



## Lacey Township School District Board of Education

### Minutes Finance & Operations Committee

### Board Office Conference Room

**Thursday, August 8, 2024 - Board Office**

**Call to Order:** 4:27 p.m.

**Members Present:** Kim Klaus - Chairperson  
Harold "Skip" Peters, Jr. - Alternate  
Sharon Ormsbee - Business Administrator  
William Zylinski - Assistant Superintendent

**Members Absent:** Salvatore Armato - Committee Member  
Jack Conaty - Committee Member

#### **Agenda Items:**

- *Facilities*
  - HVAC Project Update
    - Ms. Ormsbee led a discussion on the status of the HVAC project at the High School. The units will be set in place August 14, 2024. Installation will take place over the next two weeks. Discussion followed.
  - Pre-K Project Update
    - Ms. Ormsbee led a discussion on the status of the Pre-K project at Mill Pond. The project is well under way and projected to be completed on schedule. There will be inspections completed the week of August 12, 2024. Discussion followed.
  - Referendum
    - Ms. Ormsbee led a discussion on next steps for the referendum. Discussion followed.
  - Board Office Space
    - Mrs. Klaus led a discussion on renting out the board office to the town. Discussion followed.
- *Finance*
  - Policyfinder Update
    - Ms. Ormsbee updated the committee on the status of the Policyfinder contract. The company is still working to find coverage for the district. Discussion followed.
  - Yondr
    - Ms. Ormsbee led a discussion on the Yondr pouches that the district is considering purchasing to use in the high school and middle school. Ms.

Ormsbee updated the committee on the donations that the district has received and is still waiting for. Discussion followed.

- Standard Operating Procedures
  - Ms. Ormsbee led a discussion on the Standard Operating Procedures Manual. This plan will be the subject of a resolution on the August agenda. Discussion followed.
- Purchasing Manual
  - Ms. Ormsbee led a discussion on the Purchasing Manual. This plan will be the subject of a resolution on the August agenda. Discussion followed.
- *Food Services*
  - New Cafeteria Cook
    - Ms. Ormsbee led a discussion on the new cafeteria cook. She will be the subject of a resolution on the August agenda. Discussion followed.
  - Food Service Standard Operating Procedures Manual
    - Ms. Ormsbee led a discussion on the Food Service Standard Operating Procedures Manual. This plan will be the subject of a resolution on the August agenda. Discussion followed.
- *Human Resources*
  - No items to report.
- *Security*
  - No items to report.
- *Technology*
  - No items to report.
- *Transportation*
  - Subscription Busing/Morning Care
    - Ms. Ormsbee led a discussion on offering morning care at the Middle School for students. Discussion followed.
  - Courtesy Busing - only do busing to games during the week/ No Saturday bus
    - Ms. Ormsbee led a discussion on courtesy busing and specifically the cut to Saturday busing. Discussion followed.
  - Transportation Standard Operating Procedures Manual
    - Ms. Ormsbee led a discussion on the Transportation Standard Operating Procedures Manual. This plan will be the subject of a resolution on the August agenda. Discussion followed.
- *Upcoming BOE Meetings*
  - Use of Facilities
  - Professional Development
- *Other*

- No items to report

Next Meeting - Thursday, September 12, 2024

Adjournment: 5:35 p.m.

Respectfully submitted,



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Sharon Ormsbee  
Business Administrator/Board Secretary