

**HOLMDEL TOWNSHIP BOARD OF EDUCATION  
BUDGET & FINANCE COMMITTEE MEETING NOTES  
JUNE 20, 2019 AT 5:30 PM**

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Board Members Present: J. Collins, Chair | V. Flynn |  
Administrators Present: M. Petrizzo, BA | D. Mancuso, ABA  
Guests: Greyhawk Construction Manager, Spiezle Architects, Edvocate  
Meeting Location: Central Office Conference Room

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The following are the notes from the June 20, 2019 meeting of the Budget and Finance Committee.

**1. Holmdel 2020 (Referendum) Update:**

**a. Door Replacement (Indian Hill & Village):**

SSP is currently reviewing the Close-Out Documentation and will advise upon completion. The request by the Contractor for Final Payment has yet to be received.

**b. Roggy Field Stadium Lighting:**

The Close-Out Documents, along with the Contractor's request for Final Payment, have been reviewed, accepted and approved by SSP and Greyhawk and forwarded to the District for approval. The District has processed final payment and the contract will be formally closed.

**c. Field Reconstruction (Satz/High School):**

The revised Substantial Completion date was changed to 5/31/19, which the Contractor has satisfied. A site walk by the team for Preliminary Punch List was conducted on 5/21/19 and was sent to the Contractor for implementation. The Contractor is working to complete the Punch List which should be done by the end of June. The surface of the existing Basketball court was patched and refinished with both a seal coat and finish coats. Tennis courts should also be finished by the end of June.

**d. Interior Renovations and Exterior Site Renovations (Indian Hill & Village):**

The Board received a recommendation by Greyhawk on proposals for Quality Assurance and Control on 5/20/19 for various tests and inspections required on the Project. The Board awarded the contract to Craig Testing Labs, Inc. on the 6/12/ 19 meeting.

Facility Management and Staff have worked feverishly to prepare the areas needed by the Contractor. All rooms that had furniture and miscellaneous items within the workspaces were vacated of such items.

The sitework at Indian Hill School associated with the Site Drainage and Bus Loop and the Parking Lot at Village School have both begun. The Remediation of the three classrooms at IH along with the removal of the casework within the

classrooms to receive the renovations at both IH and Village have commenced along with the roofing repairs. The removal of the Gym flooring at Village has also commenced.

**e. Exterior Site Additions & Renovations and Interior Alterations (Satz & High School):**

The Board received a recommendation by Greyhawk on proposals for Quality Assurance and Control on 5/20/19 for various tests and inspections required on the Project. The Board awarded the contract to Craig Testing Labs, Inc. on the 6/12/ 19 meeting.

Facility Management and Staff have worked feverishly to prepare the areas needed by the Contractor. All rooms that had furniture and miscellaneous items within the workspaces were vacated of such items.

The Contractor has commenced with the removal of the structures previously known as the Fuel Depot and has prepared to mill the parking lot, to allow for the PE addition.

The Contractor has started the Remediation work at the Boys Locker Rooms in Satz MS and will continue with the removal of the flooring within the music rooms of both Satz and HHS.

**f. Successfully Completed Projects:**

Land Acquisition, Pkg. D-Gym HVAC (VS, IH & WRS), and Pkg. H High School Roof

**2. Food Service Results/Renewal:**

As part of the food service program, there is an ongoing review of the menu and items offered along with input from parent groups and student feedback provided to the food service staff. Please note the following;

- In May 2019, Chartwells piloted the following new nutritionally enhanced menu items at Village School; Grilled chicken replacing Breaded Chicken Patty, Veggie burgers offered along with Beef Burgers, Grilled Chicken Caesar Salad, Low sodium Deep Dish Pizza, Corn Dogs and French Bread Pizza removed from the menu. Chartwells will continue to the pilot at Village School for the first 60 days of the 2019/2020 school year and then implement the enhanced menu at Indian Hill School.
- 2019/2020 Planned Menu Enhancements;
  - Chartwells will continue to work with their Regional Dietician to enhance all menus with the ongoing priority to offer healthier options.
  - Chartwells will continue to pilot the enhanced menu options at Village School (referenced above) for the first 60 days of the school year and then implement the enhanced menu at Indian Hill.

- Additional salad choices (chef, chicken caesar, vegetable pasta salad, etc.), offer them on a rotating basis and introduce spring mix and baby spinach into salad recipes.
- Add California Grilled Chicken, Grilled BBQ Chicken and Chicken & Cheddar wrap.
- Add other protein options on pasta days. Turkey meatballs and turkey Italian meat sauce.
- Continued Communication and Program Monitoring;
  - Chartwells will enhance program communication (i.e. menu updates, POS features and web-based feedback).
  - Chartwells will present the 2019/2020 menu enhancements along with other program information at the September Board meeting as well as all the September parent group meetings.
  - Edvocate, the district's food service consultant, will continue to monitor the program providing support, communication and guidance.

In addressing the concerns raised at the last Board meeting, the committee was advised regarding the following:

- If any student has issues with any food item purchased, they should immediately return the item to a food service employee and get a new or different item.
- Reminder to parents; All student accounts have parameters that can be set to control and limit purchases.
- The Health Department performs two inspections a year. In addition, Edvocate performs unannounced site visits throughout the year checking general sanitation as well as food quality and safety.
- Chartwells and Edvocate will continue to meet and work with our parent groups and wellness committee to enhance and move the program forward.
- Chartwells and Edvocate representatives are present at tonight's meeting to answer any questions (if applicable).

### **3. Capital and Maintenance Reserve:**

These reserves allow the district to transfer unanticipated excess current year revenue and/or unexpended appropriations (up to \$2 million in Capital Reserve and up to \$1 million in Maintenance Reserve) into these reserves consistent with all applicable laws and regulations.

### **4. Draft Board Meeting Calendar:**

Approval of the Holmdel Township BOE Schedule of Board Meetings 2019-2020. Please note the change of time and venue. New start time of 7:00 p.m., preceding each Regular Business meeting, the Board will have an Executive Session at 6:00 p.m. All Board meetings will now take place at the Indian Hill School except for the 5/20 & 6/10 meetings.

**5. Draft Renewals Agenda 2019/2020:**

The committee reviewed all the various (procedural, professional service providers, and insurance renewals) resolutions to be approved as part of the new school year renewal process that will be included on the 6/26/19 agenda for approval.

**6. Holmdel High School Booster Club Monetary Donation:**

The committee reviewed the proposed monetary donation that will be included on the 6/26/19 agenda for approval.

**7. Federal Grants 2019/2020:**

The committee reviewed the 2019/2020 IDEA Part B (Basic and Preschool) and ESEA (Title I, Title II, Title III and Title IV) grants on the 6/26/19 agenda for approval.

**8. 2019 MCIA Capital Equipment Lease Program:**

Every two years, the District has the ability to participate in a pooled capital equipment lease program through the Monmouth County Improvement Authority (MCIA), which allows the District to take advantage of MCIA's AAA bond rating status and interest rates. The District utilizes this program to purchase equipment for technology and operational needs. The committee reviewed the 2019 MCIA equipment list and noted the applicable resolutions will be included on the July and August 2019 Board meetings.

The next meeting date: **July 25, 2019 @5:30pm (tentative)**