

MEMORANDUM

D – Operations

12/18/2017

K-12 Issues

1. Approval of Bills List: Moved that, upon the recommendation of the Business Administrator, the Board of Education approves the Bills List of December 18, 2017, in the total amount of **\$424,002.28**, consisting of **\$288,545.20** from the General Fund, **\$133,818.46** from the Cafeteria Fund and **\$1,638.62** from Bridges Fund, and that a copy be attached to the minutes.

2. Approval of Check Register: Moved that the Board of Education approves the check register of December 13, 2017, in the total amount of **\$90.00** from the Bridges Fund, and that a copy be attached to the minutes.

3. Approval of Employee Travel and Related Expense Reimbursements:
WHEREAS, the following employees, are attending the conference, convention, staff training, seminar or workshop as indicated; and

WHEREAS, the attendance at the stated function was previously approved by the Chief School Administrator for the date as indicated on their completed Professional Absence Form, as being work related and within the scope of the work responsibilities of the attendee; and

WHEREAS, the attendance at the function was approved as promoting the delivery of instruction or furthering efficient operation of the school district, and fiscally prudent; be it

RESOLVED, that upon the recommendation of the Business Administrator, the Board of Education approves and finds the travel and related expense particular to attendance at the approved function necessary and/or unavoidable, and that the travel and related expense are justified and therefore reimbursable in accordance with OMB Guidelines, State travel regulations and/or employee contracts.

| Name | Date (s) | Workshop / Conference | Registration Fee Paid by BOE | Mileage/ Tolls / Other |
|--------------------|--|---|-------------------------------------|-------------------------------|
| Baseil, Laura | 01/30/18 | Increase Learning.. Work Stations, West Orange, NJ | \$259.00 | \$8.68 |
| Davis, Dina | 12/08/17, 01/11/18, 02/08/18, 03/09/18, 06/01/18 | NJDOE Program, Early Childhood Educators & Settings, Harrison, NJ <i>Travel previously approved on 10/23/17 – Re-approval for corrected travel dates</i> | \$0 | \$65.10 |
| Kovall, Karen | 12/08/17, 01/11/18, 02/08/18, 03/09/18, 06/01/18 | NJDOE Program, Early Childhood Educators & Settings, Harrison, NJ <i>Travel previously approved on 10/2/17 – Re-approval for corrected travel dates</i> | \$0 | \$65.10 |
| Sorochynskyj, Judy | 01/08/18 | NJDOE Rutgers University K-3 Research Study, Piscataway, NJ | \$0 | \$24.92 |

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| Sorochynskyj, Judy | 02/28/18 | NJDOE 2018 District Test Coordinator PARCC Training, Whippany, NJ | \$0 | \$3.35 |
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4. Approval of Use of Facilities: Moved that the Board of Education approves the use of District Facilities to organizations, provided all required documents are submitted:

USE OF FACILITIES
December 18, 2017

| Permit # | Requested by / Facility / Dates |
|------------|---|
| 17/18-0061 | Boonton Hills & Valley LAX - Clinic School Street School - Gym Fridays Jan 12 – March 16, 2018 (5:00 PM – 6:30 PM) |
| 17/18-0062 | Boonton Parks & Recreation -Adult Basketball JHS – Gym Thursdays Jan 4, 11, 25, Feb 1, 22, Mar 1, 8, 22, 29, Apr 12, 26, 2018 (8:00 PM – 9:30 PM) |
| 17/18-0064 | Girls Scouts Troop 97474 (Daisy) – Meetings JHS – Room TBD Wednesdays 1/10, 2/14, 3/14, 4/11, 5/9, 6/13, 2018 (4:30 PM – 6:00 PM Pending approval) |

BHS/BMS TEAM SPORTS HAVE PRIORITY

No activities on Days school is Closed

Use of all gyms and fields are to be coordinated with Mr Hughen

**ABOVE PERMITS ARE PENDING BUILDING ADMINISTRATION
FINAL APPROVAL AND RECEIPT OF DOCUMENTATION**