

FREEHOLD TOWNSHIP BOARD OF EDUCATION
May 26, 2015
Regular Meeting Public Agenda

X. Board Reports and Actions

C. **Finance/Facilities/Transportation Committee** – Chris Marion - Chairperson
Committee Member: Dan DiBlasio, Mindy Wille
Administrative Liaison: Brian Boyle

COMMITTEE REPORT

APPOINTMENTS AND SIGNATORIES

LEGAL DEPOSITORIES

1. The Superintendent recommends authorization that the following agencies be named as legal depositories for funds of the Freehold Township Board of Education for the 2015-2016 school year:

The Provident Bank
NJ Cash Management

PETTY CASH ACCOUNTS

2. The Superintendent recommends approval of the following petty cash accounts for the 2015-2016 school year:

Account	Amount
Business Office	\$1,500
Elementary School	\$ 500
Early Childhood Learning Center	\$ 500
Middle School	\$ 900

SIGNATORIES

3. The Superintendent recommends that the following signatories be approved for the accounts listed below for the 2015-2016 school year:

Account	Bank	Signatory
General	The Provident Bank	Board President, Business Administrator/Board Secretary and Chief School Administrator
Food Service	The Provident Bank	Business Administrator/Board Secretary
Payroll Agency	The Provident Bank	Business Administrator/Board Secretary and Chief School Administrator

Payroll	The Provident Bank	Business Administrator and Chief School Administrator
Unemployment	The Provident Bank	Business Administrator/Board Secretary
Student Activity CTBS, DDES	The Provident Bank	Principal and Assistant Principal
Petty Cash CRAS	The Provident Bank	Principal
Petty Cash CTBS, DDES	The Provident Bank	Principal or Assistant Principal
Petty Cash ECLC	The Provident Bank	Principal
Petty Cash Board of Education	The Provident Bank	Business Administrator/Board Secretary
The Freehold Township Board of Education FSA Reimbursement Acct.	The Provident Bank	Business Administrator/Board Secretary
The Freehold Township Board of Education FSA Administration Fee Acct.	The Provident Bank	Business Administrator/Board Secretary
NJ Cash Management	NJ Cash Management	Business Administrator/Board Secretary

INSURANCE CONSULTANTS

4. The Superintendent recommends approval to appoint Gallagher O’Gorman & Young, 707 State Road, PO Box 83, Princeton, NJ 08542 as consultant for health and dental insurance for the period of July 1, 2015 – June 30, 2016, as per N.J.S.A. 18A-5(10).
5. The Superintendent recommends approval to appoint Gallagher O’Gorman & Young Insurance, 707 State Road, P.O. Box 83, Princeton, NJ 08542 as consultant for property & casualty, bond coverage, workers compensation and workers compensation excess coverage as per N.J.S.A. 18A-5(10) for the period July 1, 2015 – June 30, 2016.

RETIREMENT SAVINGS PROGRAM

6. The Superintendent recommends offering staff members the ability to participate with the following vendors in a 403(b) Retirement Savings Program: AIG/Valic, AXA Equitable, Great American Financial, Legend Equities Corporation, MetLife, Security Benefit Corporation, Lincoln Investment, and Supplemental Annuity Collective Trust Fund of New Jersey, for the 2015-2016 school year.
7. The Superintendent recommends offering staff members the ability to participate with the following vendors in a 457(b) Deferred Compensation Plan: AXA Equitable, Great American Financial, Legend Equities Corporation, MetLife, Security Benefit Corporation, and Lincoln Investment, for the 2015-2016 school year.

ANNUAL APPOINTMENTS

8. The Superintendent recommends approval of the appointment of the Superintendent of Schools as the district’s LEA representative with authorization to file applications and accept grants for federal and state funds on behalf of the Board of Education for the 2015-2016 school year.

9. The Superintendent recommends approval of the appointment of Neal Dickstein, Assistant Superintendent of Educational Services/Technology as the Title IX Coordinator, as the Affirmative Action Officer, as the DYFS Liaison, as the 504 Officer, as the District Attendance Officer, as the County Homeless Liaison, District Anti-Bullying Coordinator, as the English as a Second Language representative, and as the district's NCLB Contact Person for the 2015-2016 school year.
10. The Superintendent recommends approval of the appointment of Courtney Colford, School Counselor, as the Substance Awareness Coordinator.
11. The Superintendent recommends approval of the appointment of Brian P. Boyle, Business Administrator, as Board Secretary, as the Safety and Health Designee, as the Custodian of Records, and as the Public Agency Compliance Officer for the 2015-2016 school year.

