

## MEMORANDUM

D – Operations

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### K-12 Issues

1. Approval of Bills List – Moved that the Board of Education approves the April 24<sup>th</sup>, 2017 bills list of \$449,074.45 consisting of \$414,256.73 from the General Fund, \$34,682.78 from Cafeteria account, and \$134.94 from the Bridges account and that a copy of each be attached to the minutes.
2. Approval of Payroll Related Expenses – Moved that the Board of Education approves the April 7<sup>h</sup>, 2016 Payroll in the total amount of \$807,312.10 Board Share FICA in the total amount of \$16,243.51 and State Share FICA in the total amount of \$43,162.32.
3. Approval of February Board Secretary and Treasurer Reports – Moved that the Board of Education approves the report of the Board Secretary and the Treasurer for the month ending February 28, 2017, and that a copy be attached to the minutes.
4. Approval of March Transfer Reports – Moved that the Board of Education approves the Transfer Reports for the month ending March 31, 2017, and that a copy be attached to the minutes.
5. Approval of Agreement for Site License – Moved that the Board of Education approves an annual agreement with PaySchools, of Centennial, CO, for licensing, support and maintenance of the PFI PASS module in the amount of \$390.00 and an additional \$300.00 for the first year only for training, to be used for Bridges to Learning billing / payment processing.
6. Approval of Additional Program Module – Moved that the Board of Education approves an agreement with Realtime Information Technology, of Toms River, NJ, to purchase the Realtime child care module for an annual fee of \$1,500, effective July 1, 2017 through June 30, 2018, to be used for the Bridges to Learning After Care program.
7. Approval of Service Agreement – Moved that the Board of Education approves a service agreement with Franklin Covey, Inc. of Salt Lake City, UT, for Annual Basic Membership in the Leader in Me Coaching System at John Hill School and School Street School at a cost of \$7,500 per school for the 2017/18 school year.
8. Approval of Service Agreement – Moved that the Board of Education approves a Pest Elimination Service Agreement providing for monthly inspection and treatment of Boonton High School, John Hill School, and School Street School with Western Pest Services of Randolph, NJ, at a cost of \$1152.00 for the 2017/18 school year.

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9. Approval of Service Agreement – Moved that the Board of Education approves a Canine Bed Bug Inspection Service Agreement providing for quarterly inspection of John Hill School by Western Pest Services of Randolph, NJ, at a cost of \$2220.00 for the 2017/18 school year.
  
10. Acceptance of Grant - Moved that the Board of Education approves the acceptance of the 2017 Clean Communities Grant sponsored by the Morris County Municipal Utilities Authority, in the amount of \$500 for the purpose of purchasing outdoor receptacles for trash and recyclables or for indoor receptacles for recyclables.
  
11. Approval of the 2017-2018 District Budget –  
**BE IT RESOLVED**, by the Boonton Town Board of Education, to approve the 2017-2018 school district budget as follows:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
<b>2017-18 Total Expenditures</b>	\$27,673,676	\$568,926	\$1,485,700	\$29,728,302
<b>Less: Anticipated Revenues</b>	<u>\$ 9,245,163</u>	<u>\$568,926</u>	<u>\$398,484</u>	<u>\$10,212,573</u>
<b>Taxes to be Raised</b>	<u>\$18,428,513</u>	<u>0</u>	<u>\$1,087,216</u>	<u>\$19,515,729</u>

**BE IT FURTHER RESOLVED**, that the school district policy for the Boonton Town Board of Education and N.J.A.C. 6A:23B-1.2(b), provide that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2017-2018 school year.

That the Boonton Town Board of Education hereby establishes the school district travel maximum for the 2017-2018 school year not to exceed \$90,000; and

That the School Business Administrator/Board Secretary shall track and record these costs to insure that the maximum amount is not exceeded.

**WHEREAS**, pursuant to N.J.A.C. 6A:23A-5.2, a board of education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3©14

**NOW, THEREFORE, BE IT RESOLVED**, that the Boonton Town Board of Education hereby establishes the following maximums for the 2017-2018 year as follows:

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·	Architecture/Engineering	\$ 20,000
·	Legal	\$ 55,000
·	Audit	\$ 27,125
·	Physician	<u>\$ 16,600</u>
	For a total amount of	\$ 118,725

**WHEREAS**, the Administration needs to notice the board if there arises a need to exceed said maximums. Upon which the board may adopt a dollar increase in the maximum amount through formal board actions; and

**WHEREAS**, the Board and Administration wishes to minimize the amount of paperwork involved in this area.

**BE IT FURTHER RESOLVED**, that the School Business Administrator track and record these costs to insure that the maximum amount is not exceeded.

**BE IT FURTHER RESOLVED**, that the Boonton Town Public Schools includes in the proposed tentative budget for 2017-2018 the Adjusted Pre-budget Year Tax Levy and Use of Banked Cap in the amount of \$265,325. The additional funds are included in the base budget and will be used to pay for upgrades to the district's technology infrastructure and new teaching positions and cannot be deferred or incrementally completed over a longer period of time.

