

## MEMORANDUM

D – Operations

12/5/16

### K-12 Issues

1. Approval of Bills List – Moved that the Board of Education approves the December 5<sup>th</sup>, 2016 bills list of \$618,270.29 consisting of \$594,423.95 from the General Fund, \$23,491.30 from Cafeteria account, and \$355.04 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 November 30<sup>th</sup>, 2016 Payroll in the total amount of \$768,926.25 Board Share FICA in the total amount of \$14,254.55 and State Share FICA in the total amount of \$41,093.53.
3. Approval of September 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 September 30, 2016, and that a copy be attached to the minutes.
4. Approval of October Transfer Reports – Moved that the Board of Education approves the Transfer Reports for the month ending October 31, 2016, and that a copy be attached to the minutes.
5. 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:

Payroll Checks to Cancel			
Check #	Date	Amount	Issued to
64695	11/30/2012	165.15	Kathleen Lundy

Operating Checks to Cancel			
Check #	Date	Amount	Issued to
101432	9/14/2015	27.71	Boonton Electric Supply
102429	2/8/2016	10.00	Kean University

BMS Athletic Checks to Cancel			
Check #	Date	Amount	Issued to
1497	1/13/14	55.00	Rick Suntag
1592	4/29/15	90.00	Kyle Moore

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<b>BHS Athletic Checks to Cancel</b>			
<b>Check #</b>	<b>Date</b>	<b>Amount</b>	<b>Issued to</b>
4840	10/2/13	170.00	Greg Bailey
4861	10/2/13	55.00	Michael Forbes
4899	10/10/13	55.00	Ed Ryan
4953	10/25/13	85.00	Len Scatteriggia
4991	11/20/13	55.00	Karen Drach-Parker
5284	7/10/14	23.00	Anthony Magliano
5509	1/6/2015	79.00	Fred Berrios
5661	4/14/2015	75.00	Charles Cobbs
5783	6/17/2015	127.50	Bryan Fucetola
5885	9/30/15	60.00	Ryan McCleery
5975	10/26/15	78.00	Ken Hoffman
3228	4/20/16	81.00	Conrad Tridente

6. Approval of Proposal – Moved that the Board of Education approves the proposal from Promedia Technology Services, Inc. of Little Falls, NJ, to provide a block of engineering support hours at a cost of up to \$3,000 per New Jersey's NASPO ValuePoint Contract # 87720.

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

**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.

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<b>Name</b>	<b>Date (s)</b>	<b>Workshop / Conference</b>	<b>Registration Fee Paid by BOE</b>	<b>Mileage/ Tolls / Other</b>
Baseil, Laura	02/27/17 & 02/28/17	Conference for NJ Kindergarten Teachers, Atlantic City, NJ	\$415.00	Mileage - \$84.20 Hotel - \$95.06
Jones-Cassino, Pamela	12/05/16	Health Education Conference, Monroe, NJ	\$85.00	\$33.48
Dieckmann, Rebecca	12/12/16	Career & Community Studies Conference, Ewing, NJ	\$0	\$37.76
Muench, Christine	12/12/16	Career & Community Studies Conference, Ewing, NJ	\$0	\$37.88
Nash, James	12/02/16	NJAC Sportsmanship Summit, Randolph	\$50	\$0
O'Dell, Terence	12/15/16	NJPSAFEA Leadership Workshop, Monroe, NJ	\$149.00	\$34.16
Paulozzo, Tracy	01/30/17	Guided Math Workshop, Fairfield, NJ	\$245.00	\$6.27
Sorochynskyj, Judy	01/30/17 03/02/17 04/07/17	FEA NJ Leadership Academy, Monroe Township, NJ	\$750.00	\$101.56