Further, it is recommended that Brian P. Boyle, Business Administrator, be authorized to award contracts on behalf of the Freehold Township Board of Education that are in the aggregate less than 15% of the bid threshold (Currently \$5,400) without soliciting competitive quotations, and to seek competitive quotations, when applicable and practicable, and award contracts on behalf of the Freehold Township Board of Education when contracts in the aggregate exceed 15% of the bid threshold, but are less than the bid threshold of \$36,000.

12. The Superintendent recommends approval of the appointment of Ilene Tepper as Assistant Board Secretary for the 2015-2016 school year.
13. The Superintendent recommends approval of the appointment of Brian P. Boyle, Business Administrator, as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, accountability of the purchasing activity with a bid threshold of \$36,000 for the 2015-2016 school year.
14. The Superintendent recommends approval of the appointment of Brian P. Boyle, Business Administrator, as School Funds Investor as pursuant to 17:12B-241 with the authorization to purchase and sell the following types of securities for the 2015-2016 school year:
 - Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America
 - Government money market mutual funds
 - Any obligation that a federal agency or federal instrumentality has issued in accordance with an Act of Congress, which security has a maturity date not greater than 397 days from the date of purchase
 - Bonds or other obligations of the school district or bonds or other obligations of the local unit/units within which the school district is located
 - Bonds or other obligations, having a maturity date of not more than 397 days from the date of purchase, approved by the Division of Investment in the Department of Treasury for investment by school districts
 - Local government investment pools
 - Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4)
 - Agreements for the repurchase of fully collateralized securities
15. The Superintendent recommends approval of the Chief School Administrator preparing the monthly reconciliation of bank account statements, and in conjunction with the secretary, take any steps necessary to bring the cash record balance and

reconciled bank balance into agreement prior to completion of the secretary's monthly report, for the 2015-2016 school year.

16. The Superintendent recommends approval of the appointment of Paul Rowan, Educational Facilities Manager, as the district's Right to Know Officer, as the AHERA Representative, as the Chemical Hygiene Officer, as the Asbestos Management Officer, as the Toxic Hazard Preparedness Officer, Integrated Pest Management Coordinator, Indoor Air Quality Designee, and as the ADA Coordinator for the 2015-2016 school year.
17. The Superintendent recommends approval of checks generated by the payroll system with the pre-signed signature of the Superintendent and Board Secretary for the 2015-2016 school year.
18. The Superintendent recommends approval of the Business Administrator/Board Secretary to approve payment of claims as per board policy prior to presentation to the Board of Education for the 2015-2016 school year.
19. The Superintendent recommends approval of Wilentz, Goldman & Spitzer, P.A. as Bond Counsel for the 2015-2016 school year.

UNIFORM MINIMUM CHART OF ACCOUNTS

20. The Superintendent recommends approval to authorize the Uniform Minimum Chart of Accounts for the New Jersey Public Schools for the 2015-2016 school year.

BOARD ATTORNEY

21. The Superintendent recommends approval to appoint the firm of Kenney, Gross, Kovats, & Parton, 130 Maple Avenue/Building 8, P.O. Box 8610, Red Bank, NJ, as Board Attorney as per N.J.S.A. 18A-5(1) for the period July 1, 2015 – June 30, 2016, at a cost of \$140 per hour. The firm has been selected based on professional experience and prior performance for the board of education.

LABOR ATTORNEY

22. The Superintendent recommends approval to appoint the firm of Kenney, Gross, Kovats, & Parton, 130 Maple Avenue/Building 8, P.O. Box 8610, Red Bank, NJ, as Labor Attorney as per N.J.S.A. 18 A-5(1) for the period July 1, 2015 – June 30, 2016, at a cost of \$140 per hour. The firm has been selected based on professional experience and prior performance for the board of education.

ARCHITECT OF RECORD

23. The Superintendent recommends approval to appoint Fraytak, Veisz, Hopkins, Duthie, PC, 1515 Lower Ferry Road, Trenton, NJ 08618, as architect of record, as per N.J.S.A. 18A-5(1) for the period July 1, 2015 – June 30, 2016, at a cost of no more than \$155 per hour. The firm has been selected based on professional experience and prior performance for the board of education.

AUDITOR

24. The Superintendent recommends approval to appoint Jump, Perry and Company, 12 Lexington Avenue, CN 2044, Toms River, NJ 08754 as the district's auditor at a cost of \$31,200 for the period July 1, 2015 – June 30, 2016. The firm has been selected based on professional experience and prior performance for the board of education.