12. Construction Project Bid Rejection

**WHEREAS**, on March 30, 2017, the Boonton Board of Education conducted a public bid opening for the award of Stair Replacement at Fireman's Field which yielded the following for consideration:

<b>Contractor</b>	<b>Base Bid</b>	<b>Alternate #1</b>	<b>Total Bid</b>
R.J. Michaels & Co., Inc.	\$134,113	\$64,105	\$198,218
SLS Construction LLC	\$168,000	\$38,000	\$206,000

and;

**WHEREAS**, in accordance with the provisions of the Public Schools Contract Law, N.J.S.A. 18A:18A-22, the Boonton Board of Education has determined that the bids received do not conform to the specifications for the one or more of the following reasons:

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- the lowest bid substantially exceeds the cost estimates
- the lowest bid substantially exceeds the board of education's appropriation
- the board of education had decided to abandon the project
- the board of education wants to substantially revise the specifications
- the purpose or provision or both of N.J.S.18A:18A-1 et seq. are being violated
- the board of education had decided to use the State authorized contract pursuant to N.J.S. 18A:18A-10;

**NOW, THEREFORE BE IT RESOLVED**, that the Boonton Board of Education rejects all bids for the Stair Replacement at Fireman's Field project.

13. Approval of Service Agreement – Moved that the Board of Education approves a Service Agreement with AM Consultants of Montville, NJ, to provide a fixed asset inventory update in compliance with GAAP and GASB34 for the 13/14, 14/15, 15/16, and 16/17 school year, at a cost of \$875 per year, for a total cost of \$3500.
14. Approval of Non-Public Services - Moved that the Board of Education approves non-public services for the 2017/18 school year with the Educational Services Commission of Morris County for the Non-Public School Security Aid Program.
15. Approval of Non-Public Services - Moved that the Board of Education approves non-public services for the 2017/82017 school year with the Educational Services Commission of Morris County for non-public IDEA and Chapters 192/193.
16. Approval of Non-Public Services - Moved that the Board of Education approves non-public services for the 2017/2018 school year with the Educational Services Commission of Morris County for Non-Public Nursing Services.
17. Approval of Non-Public Services - Moved that the Board of Education approves non-public services for the 2017/18 school year with the Educational Services Commission of Morris County for the Non-Public School Technology Aid Program.
18. Approval of Non-Public Services - Moved that the Board of Education approves non-public services for the 2017/18 school year with the Educational Services Commission of Morris County for the Non-Public School Textbook Aid Program.
19. 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

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**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 the recommendation from Michael Neves 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.

<b>Name</b>	<b>Date (s)</b>	<b>Workshop / Conference</b>	<b>Registration Fee Paid by BOE</b>	<b>Mileage/ Tolls / Other</b>
Bialick, Melissa	05/04/17	Effective IEP Development, Morris Plains, NJ	\$0	\$6.57
Bialick Melissa	05/22/17	School Behavioral Threat Assistance Training, Hamilton, NJ	\$0	\$43.15
Boehmer, Robbin	04/02/17	Treasurer's Report Meeting, Woodbridge, NJ	\$0	\$22.13
Boehmer, Robbin	04/15/17	Treasurer's Report Meeting, Woodbridge, NJ	\$0	\$22.13
Boehmer, Robbin	04/21/17	Treasurer's Report Meeting, Woodbridge, NJ	\$0	\$22.13
Fuller, Amanda	07/31/17 to 08/04/17	IMSE Comprehensive Orton Gillingham Training, Secaucus, NJ	\$1,075	\$75.02
Gilbert, Barbara	04/19/17	Bristol Squib, Science Research, New Brunswick, NJ	\$0	\$27.90
Muench, Christine	05/22/17	School Behavioral Threat Assistance Training, Hamilton, NJ	\$0	\$43.52
Schwalb, Robin	05/22/17	School Behavioral Threat Assistance Training, Hamilton, NJ	\$0	\$43.15
Sorochynskyj, Judy	05/04/17	NGSS Fundamentals for Administrators, Montclair, NJ	\$75.00	\$11.47

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20. 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

April 24<sup>th</sup>, 2017

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Permit #	Requested by / Facility / Dates
16/17-0081	Boonton Parks & Recreation – Summer Camp BHS – Gym, Cafeteria, Teacher’s Lounge, Auditorium, Classroom #10,12,14,110,112,114,115,116,117,118,120,123,127,130,208 Outdoor Fields, Turf, Concession Bathrooms Mondays-Fridays June 26 <sup>th</sup> – August 4 <sup>th</sup> , 2017 (7:15 PM – 6:00 PM)
16/17-0090	Boonton Rotary Club – Pancake Breakfast Boonton High School - Cafeteria Sunday May 21 <sup>st</sup> , 2017 (7:00 AM - 1:00 PM) <b>Board agrees to waive all applicable fee’s as defined in policy 7510</b>
16/17-0092	Boonton Parks & Recreation – Summer Camp Set Up Gym, Cafeteria, Teacher’s Lounge, Auditorium, Classroom #10,12,14,110,112,114,115,116,117,118,120,123,127,130,208 June 22 <sup>nd</sup> & 23 <sup>rd</sup> , 2017 (8:30 AM -4:00 PM)
16/17-0093	Boonton High School – Alumni Assoc. – Assembly BHS- Auditorium Thursday May 25 <sup>th</sup> , 2017 (9:00 AM – 11:00 AM)
16/17-0094	Boonton High School Wrestling Parents Assoc. – Summer Camp BHS – Aux Gym Monday – Wednesday June 26 <sup>th</sup> – 28 <sup>th</sup> , 2017 (2:00 PM – 6:00 PM)

**BHS TEAM SPORTS HAVE PRIORITY**

**ABOVE PERMITS ARE PENDING BUILDING ADMINISTRATION  
FINAL APPROVAL**