

Holmdel Board of Education
Budget and Finance Committee
Meeting Notes - February 20, 2020 - 7:00 p.m.

Board Members Present: J. Collins | J. Hammer

Administrators Present: M. Petrizzo, BA | K. Stromsland, Dir Plant Ops & Maint | S. Rogers, Asst Dir Plant Ops & Maint | L. Carducci, Dir of Community Prog & Student Transportation

Guests: Greyhawk Construction Manager, Edvocate, Chartwells

Meeting Location: Central Office Conference Room

1. Holmdel 2020 (Referendum) Update:

- o Interior Renovations and Exterior Site Renovations (Village & Indian Hill School): At both Village and Indian Hill Elementary Schools, all work is completed with the following notations.
 - i. The As-Built Survey was received by Edwards Engineering and a Punch List was generated and attended to by the Contractor..
 - ii. Edwards conducted a follow-up “Fit and Finish” walk-through for the Punch List. The findings were presented to the contractor to complete.
 - iii. Previously provided electronic copies of the Close-outs by the contractor were reviewed by the architect and found to be incomplete.
- o Exterior Site Additions & Renovations and Interior Alterations (Satz & High School):
 - i. Satz Middle School
 - 1. Cafeteria: The new lighting fixtures for the new space that were to be installed last month, were postponed until a roof leak can be addressed.
 - 2. Room 204: installation of a new frame and door adjoining it to the cafeteria.
 - 3. Room 205: previously installed a new wood dance floor, received the last of its appurtenances, namely mirrors, railing and benches and is now complete.
 - 4. Link: The metal roof decking is complete and the piping for the bathrooms has been started along with some of the exterior masonry walls.
 - 5. New Entrance: The metal roof decking is complete, and the piping for the bathrooms has been started. The majority of the interior masonry partitions have been erected and the exterior masonry walls have commenced.
 - ii. High School
 - 1. Engineering Wing
 - a. The TV Studio sound panels, which have been designed and will be installed in-house, have arrived and are ready to be installed the week of February 27.
 - b. The Fabrication Area has had equipment installed and the electrical wiring is complete. Final Assembly of some of the equipment is scheduled for February 28th along with the final dust collection connections.
 - c. BFI Furniture came out and repaired/replaced any defective pieces.
 - 2. PE Wing:
 - a. The exterior masonry block walls are complete with the exception of one section to allow for the removal of miscellaneous materials and equipment once the interior spaces are completed.
 - b. Wiring is being run through-out the space for lighting, electric, communications, and security.
 - c. The majority of Rough Plumbing piping for waste and vent has been installed. Connections for the storm drainage including roof drain tie-ins are done.

- d. The base roofing material have been installed on both the Multi-Purpose room roof and the TEam Room roof allowing for a water-tight roof and conducive working conditions inside.

iii. (High School & Satz):

1. Miscellaneous: Currently there are ongoing issues with potholes, curbs, and inlets in need of repair. These areas, especially at the west end of the Satz driveway and the High School main parking lot, will be repaved and repaired respectively during the summer as planned. Presently the grounds crew is installing temporary patching as necessary to mitigate any item becoming a major problem.

2. Enhancement of Nutritional Menu Items Update:

- a. Chartwells continues to meet with Parent Group Presidents three times a year annually.
- b. Chartwells attended all Back to School nights in the Fall of 2019.
- c. Chartwells attended each of the school's Parent Group Meetings in the Fall of 2019.
- d. A meeting with a small group of interested parents occurred in November 2019.
- e. A parent survey was completed in December 2019.
- f. The results of the November meeting were the following:
 - i. Chartwells will note on the menu what products are non-GMO and are antibiotic free.
 - ii. Chartwells will begin to integrate into its menu lower sodium and sugar content soups, sauces and condiments.
 - iii. Chartwells has improved snack items.
- g. Chartwells reintroduced the made to order deli at Indian Hill.

3. HFEE Donation - Satz Innovation Lab:

The committee reviewed pictures for the Satz Innovation Lab concepts. The applicable resolution will be included on the February 26, 2020 agenda for approval

4. 2020/2021 Budget Update: The committee reviewed the following budget timelines;

- a. November 2019 – February 2020 the District works on preparing the budget.
- b. February 25, 2020 is the anticipated date of the Governor's 2020 Budget Address.
- c. February 26, 27 or 28, 2020 is the anticipated date the district will be provided with 2020/2021 state aid amounts.
- d. March 5, 2020, the B&F committee will review the proposed 2020/2021 budget information, which will be provided to the Board following the committee meeting.
- e. March 18, 2020, the Board will adopt the Tentative "Not to Exceed" Budget by resolution. This adoption is a required action the Board must take prior to the District submission of the budget to the County Superintendent. The County Superintendent then begins the review and approval process, which could result in adjustments made by the County Superintendent. The Board cannot advertise, hold a public hearing or adopt the budget until the County Superintendent has approved the budget.
- f. April 29, 2020, the District will present the 2020/2021 budget at the Committee of the Whole meeting.
- g. May 6, 2020, the District will hold a Public Hearing on the 2020/2021 budget. After the District receives approval of the 2020/2021 budget from the County Superintendent, there must be a public hearing to provide the public with notice. Once the public hearing is held, the Board can adopt the budget by resolution. The adoption can occur

at the same meeting of the public hearing (which is the state recommendation). However, if the Board intends to make a change after the County Superintendent approves the budget, the budget can only be changed if the matter was placed on the record during the public hearing. If that occurs, then the budget must be resubmitted to the County Superintendent for approval and a special meeting would be scheduled for May 13, 2020 to adopt the budget. The Board has until May 14, 2020 to adopt the budget by Board resolution.

5. Other Matters Pertaining to the Committee:
 - a. HHS sports facilities related plans. All teams practice and game locations have been identified and assigned. Mr. Fallon is currently working on the fall and winter locations.
6. Date and Time of next Committee Meeting: March 5, 2020 at 7:00 p.m.