

MEMORANDUM

D – Operations

12/04/2017

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 4, 2017, in the total amount of \$599,423.69, consisting of \$577,923.58 from the General Fund, \$21,047.96 from the Cafeteria Fund and \$452.15 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 November 28, 2017, in the amount of \$56,499.86 and that a copy be attached to the minutes.
3. Authorization to award a lease: Moved that the Board of Education approves the bid for a lease-purchase agreement in the amount of \$525,000.00, having been authorized on May 28, 2017, and duly advertised and received on June 28, 2017, to US Bancorp.

Bidder	APR
US Bank, Annandale, NJ	3.300%
Municipal Leasing, Grand Isle, VT	4.829%

4. Authorization to award a lease: Moved that the Board of Education approves the bid for a lease-purchase agreement in the amount of \$555,000.00, having been authorized on August 14, 2017, and duly advertised and received on September 1, 2017, to US Bancorp.

Bidder	APR
US Bank, Annandale, NJ	1.967%
Municipal Leasing, Grand Isle, VT	2.240%

5. Authorization to award a lease: Moved that the Board of Education approves the bid for a lease-purchase agreement in the amount of \$550,000.00, having been authorized on November 6, 2017, duly advertised and received on November 28, 2017, to US Bancorp.

Bidder	APR
US Bank, Annandale, NJ	1.9955%
City National, Orlando, FL	2.0000%

6. Acceptance of Donation: Moved that the Board of Education approves to receive a donation of 100 Dictionaries and 80 Thesauruses from Boonton Rotary Club.

7. 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

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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
Cornell, Vicki	12/12/17	Auto Desk Revit Software Workshop, Skillman, NJ	\$3.00	\$29.23
Cunningham, Elisabeth	02/25/18, 03/03/18, 03/10/18, 03/17/18	Conversational Solfege Certification Course for Music Program, Montclair State, Montclair, NJ	\$300	\$47.12
Klebez, Jason	12/05/17	School Climate Team Workshop, New Brunswick, NJ	\$0	\$26.50
Maier, Christine	01/19/18	Yoga & Mindfulness in Classroom Workshop, Fairfield, NJ	\$199	\$7.44
Sullivan, Rosemarie	12/12/17	NJDOE Certification Workshop Wayne, NJ	\$0	\$10.04

8. 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 4, 2017

Permit #	Requested by / Facility / Dates
17/18-0058	Boonton PTA: Mother's Market Fundraiser BHS: Cafeteria & Auditorium Saturday 4/28/2018 (7: 30 AM – 3:00 PM)
17/18-0059	Boonton High School Wrestling Parents: Sell Snacks BHS: Hallway by Gym

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Season Home Games (5:00 PM – 9:00 PM)

17/18-0060

Boonton High School Wrestling Parents: Meetings

BHS: Library

12/5/2017, 1/9, 2/5, 2/27 and 3/6/2018 (6:00 PM –7:00 PM)

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**