase to subscription bussing. The committee recommends increasing the fee and said item will be on the July board meeting, see attached.
- *Upcoming BOE Meetings*
 - No Items to Report
- *Other*
 - No Items to Report

Next Meeting

- Monday, August 1, 2022 @ 5:00 pm



Lacey Township School District Board of Education Finance & Operations Committee Board Office

Tuesday, August 9, 2022 - *Board Office*

Call to Order: 4:49 p.m.

Members Present: Donna McAvoy - Chairperson
Frank Palino - Committee Member
Edward Scanlon - Committee Member
Skip Peters - Alternate
Vanessa R. Pereira - Superintendent
Sharon Silvia - Business Administrator

Members Absent: None

Agenda Items:

Facilities

- Wrestling Room
 - Ms. Silvia reported to the committee that Mr. Ted Hopkins, Lacey Township Schools architect of record spoke with a representative from the New Jersey Department of Community Affairs. The representative concurred with Mr. Hopkins recommendations in regards to the need to upgrade the HVAC in the wrestling room in order to get the room up to code for use.
- Football Field
 - Ms. Silvia updated the committee on the use of the football field by other teams. The district is still planning to schedule fall sports teams night games under the lights. The schedule will be coming shortly. Dr. Pereira updated the committee on the progress of the naming of the field.
- HVAC repair (A210)
 - Ms. Silvia led a discussion about the need to replace an Airdale HVAC unit on the 2nd floor of the high school that caught fire. This incident has been reported to the insurance company and is still under investigation to determine the cause of the fire.
- Update on Construction Projects
 - Ms. Silvia updated the committee on the status of the six projects being worked on in the District.
- Cenergistic

- Ms. Silvia led a discussion about a proposal to contract with the company Cenergistic in order to help the district save on energy costs. The committee will review the proposal again after more information is attained.

Finance

- Lead Program
 - This topic was tabled awaiting information from the Lacey Township Police Department.
- Preschool Expansion Program Update
 - Dr. Pereira led a discussion on the costs and challenges with applying for the preschool expansion program. The district will continue to review our options and make strides towards making the preschool program a reality in the future.
- Redistricting
 - Dr. Pereira led a discussion about the redistricting ideas presented at the first redistricting meeting. The committee offered another suggestion to be considered.
- Ethics Cases Update
 - Ms. Silvia led a discussion about the current ethics case bills to be paid this month. The district has paid approximately \$7,000 in legal bills since the \$100,000 was exhausted in insurance payouts.
- Health Insurance Increase
 - Ms. Silvia led a discussion about writing a letter to our local legislator as well as drafting a resolution to be approved at the August board meeting. Dr. Pereira will also reach out to Senator Connors to set up a meeting. The finance committee recommends the board approve said resolution.
- Mileage Reimbursement
 - Ms. Silvia reported that the New Jersey Office of Management and Budgeting increased the standard mileage reimbursement rate from \$.35 to \$.47.
- BCBA Update
 - Dr. Pereira provided an update on the hiring of the BCBA.
- Curriculum Purchases
 - Ms. Silvia reviewed six purchases with the committee. These purchases will be reviewed with the curriculum committee before appearing on the agenda for approval.
- Budget Freeze
 - Ms. Silvia led a discussion about the need to start the budget freeze August 22, 2022. The freeze may be lifted if we are awarded stabilization aid funds.

Food Services

- Van Purchase
 - Ms. Silvia led a discussion on the need for a van for the food services department. This purchase will be funded by the excess cash that is on hand in the food service fund.
- Ice Machine
 - Ms. Silvia led a discussion on the need to replace an ice machine at the Mill Pond School for the food services department. This purchase will be funded by the excess cash that is on hand in the food service fund.

Human Resources

- ParaProfessionals
 - Dr. Pereira led a discussion on the need to replace retired or resigned full-time paraprofessionals with part-time paraprofessionals.
- Assistant Business Administrator
 - Ms. Silvia led a discussion on the candidates and timing of the interview process for this position.
- Social Media Coordinator
 - This topic was tabled.

Security

- No Items to Report.

Technology

- Cellular Connection
 - Ms. Silvia led a discussion on the cell service issue at the Middle School. The committee felt that the district should go forward with the assessment for the Middle School since there are grant funds available. If the assessment goes well, the committee will discuss the option of assessing all schools.

