

Budget and Finance Committee Notes  
Monday, June 16, 2008, 5:30 PM

Attending: Board Members Garrity, Luccarelli and Wetmore; Administrators Duncan, Mikos and Petrizzo. Absent: Burke

**RFP for Sponsorship Promoter Services Update:** We have received a bid from CMA with a 30% service fee. Bid acceptance will be on the 6/25 agenda.

**Health Benefits Opt-Out Payment:** We reviewed the agenda item instituting the Opt-Out Program. As the resolution states, the program is not a subject for negotiations. This item will be on the 6/25 agenda.

**Non-Resident Tuition – Policy 5118 revision:** We reviewed the revised policy language. It eliminates stating a specific tuition fee, instead incorporating by reference the NJ Administrative Code section that governs how tuition amounts are calculated. With the new language, the tuition charge will always reflect our current per pupil cost. Other than in special education, we only accept non-resident students who are in the process of moving in or moving away. The first reading will be on 6/25.

**Prime Time 2008-09 Rates:** Michael Braun, Prime Time Director since 9/07, is recommending a price increase. Most are administrative – increasing the cost of registration (\$10), the late paperwork/payment fee (\$5), late pick-up fee (\$5). He also proposes modest increases for the morning sessions (\$1/day), afternoon sessions (\$2/day), and half-day extensions (\$1/day). He would like to change the “camp” length and cost from \$100 for 10 weeks to \$115 for 8 weeks.

**Energy Management Consulting Services:** Michael reported on a meeting he and other administrators had with Energy Education, Inc., a consulting company that works with school districts to educate the staff on being energy efficient. They have worked with other New Jersey school districts, generating hundred of thousands in savings. Essentially they help build a culture of conservation. They guarantee that the savings will at least cover our costs over the four year contract. The costs include software that tracks energy usage, hiring a consultant to oversee the program and a flat fee each year of the four year contract. The most critical element is getting the right person to be the watchdog – someone respected by all, with excellent people skills. The company has USA-wide experience. Its staff includes former superintendents and B.A.s. We hope to have an RFP out for bids by 7/1/08.

**Payment of Election Workers:** This year brought an apparent upsurge in complaints about the lag between Election Day and when the poll workers were paid in late May. While this is no different from past years, the committee recommends using policy 3326 on Payment for Goods and Services to authorize these payments before their formal approval by Board as part of the bills list. These amounts are budgeted annually.

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**Other Matters:**

Food Service – This discussion was postponed to July as our consultant had to attend to urgent family health issues.

B&F Committee Annual Review – It was recently brought to the chair's attention that according to Board Bylaw 9130, "Prior to the annual Reorganization Meeting, the chairperson of each committee shall ensure that a summary report of the year's activities be provided to the Board President." A draft is attached.

Next Meeting: Monday, July 21, 5:30 PM

Respectfully submitted,  
Barbara Garrity

Budget & Finance Committee Annual Review -- May, 2007- April, 2008  
Prepared June 16, 2008

**Work Accomplished:**

- Separate question appeal
- Conducted postmortem of 2007-08 budget & separate Q election process
- MCIA purchases reviewed and recommended
- Reviewed & recommended repair of VS old gym concrete panels funded from unallocated surplus
- Reviewed institution of new nutritional guidelines into our food service program
- Sought additional cost savings opportunities:
  - Reviewed PC purchasing and maintenance needs
  - Joined MOESC joint purchasing pool for laser and fax toner
  - Reviewed & recommended newly-lawful Health Benefit Opt-Out Option
  - Solar power option under review by B&G, secondarily by B&F
- Updated Travel/Reimbursement Policy 4233
- Sought additional revenue opportunities
  - Reviewed and recommended RFP for Promotional Services
  - Reviewed profitability of ancillary programs
- 2006-07 Audit – clean report
- 2008-09 Budget
  - Analyze new state funding formula
  - Set budget goals
  - Reviewed draft budget and budget mailer and presentation. Added Budget FAQs to district website, responding to CR Committee recommendation.
  - B&F Chair, Superintendent and BA met with Chair of Township Committee's Financial TF. Feedback incorporated into budget presentation.
  - Budget presented to TC, Half Century Club, Chinese School, HHS senior class, and to all four school parent groups. Chair participated in nearly all budget presentations.
  - Reviewed & recommended adding E-Alert capability to website
  - Reviewed & recommended new Payment for Goods and Services Policy 3326

**Work in Progress**

- Seek cost savings opportunities in energy costs/consumption
- Seek additional non-tax revenue opportunities
- Health Benefits Opt-Out – oversee institution and results
- Promotional Services – oversee institution and results
- Status of Hand Recognition System – to be fully automated in the 08/09 school year