



**To:** Dr. Mike Riggle  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Thursday, September 7, 2017

**Re:** Anticipated Board of Education Committee Meetings

### **Background**

In addition to the regular meetings, the Board of Education has established three committees to facilitate the review of topics relevant to the operation of the school district. These committees include: facilities, finance, and technology.

Each committee includes members of the Board of Education, as well as members of the District and School leadership teams (e.g. Principals, Assistant Superintendents, Directors). Board committees meet periodically throughout the school year, and provide an opportunity to review draft proposals and recommendations from the Administration in a working group setting. Proposals and recommendations are then revised as needed, and typically presented to the full Board at the next regular meeting.

Upon reviewing the District's goals and anticipated projects, the following committee meetings are anticipated for the 2017-2018 school year:

### **Facilities Committee**

Current Board Members: Bruce Doughty, Marcelo Sztainberg, Skip Shein

<b>Meeting Date (Estimated)</b>	<b>Discussion Topic(s)</b>
Wednesday, September 20, 2017	<ul style="list-style-type: none"> <li>● Recap of Summer 2017 facility projects (Life Safety and other)</li> <li>● Recommended Summer 2018 Life Safety projects</li> <li>● Recommended Summer 2018 non-Life Safety projects</li> <li>● Final Summer 2019 Life Safety projects</li> <li>● Land swap with District 30</li> </ul>
Wednesday, October 18, 2017	<ul style="list-style-type: none"> <li>● Review Summer 2018 Bid Specification as needed</li> <li>● Black Box Theater Study</li> <li>● LED lighting projects and grant opportunities</li> <li>● Disposal of Surplus Equipment Board Policy</li> <li>● Security Enhancements to Buildings</li> <li>● Facility Rental Contracts</li> </ul>
Wednesday, February 28, 2018	<ul style="list-style-type: none"> <li>● Review Bid Results for Summer 2017 facility projects</li> </ul>

### Finance Committee

Current Board Members: Bruce Doughty, Karen Hanley, Joel Taub

<b>Meeting Date (Estimated)</b>	<b>Discussion Topic(s)</b>
Tuesday, October 3, 2017	<ul style="list-style-type: none"><li>• Defining Large Purchases</li><li>• Student Transportation Update</li></ul>
Tuesday, November 7, 2017	<ul style="list-style-type: none"><li>• Estimated Tax Levy for the 2017 Levy Year</li><li>• Contingency Discussion</li><li>• Request for Proposal for Audit Services</li><li>• Enrollment Projection and Forecast using 10/1/17 fall housing</li></ul>
Monday, December 4, 2017	<ul style="list-style-type: none"><li>• Bond Refunding Opportunity</li><li>• Updated 5-Year Financial Projection</li></ul>
Tuesday, February 6, 2018	<ul style="list-style-type: none"><li>• School Operating Budgets for the 2018-2019 Fiscal Year</li><li>• Student Fees for the 2018-2019 School Year</li><li>• Update on Outsourced Labor Agreements - Xerox &amp; Becks</li><li>• Student Transportation Update</li></ul>
Tuesday, May 8, 2018	<ul style="list-style-type: none"><li>• Tentative Budget Preview for the 2018-2019 Fiscal Year</li><li>• Updated 5-Year Financial Projection</li></ul>
Tuesday, July 10, 2018	<ul style="list-style-type: none"><li>• Tentative Budget for the 2018-2019 Fiscal Year</li></ul>

### Technology Committee

Current Board Members: Pete Glowacki, Sonia Kim, Skip Shein

<b>Meeting Date (Estimated)</b>	<b>Discussion Topic(s)</b>
Tuesday, October 17, 2017	<ul style="list-style-type: none"><li>• Update on Technology Services Projects Completed</li><li>• Update on Learning Spaces Initiative</li><li>• Request for Proposal for Printer Hardware</li></ul>
Tuesday, November 14, 2017	<ul style="list-style-type: none"><li>• Digital Learning Initiative Update</li><li>• Chromebook Fee for the 2018-2019 School Year</li><li>• Request for Proposal for Classroom Audio Visual Technology</li></ul>
Tuesday, February 20, 2018	<ul style="list-style-type: none"><li>• Technology Budget for the 2018-2019 Fiscal Year</li><li>• Northfield Township Technology Consortium Update</li></ul>