

MEMORANDUM

D – Operations

6/18/2018

K-12 Issues

1. Bills List: The Board approves the Bills List of June 18, 2018, in the amount of \$335,438.42.

10 General	\$252,941.86
20 Special Revenue	16,107.93
30 Capital Projects	61,842.54
60 Cafeteria	3,596.09
61 Bridges	950.00

2. Transfer Reports: The Board approves Transfer Reports for the month ending April 30, 2018.

3. Reports of the Board Secretary and Treasurer: The Board approves reports of the Board Secretary and Treasurer for the month ending April 30, 2018.

4. 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 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
Hughen, David	06/11/18	LTC626 Athletic Administrators Conference, Madison	\$135.00	\$0
Muench, Christina	08/16/18	Danielson Evaluation Workshop, Galloway	\$106	\$56.54
Sullivan, Rose	07/10/18	NJDOE Certification Workshop, Morristown	\$0	\$7.25
Board of Education	10/22 – 10/25/18	NJSBA Annual Workshop, Atlantic City	\$1600	

5. Scholarship Payments: The Board approves Boonton High School Scholarship payments in the total amount of \$13,350.00.

6. Donation: The Board accepts a donation of \$300 from ACME Markets for the CBI Special Service Cookout, consisting of \$250 groceries and two \$25.00 gift cards.

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7. Contract: Security Vestibule Construction: The Board approves the contract with Accurate Construction, Inc., of Wayne, NJ, for \$39,885.00, to construct a new security vestibule at Boonton High School.
8. Contract: Surveillance & Door Access System: The Board approves the contract with Let's Talk Wireless (LTW), Pine Brook, NJ, for \$228,430.41, to furnish and install security cameras and door access systems, per HPE NASPO Data Com Master Agreement #AR1464 and State of NJ Participating Addendum #88130, and Panasonic NASPO Master Contract #MNWNC-124 and NJ Participating Addendum #89980.
9. Contract: Kitchen Equipment: The Board approves the contract with MAP Restaurant Supplies, Newark, NJ, for \$7,731.90 to furnish and install kitchen equipment at Boonton High School.
10. Contract: Fire & Burglar System Services: The Board approves the contract with Protective Measures Security and Fire Systems of Denville, NJ, for the 2018-2019 school year for \$11,942.20, for monitoring, inspections and/or maintenance of fire and burglar alarms, kitchen suppression and fire extinguishers, and \$5,565.00 for radios.
11. Contract: Trash & Recycling Services: The Board approves the first one-year renewal of the contract with Waste Management of Phoenix, AZ, for the 2018-2019 school year for \$28,386.96, for trash and recycling pickup.
12. Shared Services Agreement: Bidding/Purchasing: The Board approves the Cooperative Bid Purchasing Service agreement with Educational Services Commission of Morris County for the 2018-2019 school year for \$9,945.00.
13. Agreement: Non-Public School Services: The Board approves the agreement with the Educational Services Commission of Morris County for the 2018-2019 school year for non-public IDEA and Chapters 192/193 services.
14. Agreement: Non-Public School Aid Programs: The Board approves agreements with the Educational Services Commission of Morris County for the 2018-2019 school year for the Non-Public Textbook, Nursing and Technology aid programs.
15. Agreement: Fleet Maintenance: The Board approves the fleet maintenance agreement with Rockaway Township Public Schools for the 2018-2019 school year for \$65/hour for labor, parts at 5% over cost, \$65/hour for NJ MVC inspections, and \$65/hour for rental of a bus or van.
16. Agreement: Joint Transportation: The Board approves the joint transportation agreement with Rockaway Township Public Schools for the 2018-2019 school year for \$65/hour per bus.
17. Agreement: Joint Purchasing: The Board approves continuing the joint purchasing agreement with New Jersey Schools Insurance Group (NJSIG) for the three-year period 7/1/2017 – 7/1/2020, for the purchase of insurance and risk management services as per N.J.S.A. 18A:18B-1, as approved on June 26, 2017.

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18. Special Counsel: The Board approves Andrew Brown of Adams, Gutierrez & Lattiboudere, Newark, NJ, as Special Counsel for labor negotiations, effective 6/11/2018 – 6/30/2018 and 7/1/2018 – 6/30/2019, at the rate of \$160.00/hour.

19. Enrollment as Member of the NJSIAA: The Board of Education, in the County of Morris, New Jersey, as provided for in Chapter 172 Laws 1979 (N.J.S.A. 18A:11-3 et seq. and Policy 2431), herewith enrolls Boonton High School as a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) to participate in the approved interschool athletic program sponsored by the NJSIAA; and be it further resolved that this resolution will continue to be in effect until or unless rescinded by the Board of Education and shall be included among those policies adopted by the Board. Pursuant to N.J.S.A. 18A:11-3, in adopting this resolution the Board of Education adopts as its own policy and agrees to be governed by the constitution, By-Laws and Rules and Regulations of the NJSIAA.

20. Appointment of Auditor: The Board approves the appointment of Lerch, Vinci & Higgins, LLC as School District Auditor for the 2017-2018 school year, and to perform the annual school district audit for the 2017-2018 school year at a fee of \$25,500 plus hourly rates as per the attached agreement to analyze the ASSA and DRTRS and additional services.

21. Disposal of Surplus Property: The Board authorizes disposal of the following surplus property that is no longer needed for public use, by sale conducted directly with the Board and/or through GovDeals pursuant to State Contract A-83453/T2581 and Local Finance Notice 2008-9, while reserving the right to accept or reject any offer submitted; surplus property shall be sold in an “as is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property; property not sold within 60 days may be discarded.

Location	ID	Sharp Copier Model#
BOE	J6703	MX7040N
BOE	J6711	MX5110N
SSS	J6713	MX3140N
SSS	J6710	MX4110N
JHS	J6714	MX3140N
JHS	J6693	MXM503N
JHS	J6695	MXM753N
JHS	J6696	MXM753N
JHS	J6694	MXM503N
BHS	J6704	MX2640N
BHS	J6697	MXM904

Location	ID	Sharp Copier Model#
BHS	J6698	MXM904
BHS	J6683	MXM503N
BHS	J6690	MXM363N
BHS	J6737	MX5110N
BHS	J6701	MX6240N
BHS	J6702	MX6240N
BHS	J6739	MX2640N
BHS	J6699	MX2640N
BHS	J6692	MXM503N
BHS	J4976	MX3110N
BHS	J7556	MX5141N

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22. Establish and/or Deposit into Certain Reserve Accounts at Year End: The Board 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 \$1,000,000.00 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.
23. Anticipated Contracts 2018-2019: Pursuant to PL 2015, Chapter 47 the Boonton Town Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education in 2017-2018. 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)
24. Facilities Use Fees: The Board approves the following facilities use fees, effective 7/1/2018 – 6/30/2019.

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
	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

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	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.

25. Approval of Custodial/Maintenance Use Fees: The Board approves the following facilities use fees, effective 7/1/2018 – 6/30/2019:

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

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

Field Costs – Striping:		
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
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.