

MEMORANDUM

D – Operations

08/22/16

K-12 Issues

1. Approval of Bills List – Moved that the Board of Education approves the August 22nd, 2016 bills list of \$341,460.24 and that a copy to attached to the minutes.
2. Approval of Payroll Related Expenses – Moved that the Board of Education approves the August 15, 2016 Payroll in the total amount of \$145,354.43, Board Share FICA in the total amount of \$6,135.96 and State Share FICA in the total amount of \$4,549.72.
3. Approval of Disposal of Books – Moved that the Board of Education approves the recommendation from Jason Klebez, Principal, of the disposal of the following books due to one or more of the following criteria: title contains outdated information, title is no longer relevant to the curriculum and/or students' interest, title is in poor condition that is beyond reasonable preservation efforts.

<u>Book Title</u>	<u>Publisher</u>	<u>ISBN #</u>	<u>Quantity</u>	<u>Published Date</u>
World Geography Today	Holt, Rinehart and Winston	0-03-016802-3	11	1995
Applied Business Mathematics	South Western Educational	0-538-6525-1-9	46	1997
Geography - The World and It's People	Glencoe/McGraw Hill	0-02-823291-7	6	1998
World Geography Today	Glencoe/McGraw Hill	0-02-822995-9	10	1997
World History	Prentice Hall	0-13-963885-7	13	1993
The Nystrom Desk Atlas	Nystrom	0-7825-0349-7	17	1994
Geography - The World and It's People	Glencoe/McGraw Hill	0-02-823270-4	9	1996
A World View	Silver Burdett & Ginn	0-382-08413-6	11	1988
Health - Sills for Wellness	Prentice Hall	0-13-052126-4	3	2001
United States History	AGS	0-7854-1418-5	8	1998
The American Vision	Glencoe/McGraw Hill	0-07-860719-1	2	2005
American History	Glencoe/McGraw Hill	0-02-822438-8	1	1995
Exploring American History	Globe Book Co.	835-90630-2	1	1994
America-Pathways to the Present	Prentice Hall	0-13-014937-3	1	1995
The US - It's Past, Purpose & Promise	Janus Books	0-8224-7192-2	1	1988
A Message of Ancient Days	Houghton Mifflin	0-395-80931-2	1	1997

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Buen viaje	Glencoe/McGraw Hill	0-02-641256-x	1	2000
Buen viaje	Glencoe/McGraw Hill	0-07-829180-1	1	2003
Bon Voyage	Glencoe/McGraw Hill	978-0-07-880017-7	1	2003
Understanding Psychology	Glencoe/McGraw Hill	0-07-82857-2	1	2003
Calculus Ideas & Applications	John Wiley & Sons, Inc.	978-0-471-40145-2	1	2003
Webster's New World Dictionary	Prentice Hall	0-13-944488-2	7	1971

4. Approval of Service Contract – - Moved that the Board of Education approves the service contract with Schindler Elevator Corporation of Morristown, NJ, to provide preventive maintenance service on the elevator at JHS effective 8/8/16 through 8/7/2021, in the amount of \$4008.00 for the 2016/17 year with price adjusted annually thereafter.
5. Approval of Purchase - Moved that the Board of Education approves the purchase of an LED full color EMC sign for John Hill School from EM Signs LLC of Newton, NJ, at a cost of \$19,880.47.
6. Approval of Service Agreement – Moved that the Board of Education approves an agreement with Ocean Computer Group of Matawan, NJ, to provide standard white glove services for student Chromebooks in the amount of \$3,445.00, per New Jersey state contract #70256.
7. Approval of Service Agreement - Moved that the Board of Education approves an agreement with MetTel of New York, NY, to provide two phone lines at a monthly rate of \$.09 for the first five minutes, Regional Intralata/Regional at \$.069 Regional Intralata/Regional and Interstate at \$3.95 monthly per account and \$.059 per minute for a 24 month period beginning on 7/6/16.
8. Acceptance of Donation – Moved that the Board of Education approves the recommendation from Louis Caruso, JHS Principal, and Christine Muench, SSS Director, of a donation from SJ (Joey) Wolff of Boonton, NJ, of a large carton of lined and blank paper, envelopes, empty CDs, and pens and pencils with an estimated value of \$25.00 to be used within each school.
9. Approval of Service Agreement – Moved that the Board of Education approves a service agreement from Promedia Technology Services, Inc. of Little Falls, NJ, to provide Barracuda Web Security and Barracuda Instant Replacement at a cost of \$6,013.18 for the 2016-2017 school year, per New Jersey's state contract # A88792.

