



To: Dr. Mike Riggle
Board of Education

From: Dr. R.J. Gravel

Date: Tuesday, September 11, 2018

Re: Proposed 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 2018-19 school year:

Facilities Committee

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

Meeting Date (Estimated)	Discussion Topic(s)
Wednesday, October 3, 2018	<ul style="list-style-type: none"> ● Financial Recap of Life Safety Bonds ● Recommended Summer 2019 Life Safety projects ● Recommended Summer 2019 Non-Life Safety projects ● Lighting Grant & Bid Results ● Retro-Commissioning Update
Wednesday, November 14, 2018	<ul style="list-style-type: none"> ● 3 year Safety and Security Plan - Facility Enhancements
Wednesday, January 23, 2019	<ul style="list-style-type: none"> ● Review Bid Results for Summer 2019 facility projects ● Review Recommended Summer 2019 small building projects

Finance Committee

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

Meeting Date (Estimated)	Discussion Topic(s)
Wednesday, October 10, 2018	<ul style="list-style-type: none">● Health Plan Performance (September 2017 - August 2018)● Health Plan Pre-Renewal (January 2019 - December 2019)● Student Transportation Update● Review Fiscal Year Audit for 2017-18
Wednesday, November 7, 2018	<ul style="list-style-type: none">● Health Plan Final Renewal (January 2019 - December 2019)● Estimated Tax Levy for the 2018 Levy Year
Wednesday, December 12, 2018	<ul style="list-style-type: none">● Enrollment Projection and Forecast as of October 1, 2018● Updated 5-Year Financial Projection● School Operating Budgets for the 2019-20 Fiscal Year● Capital Projects Budget for 2019-20 Fiscal Year● Update on Transportation Agreements for 2018-19
Wednesday, February 6, 2019	<ul style="list-style-type: none">● Health Plan Performance (September 2018 - December 2018)● Review of Inter-Fund Transfers for 2018-19 Fiscal Year● Current Revenue / Expenditure Trend for 2018-19 Fiscal Year● Student Fees for 2019-20 School Year
Wednesday, July 10, 2019	<ul style="list-style-type: none">● Tentative Budget for the 2019-20 Fiscal Year

Technology Committee

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

Meeting Date (Estimated)	Discussion Topic(s)
Wednesday, January 30, 2019	<ul style="list-style-type: none">● Digital Learning Initiative Update<ul style="list-style-type: none">○ Current Fixed/Mobile Computer Labs○ Software Licenses (Cloud-Based; Boxed Titles)○ Student Printing Access● Chromebook Fee for 2019-20 School Year● Classroom Technology (e.g. Audio/Visual Solutions)
Wednesday, February 20, 2019	<ul style="list-style-type: none">● Northfield Township Technology Consortium Update● Replacement of Staff Workstations● Technology Budget for the 2019-20 Fiscal Year