

MEMORANDUM

D – Operations

06/26/17

K-12 Issues

1. Approval of Bills List – Moved that the Board of Education approves the June 26<sup>th</sup>, 2017 bills list of \$241,601.00 and that a copy of each be attached to the minutes.
2. Approval of Check Register – Moved that the Board of Education approves the June 13<sup>th</sup>, 2017 check register of \$3,894.33 and that a copy be attached to the minutes.
3. Approval of Payroll Related Expenses – Moved that the Board of Education approves the June 15<sup>th</sup>, 2017 Payroll in the total amount of \$975,828.11 Board Share FICA in the total amount of \$30,990.24 and State Share FICA in the total amount of \$41,345.95.
4. Approval of Payroll Related Expenses – Moved that the Board of Education approves the June 21<sup>st</sup>, 2017 Payroll in the total amount of \$749,529.79 Board Share FICA in the total amount of \$13,355.00 and State Share FICA in the total amount of \$41,665.73.
5. Approval to Establish and/or Deposit into Certain Reserve Accounts at Year End  
Moved that the Board of Education approves to establish and/or deposit into capital reserve accounts at year end as follows:

**WHEREAS**, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Boonton Board of Education wishes to deposit anticipated current year surplus into both a Capital Reserve, Tuition Reserve and Maintenance Reserve, account at year end, and

**WHEREAS**, the Boonton Board of Education has determined that up to \$400,000.00 each is available for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED** by the Boonton Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

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5. Approval of 2017/18 Anticipated Contracts - Pursuant to PL 2015, Chapter 47 the Boonton Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education in 2016/2017. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq. (List of contracts on file in the Business Office)
6. Approval of Joint Purchase Agreement – Moved that a joint purchasing agreement with New Jersey Schools Insurance Group (NJSIG) for the purchase of insurance and risk management services as per N.J.S.A. 18A:18B-1 be approved for a three year period beginning 7/1/17 and ending 7/1/2020 as per the attached.
7. Approval of Renewal of Health Service Insurance Provider Agreement – Moved that the Board of Education approves the renewal of the health service insurance agreement with Horizon Blue Cross/Blue Shield of New Jersey for the period from 7/1/17 – 6/30/18.
8. Approval of Renewal of Contract – Moved that the Board of Education approves the renewal of the contract with Effective School Solutions of Summit, NJ, to provide therapeutic mental health services for the 2017-2018 school year at an annual rate of \$342,700.00 payable in ten monthly installments beginning 9/1/17.
9. Approval of Professional Services Contract Purchase - Moved that the Board of Education approves the award of construction administration and observation services for the Safe Routes to School project at John Hill School to Suburban Consulting Engineers, Inc., of Flanders, NJ, as per the attached proposal (SCE-P09454.011).
10. Approval of Service Agreement – Moved that the Board of Education approves the service agreement with AC Daughtry Security Systems of Montville, NJ, to provide monitoring of fire system and lease of AES wireless communicator at Boonton High School at a cost of \$503.40 annually (\$41.95 per month), for the 2017/18 school year.
11. Approval of Service Agreement – Moved that the Board of Education approves the service agreement with Protective Measures Security an Fire Systems of Denville, NJ, to central station monitoring of the Security Alarm System at School Street School at a cost of \$256.20 annually (\$21.35 per month), for the 2017/18 school year.
12. Approval of a Service Contract – Moved that the Board of Education approves the contract with Waste Management of Phoenix, AZ, for trash and recycling pickup at four locations during the 2017-2018 school year at a cost of \$2094.70 monthly.

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13. Approval of Electronic Banking Resolution – Moved that the Board of Education approves an Electronic Banking Resolution with Lakeland Bank authorizing Robert Presuto, Superintendent, to facilitate electronic banking services as per the attached.

**RESOLVED**, that the Boonton Board of Education shall from time to time enter into such agreements with Lakeland Bank as any person(s) names below deems appropriate to facilitate Electronic Banking services for the management of the Entity’s cash resources.

14. Approval of Sale of Fixed Assets - Moved that the Board of Education approves sale of fixed assets as set forth below for a total of \$6,001.84 through the website [www.govdeals.org](http://www.govdeals.org) .

