

Finance Committee Meeting  
Minutes  
10/26/15 at 6:00pm

**Attendees:** Mr. Brian DeWinne (Chairperson), Mr. Scott English (Board President), Mr. Joseph Pagano (Board Member), Dr. Mary Gruccio (Superintendent), Mr. John Frangipani (Assistant Superintendent), Mrs. Helen Haley (Business Administrator) and Mr. Scott Musterel (Assistant Business Administrator)

**Guest:** Mr. Robert DeSanto (for Item #1),

1. Use of facilities – Bob DeSanto
  - a. Bob DeSanto gave the background on issues that have come up with the Vineland Recreation Commission and various groups that would like to use our facilities. We met with Dale Elbeuf and Don Robbins at the Facilities Committee Meeting.
  - b. Mrs. Haley, Mrs. Mil Johnson and Mr. DeSanto met to propose changes to the fee schedule. It is part of the packet.
  - c. Dale was informed that he will need to provide certified minutes and a certificate stating that the group is a sponsored group.
  - d. Committee discussed the fee to charge the sponsored groups. It was decided as \$100 for a 30 day block.
  
2. Buses – leasing – Hunterdon Valley
  - a. Mrs. Haley discussed the lease purchasing idea that had been previously discussed with the Transportation Committee.
  - b. Mr. DeWinne asked if we followed the plan laid out in the budget. Mrs. Haley said, yes. This plan is part of it.
  - c. Mr. DeWinne asked who is double checking on the Transportation ideas and Mr. Frangipani said that we met with Mr. Callavini this morning to go over his budget.
  - d. Discussion followed on whether to implement the two year purchases that Joe laid out.
  - e. Mr. DeWinne said that he would like to put a hold on purchasing/leasing buses at this point until a solid plan is approved by the committee/board. The whole Board will need to understand what is being purchased.
  - f. Transportation Committee needs to meet with the entire Board, discuss and decide on if we are changing our 3 year plan.
  
3. Bus ads – EIRC
  - a. Mr. English said that the Board has turned bus advertising down in the past.
  - b. The Finance Committee is in agreement with letting EIRC move forward with it.
  - c. It was decided to put the agreement with EIRC on for Board approval.

4. Audit results – Reserve for Excess Surplus to be applied to FY 2017
  - a. Mrs. Haley gave the explanation on the Reserve for Excess Surplus calculated as part of the audit. The amount to be applied to FY 2017 is \$6,358,477.
5. Upcoming budget
  - a. Anticipated shortfall
  - b. Potential cuts
  - c. Revenue approach
6. Capital Reserve – discussed contributing funds
7. Maintenance Reserve – discussed contributing funds
8. Healthcare
  - a. December meeting – Allen Associates will attend
9. Liability Insurance
  - a. Biondi projection for insurance was included in the budget.
10. Template
  - a. Attempt to standardize staffing throughout the district by using the state efficiency model as a guide.
  - b. Will present the template to Curriculum and Instruction Committee
11. Budget Calendar
  - a. Add the calendar to the agenda for Board approval in November
12. Food Service
  - a. Discussed the net loss in Fund 60 per the audit and compared it to the Sodexo operating loss statement.
  - b. Discussed increase in wages and benefits from the prior year.
  - c. Discussed payment due from Sodexo for loss guarantee.

Respectfully submitted,

Brian DeWinne  
Chairperson