

## FFT Meeting

June 8, 2009

### Board of Education Office

#### Attendees:

Jeanne Stifelman – Chair

Tammy MacKay

Al Matos

Barbara Levinson – alternate

Ethan Blynn – unable to attend

Michael Neves – Business Administrator.

2 members of the public

#### I. Public comments

1. Food Service –Public expressed appreciation of anonymous nature of Free and Reduced Lunch program is appreciated. Public stressed that those families who qualify should be encouraged to apply as this will have a direct impact on our funding. Communication on cover letter of Free and reduced lunch program should highlight both of these points. Public also made a comment that Food Services should not lose money.

**Mike – followed up on making sure that changes to letter occur. He brought it to the attention of food services director after our meeting.**

2. Due to the Track being torn up ahead of schedule, the venue for last weekend's track meet had to be changed to Morris Knolls HS. While there at the sight, a member of the public noted that they are making big improvement to ball fields. Apparently the track was updated through referendum, Baseball Field was to be paid for through Capital being put aside each year. Public asked if it was possible to begin to set aside funds for future capital projects – a capital reserve contribution. This is unlikely due to the strained budget situation. Can we charge

development and redevelopment tax instead of referendum? **Mike looked into this after our meeting and found it to be illegal .**

3. School usage issue - the public gave us a write up regarding the use of our school facilities for Iron Horse Wrestling. She also indicated that this is not the only example of inconsistencies of charges for facilities usage. It was noted that this Policy # 7510 is up for review.

**Jeanne will followed up with Amy to ensure that FFT is kept in the loop on the rewriting of this policy as it can have a positive revenue stream impact.**

**Tammy to follow up with Jon Zlock regarding specific OPRA request regarding this matter.**

II. Review of Committee dates - dates are good and will remain as posted

III. Priorities for 2009/2010 – We identified the following five priorities and assigned responsibilities

1. We will make every effort to manage the Track Renovation project to be completed on August 15<sup>th</sup>.
2. We began our budget planning for 2010/2011 by focusing on specific opportunities for generating revenue and reducing costs for the District. The following are those opportunities.
  - a. We will have an energy audit to be completed by December – **Mike**
    - i. **Next steps – out for bid, Mike to determine best bid and proceed.**
  - b. We will investigate Solar opportunities following two parallel paths:
    - i. **Mike – will submit grant application for phase two of the Morris County Improvement Authority. Mike advised that MCIA has not set the date for phase two other than indicating that it will be soon.**
  - c. **AI – will investigate other opportunities to bring solar energy to Randolph School District for the purpose of reducing energy costs and generating revenue. He will give the committee options and explain the potential of each. Next step – AI will touch base with Greg Mark about potentially contacting Sam Stuart, Executive County Superintendent to see what he is doing in Mercer County**

- d. We will work with the Business Administrator and other district administrators to identify and pursue opportunities for advertising for the purpose of generating revenue, at our school. This would include advertising in cafeteria, gyms, etc.
  - i. **Tammy and Jeanne will work on this jointly with Mike. Next step – Tammy will contact high school Administration to set up an initial meeting regarding the potential to have the HS Marketing Group work with us on this project, prior to the end of school if possible**
- e. We will work with Athletic Booster Club, Band, Orchestra and Choral Booster Clubs, the Educational Foundation and others to identify and pursue opportunities for naming rights for the purpose of generating revenue.
  - i. Tammy, Jeanne and Al jointly with Mike, will work on this opportunity. **Next steps:**
    - **Mike- to invite RAC members through the VP of Athletics to attend our July meeting to specifically discuss this opportunity and to determine a game plan**
    - **Jeanne – to invite the new leadership of the Education Foundation to our August meeting with the purpose of discussing how we can work together to generate much needed revenue for school priorities.**
    - **Mike – to contact Music Department to invite music booster club leadership to our September meeting with the purpose of discussing this opportunity and determining a game plan.**
    - **Tammy – to contact PTA Council to ask if we can come to their September meeting to tell them about this opportunity and ask for their assistance.**
- f. We will support and encourage opportunities for Institutional Teaching opportunities within our district. We will open up discussion with the Assistant Superintendent to understand what is being done and bring to him any additional opportunities we find.
  - i. **Next steps – Per Barbara’s direction, Jeanne will contact Dr. Kane by next meeting**
- g. We will strive to determine a strategy to have Food Services break even in 2010/2011.
  - i. **Jeanne and Mike will look into best practices of other districts. By August**

- ii. **Jeanne and Mike will meet with Food Services in the office over the summer if possible with the purpose of evaluating current situation and determining specific reasons for the loss in this area.**
    - iii. **Jeanne and Mike will put together a proposal by October?**
  - h. We will evaluate Health Benefits in November to determine what track we are on for negotiations going forward – **Mike and Jeanne**
  - i. We will evaluate our internet access to look for cost savings while improving band width and potentially securing 2<sup>nd</sup> network. **Mike – working with Verizon over the summer**
  - j. We will make every attempt to keep apprised of Grant opportunities through networking and will apply to any that would be beneficial to the district – **Mike**
  - k. We will look into purchasing propane or fuel efficient buses as we replace buses in our fleet – **Mike over the summer**
3. We will make every effort to focus on sound budget planning as it relates to negotiations with RTAA and RTA – **Ethan**
  4. We will prioritize needs for improvements of our facilities so that as dollars become available, we will be able to spend efficiently and effectively to upgrade some of our aging facilities. **Mike – Next steps – Mike will be touring with Frank and Andy to make up a list of needs. By August. Once we have the list, committee will prioritize - September**
  5. We will research opportunities/needs for a possible second question on the April School ballot. – Jeanne and Mike

IV. Finance-

- a. Motions – we reviewed motions and identified the following motions to be added for the June 23<sup>rd</sup> meeting - **Mike**
  - i. Motion regarding accepting extra-ordinary aid
  - ii. Motion to accept Baseball Booster Club Donation
- b. Discussed that we need to be in the loop regarding the Athletic Fee policy to ensure that it is in line with the budgeted amount in the 2009/2010 budget – **Jeanne, Mike, Tammy – Jeanne will send email to Amy**
- c. We will have the auditors in mid-June for an abbreviated schedule. It should be noted that b/c we have a comptroller on staff, we are able to recognize significant cost savings in this audit process.

V. Facilities- summer projects

- a. Track Renovation began ahead of schedule. It will not impact the graduation schedule. It is on track to be complete by August 15.
- b. See info above about Verizon Internet Access Project
- c. Jeanne will contact Pete regarding Shongum Pathway – Please note that we did apply for a grant for this. The cost would be \$16-17K. We need to determine where this fits into our facilities priorities list unless there is a donation made specifically for this project.
- d. Center Grove roof is being patched. Please note that there is no mold issue at CG.

VI. Transportation

- a. Joint building with town is going forward
- b. See info above about Propane Bus

VII. Public Comment

- a. Athletic Training Room? – Mike to contact Ted