Description	Sold \$	GovDeals Fee	Net
Toro Line Painter	\$400.00	-\$30.00	\$370.00
Track & Field Pads	\$365.00	-\$27.37	\$337.63
Trailer	\$430.00	-\$32.25	\$397.75
Toro Groundsmaster 322-D Riding Mower	\$684.00	-\$51.30	\$632.70
2000 Dodge Ram 2500	\$3,520.00	-\$264.00	\$3,256.00
ExMark Riding Mower	\$1,030.01	-\$77.25	\$952.76
Sumner Z150 Mechanical Lift	\$60.00	-\$5.00	\$55.00

15. Approval of Facilities Use Fees – Moved that the Board of Education approves the following facilities use fees from July 1, 2017 through June 30, 2018:

Description	Building	Class D* & E*	Class F*
Auditorium	HS	\$500	\$875
Multipurpose	SSS	\$320	\$560
	JHS	\$320	\$560
Gym	HS	\$500	\$875
	HS auxiliary	\$250	\$425
	JHS	\$250	\$425
Classroom	HS, JHS, SSS	\$75	\$125
Cafeteria	HS	\$350	\$600
Cafeteria-Kitchen	HS, JHS, SSS	\$250	\$425
Fields	Fireman’s field, JHS upper #1, upper #2, lower	\$200	\$350
	SSS	\$150	\$250

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Fields (con't)	HS Wiggins	\$500	\$875
	HS Wiggins field lights	\$300	\$525
	HS varsity or JV baseball	\$275	\$475
	HS track (1)	\$200	\$350
	HS concession stand	\$50	\$85
	Security fees	\$20/hour	\$20/hour
	Lights at fields/track	\$10/use	\$10/use
Tennis Court		\$150	\$275
Locker rooms	HS	\$100	\$175
	JHS	\$50	\$85
Parking lot (separate use)		\$50	\$50
Water spicket (car washes)		\$50	\$50

\* Class D – This classification shall include Community organizations when the requested use is for charitable, civic, social, educational, or recreational purposes, i.e., Boonton Recreation, CYO.

\* Class E – This classification shall include Community businesses when the requested use of facilities is for charitable, civic, educational, or recreational purposes.

\* Class F – This classification shall include all others, i.e. out-of-community, profit-making.

16. Approval of Custodial/Maintenance Use Fees – Moved that the Board of Education approves the following facilities use fees from July 1, 2017 through June 30, 2018:

<b>Custodial Fees:</b>		<b>Per Hour</b>
Monday – Saturday	Time and one half	\$ 39.89
Sundays	Double Time	\$ 53.18

<b>Maintenance (Grounds) Costs:</b>		
Monday – Saturday	Time and one half	\$ 55.98
Sundays	Double Time	\$ 74.64

<b>Field Costs – Striping:</b>		
Football Field	Includes labor and line paint	\$787.00
Lacrosse Field	Includes labor and line paint	\$270.00
Soccer Field	Includes labor and line paint	\$270.00

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Baseball Field	Includes labor and line paint	\$270.00
Softball Field	Includes labor and line paint	\$270.00

**Chair Set Up:** Determined by actual costs of custodial time

**Table Set Up:** Determined by actual costs of custodial time

**Cafeteria Staff:** To be determined per event

*PLEASE NOTE: Custodial fees must be calculated on a MINIMUM of four (4) hours per contract requirements.*

17. Authorization to Cancel Checks – Moved that the Board of Education approves the authorization of the Business Administrator to cancel checks at Lakeland Bank, as per the following:

<b>BHS Athletic Checks to Cancel</b>			
<b>Check #</b>	<b>Date</b>	<b>Amount</b>	<b>Issued to</b>
142	10/21/16	60.00	Eric Nellessen
327	2/8/17	58.00	Phil Gatti
331	2/14/17	79.00	Victor Viscomi
338	2/21/17	79.00	Norbert Wnuk

18. Approval of Proposal – Moved that the Board of Education approves the proposal # 2593 V1 / E-Rate 470 #170047296 from Promedia Technology Services, Inc. of Little Falls, NJ, to provide network upgrades at Boonton High School, inclusive of all equipment, project engineering, and installation, at a cost of \$126,722.63, per New Jersey’s NASPO ValuePoint Contract #87720.