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10. Motion to Award LED Project - **RESOLUTION**

**RESOLUTION AWARDING CONTRACT THROUGH FAIR
& OPEN PROCESS IN ACCORDANCE WITH N.J.S.A.
18A:18A-4.4 AND -4.6 FOR AN ENERGY SAVING
SERVICES CONTRACT WITH DONNELLY ENERGY**

WHEREAS, the Board of Education of the Town of Boonton in the County of Morris, New Jersey (the “Board” when referring to the governing body and the “School District” when referring to the territorial boundaries governed thereby) has, pursuant to N.J.S.A. 18A:18A-4.6 (the “ESP Law”) determined to undertake an energy savings plan;

WHEREAS, the Board has solicited competitive contracting proposals to undertake LED Lighting Conversion of Boonton High School and School Street School as part of its energy savings plan;

WHEREAS, the Board has solicited proposals, reviewed, and evaluated them based upon the factors enumerated in the request for proposals;

WHEREAS, after careful review of all responses, the School Business Administrator has concluded that awarding the contract to Donnelly Energy is in the best interest of the Board and best effectuates the energy savings plan;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWN OF BOONTON IN THE COUNTY OF MORRIS, NEW JERSEY, AS FOLLOWS:

1. The Board President and School Business Administrator are hereby authorized and directed to enter into a contract with Donnelly Energy to undertake the LED Lighting Replacement/Retrofit Project as detailed in the Donnelly’s Response to the Board’s Request for Competitive Contracts.
2. This Resolution shall take effect immediately upon its adoption.

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11. 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 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.

Name	Date (s)	Workshop / Conference	Registration Fee Paid by BOE	Mileage/ Tolls / Other
Neves, Michael	09/22/216 to 9/25/16	2016 ASBO Conference, Phoenix, AZ	\$795 * <i>*(previously approved on 5/23/16)</i>	Hotel - \$1,116.23 Meals & Incidentals - \$265.50

12. 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

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

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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
Siciliano, Robert	8/24/16	Sustainability / Energy Efficiency Workshop	\$75.00	

13. 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

August 22th, 2016

Permit #	Requested by / Facility / Dates
16/17-0027	Boonton PTA & Boonton Recreation – Tricky Tray John Hill School – Cafeteria, Gym & Stage, Kitchen, Hallway, Music Suite Friday November 4 th 2016 (3:00 PM- 7:00 PM) Saturday November 5 th 2016 (9:00 AM – 11:00 PM)
16/17-0028	Boonton Project Graduation Class of 2018 – Craft Fair Boonton High School – Cafeteria Saturday November 5 th , 2016 (8:00 AM – 3:00 PM)
16/17-0031	Boonton Recreation / Boonton Fire Department Trunk or Treat Halloween Tailgate and Parade BHS – Parking Lot / Covered Walk / Concession Bathrooms Saturday October 29 th , 2016 (4:00 PM – 9:30 PM) RAIN DATE Sunday October 30 th (4:00 PM-9:30PM)
16/17-0032	Boonton Home & School Association – Monthly Meetings BHS- Library 10/6, 11/3, 12/1/2016 1/5, 2/2, 3/2, 4/6, 5/4, 6/8/2017 (6:30 PM – 8:30 PM)
16/17-0033	Boonton Home & School Association – Clothing Drive BHS – Covered Walk Fridays Nov 18 th – Sunday Nov 20 th , 2016 (after school Friday until Pick up Sunday)

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Boonton Home & School Association – Cookie Exchange
BHS - Cafeteria

Wednesday December 21st, 2016
(3:00 PM – 9:00 PM)

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