Transportation

- No Items to Report

Upcoming BOE Meetings

- HIB
 - The committee was supplied with a chart of confirmed HIB's as well as Non-HIB incidents by school for the 2021-2022 school year.

- Use of Facilities
 - The committee was supplied the current list of use of facility requests.

Other

- No Items to Report

Next Meeting

- Thursday, September 8, 2022 @ 9:00 am



Lacey Township School District Board of Education
Finance & Operations Committee
Board Office

Thursday September 8, 2022 - *Board Office*

Call to Order: 9:00 a.m.

Members Present: Donna McAvoy - Chairperson
Frank Palino - Committee Member
Edward Scanlon - Committee Member
Vanessa R. Pereira - Superintendent
Sharon Silvia - Business Administrator

Members Absent: None

Presentation by: Brown & Brown Insurance: Michael Mauro and Gary Goldfarb

Agenda Items:

- *Finance*
 - Health Insurance Quotes:
 - Gary Goldfarb and Michael Mauro presented to the committee the options for the District for health insurance renewal. The District is waiting until the State meeting slated for September 19th to make a final decision in regards to who we will contract with for health insurance coverage as of January 1, 2023.
- *Facilities*
 - Wrestling Room:
 - Ms. Silvia led a discussion about the free standing structure proposed as well as the possibility of other areas within the District that the wrestling program could utilize. The District is in no position to finance a structure at this time. We are exploring other areas for the program to utilize.
 - Football Field:
 - Ms. Silvia reported to the committee that the Athletic Director is in the process of scheduling games on the football field for the girls and boys soccer teams.
 - Update on Construction Projects:
 - Ms. Silvia updated the committee on the status of all the current construction projects.
 - PA Systems in all schools are complete with a small punch list of items to address as well as some adjustments to the sound of the bell.
 - Exterior Lighting at Mill Pond and the High School is complete with a small punch list of items being addressed.
 - Boiler Replacement at Cedar Creek and the Middle School is still ongoing. The project is still on target for completion by October 15th.

- Fire Alarm System at all schools is still ongoing. There have been delays due to material delays.
 - HVAC Replacement is still ongoing. There have been delays due to material delays. The District is currently working with the contractor to schedule around the school schedule to start the replacements.
 - Informacast project is now complete. This project installed panic buttons at all schools that call directly to the police station. This project now makes the District compliant with Alyssa's Law.
- JS Increase:
 - Dr. Pereira and Ms. Silvia spoke with the committee about increasing Mr. Smith's salary to \$80,000, an increase of \$5,552, once he completes the classes required for his position as Educational Facilities Director. The committee is recommending the Board approve this increase.
- *Finance*
 - Transportation Trainer Stipend:
 - Ms. Silvia led a discussion about a stipend for the Transportation Coordinator who has become certified as a CDL Driver Training Provider. Ms. Valiante is working an extra 120 hours, on average, per year to provide this training to our drivers. The committee is recommending the Board approve a stipend not to exceed \$5,000, paid at \$40 per hour with time sheets supplied by Ms. Valiante as she provides the training.
 - ABA Stipend:
 - Ms. McAvoy led a discussion about a stipend for Ms. Silvia for the 42 days that the District is without an Assistant Business Administrator. Ms. Silvia is working exorbitant hours in order to do both jobs, Business Administrator and Assistant Business Administrator. The committee is recommending that the Board approve a stipend in the amount of \$150 a day for 42 days.
- *Food Services*
 - No items to Report
- *Human Resources*
 - BCBA Employment Contract (Alyse Spafford):
 - Dr. Pereira and Ms. Silvia led a discussion about the BCBA contract as well as the benefits of having a BCBA on staff. The committee is recommending that the Board approve the contract for Mrs. Spafford.
- *Security*
 - Security protocol for employees:
 - Ms. Silvia updated the committee on the current procedure being used for staff sign-in and sign-out. Ms. Silvia also informed the committee that the Technology Director is looking into a more permanent procedure for this process.
 - Security Assessment:
 - Ms. Silvia updated the committee on a project that we spoke about completing back in May. The District contracted with a company to analyze and train our staff on cyber security. As of the date of the initial report the district has

performed very well.

- *Technology*
 - No items to Report
- *Transportation*
 - No Items to Report
- *Upcoming BOE Meetings*
 - Use of Facilities
 - Professional Days and Workshops
- *Other*
 - No Items to Report

Next Meeting

- October 10 @ 4:45pm