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

**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 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>
Balaban, Lane	09/29/17	2017 Annual School Counselor Conference, Edison, NJ	\$99	\$24.19
Balaban, Lane	10/19/17	HESAA Financial Aid Workshop, Jersey City, NJ	\$0	\$16.37
Boehmer, Robbin	05/16/17 – 06/29/17	Mileage to Lakeland Bank, Boonton, NJ	\$0	\$9.67
Boehmer, Robbin	06/28/17	Meeting with Treasurer, Woodbridge Twp., NJ	\$0	\$22.13
Davidson, Robert	07/06/17 to 07/08/17	Creative Technologies Bootcamp, Columbia University, New York	\$650	Mileage - \$67.58 Tolls - \$45 Estimated Parking - \$150
Foster, Mary	07/20/17	ETTC Google Educator Workshop, West Orange, NJ	\$65	\$0
Kumar, Nancy	06/26/17	Screencastify Educator Workshop, West Orange, NJ	\$65	\$0
Kumar, Nancy	07/18/17 & 07/18/17	ETTC Google Educator Bootcamp, West Orange, NJ	\$200	\$0
Presuto, Robert	07/20/17	FY 2018 ESSA Grant Application Workshop, Scotch Plains, NJ	\$0	\$15.52
Sorochynskyj, Judy	06/23/17	Mentor Training, Branchburg, NJ	\$0	\$18.91
Sorochynskyj, Judy	07/10/17	AchieveNJ Regional Workshop, Lyndhurst, NJ	\$0	\$15.13
Sorochynskyj, Judy	08/21/17 & 08/24/17	FEA Inquiry-Based Approach -Data Analysis, Monroe Twp, NJ	\$350	\$34.16

20. Approval of Board Member Travel and Related Expense Reimbursements  
**WHEREAS**, the attendance at stated function is hereby supported by the Board of Education as work related and within the scope of the Board responsibilities of the attendee; and

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**WHEREAS**, the attendance at the function is hereby supported by the Board of Education as promoting delivery of instruction or furthering efficient operation of the school district; and fiscally prudent; and

**WHEREAS**, the travel and related expenses particular to attendance at this function may exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter; be it

**RESOLVED**, that the board finds the travel and related expense and the excess expenses, if indicated, particular to attendance at this previously approved function either necessary and/or unavoidable, be it

**RESOLVED**, that the travel and related expense, and any indicated excess, are justified and therefore reimbursable.

Name	Date (s)	Workshop / Conference	Registration Fee Paid by BOE	Mileage/ Tolls / Other
LeFebvre, Irene	10/23/16 to 10/26/16	NJSBA 2017 Workshop, Atlantic City, NJ	\$300.00	Mileage - \$83.70 Tolls – \$20.00 Parking - \$100.00 Meals - \$224.00

21. 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:

June 26<sup>th</sup>, 2017

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Permit #	Requested by / Facility / Dates
16/17-0102	Boonton Parks & Recreation – Outdoor Movie Night John Hill School – Outdoor Upper Field, bathrooms (Gym in case of Rain) Thursday June 29 <sup>th</sup> , 2017 <b>(5:00 PM – 10:30 PM)</b>
17/18-0004	Boonton Youth Lacrosse (Hills & Valley) – LAX Summer practice/games Fireman’s Field Wednesdays - June 28 <sup>th</sup> to Aug 2, 2017(Thursday for rain date) (6:30 PM – 8:00 PM)

**BHS TEAM SPORTS HAVE PRIORITY**

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

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22. Resolution of Support Authorizing the Sustainable Jersey for Schools: Health & Wellness \$4000 Grant Application
- WHEREAS**, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and
- WHEREAS**, the Boonton School District strives to save tax dollars, assure clean land, air and water, improve working and living environments; and
- WHEREAS**, the Boonton School District is participating in the Sustainable Jersey Program; and
- WHEREAS**, one of the purposes of the Sustainable Jersey Program is to provide resources to municipalities to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey Small Grants Program: Health & Wellness \$4000 Grant;
- THEREFORE**, the Boonton Board of Education has determined that the Boonton Board of Education should apply for the aforementioned Grant.
- THEREFORE, BE IT RESOLVED**, that Boonton Board of Education of the Boonton School District, State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey Grant.