SCHOOL PHYSICIAN

25. The Superintendent recommends approval to appoint Zubaida Sadik, M.D. as School Physician for the 2015-2016 school year at a rate of \$16,654 per year.

FINANCIAL ADVISOR

26. The Superintendent recommends approval to appoint Phoenix Advisors, LLC as the Financial Advisor for the period of July 1, 2015 – June 30, 2016 at a cost of \$150 per hour. The firm has been selected based on professional experience and prior performance for the board of education.

2015-2016 TAX PAYMENT SCHEDULE

27. The Superintendent recommends approval to accept the following 2015-2016 Tax Payment Schedule and authorizes the Business Administrator to send it to the Township of Freehold:

<u>Date</u>	<u>General Fund</u>	<u>Debt Service</u>	<u>Total</u>
July 10, 2015	5,233,225.50	\$1,869,820.00	7,103,045.50
August 10, 2015	5,233,225.50		5,233,225.50
September 10, 2015	5,233,225.50		5,233,225.50
October 9, 2015	5,233,225.50		5,233,225.50
November 10, 2015	5,233,225.50		5,233,225.50
December 10, 2015	5,233,225.50	1,595,723.00	6,828,948.50
January 11, 2016	5,233,225.50		5,233,225.50
February 10, 2016	5,233,225.50		5,233,225.50
March 10, 2016	5,233,225.50		5,233,225.50
April 11, 2016	5,233,225.50		5,233,225.50
May 10, 2016	5,233,225.50		5,233,225.50
June 10, 2016	5,233,225.50		5,233,225.50
Total Taxes	62,798,706.00	\$3,465,543.00	\$ 66,264,249.00

REGULAR BUSINESS

CERTIFICATION

1. Pursuant to N.J.A.C. 6A:23A-16.10(c)(3), the Board Secretary certifies that as of April 30, 2015, **NO** budgetary line item account has obligations and payments (contractual orders) which in the total exceed the amount appropriated by the Board of Education pursuant to N.J.A.C. 6A:22A-16.10(a), N.J.S.A. 18A:22-8 and 18A:22-8.1.

SECRETARY/TREASURER REPORTS

2. The Superintendent recommends acceptance of the Board Secretary’s report for the month of April 2015 and the Treasurer’s report for the month of April 2015.

Pursuant to N.J.A.C. 6A:23A-16.10(c)(4), we certify that as of April 30, 2015, the Board Secretary’s monthly financial report (appropriations section) did not reflect an over expenditure in any of the major accounts or funds, and based on the appropriation balances reflected on this report and the advice of the district officials, we have no reason to doubt that the district has sufficient funds to meet its financial obligations for the remainder of the fiscal year.

BILLS & CLAIMS

3. The Superintendent recommends approval of the following list of bills dated May 26, 2015, which have been reviewed and approved by a Board member:

	Machine Print Checks	Hand Checks	Total Bills
Current Expense (General)			
Current Expense	200,605.07	816.16	201,421.23
Capital Outlay			
Education Job Fund			
Special Revenue	1,645.61	151.28	1,796.89
Capital Project			
Debt Service			
Total Bills	202,250.68	967.44	203,218.12

TRANSFERS

4. The Superintendent recommends approval of the following transfers for the 2014-2015 school year:

Amount	From	To
\$2,445	11-000-240-600-20-000 Admin. Supplies, JJCS	12-000-240-600-20-000 Admin. Equipment, JJCS

AMEND TRAVEL AND RELATED EXPENSES FROM 4/28/15 AGENDA

5. The Superintendent recommends approval of the following travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23B as follows:

Mulligan, Lindsay	Teacher	Applied Methods & Wilson Level 1 Certif. Practicum	2014-15 & 2015-16 school years	From: \$3,150.00 To: \$3,217.00
Martin, Jessica	Teacher	Applied Methods & Wilson Level 1 Certif. Practicum	2014-15 & 2015-16 school years	From: \$3,150.00 To: \$3,217.00
Mercadante, Leanne	Teacher	Applied Methods & Wilson Level 1 Certif. Practicum	2014-15 & 2015-16 school years	From: \$3,150.00 To: \$3,217.00

APPROVAL OF TRAVEL AND RELATED EXPENSES

6. The Superintendent recommends approval of the following travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23B as follows:

NAME	TITLE	EVENT	DATES	AMOUNT
Lykes, Robert	Asst. Facilities Mgr.	School Safety & Cooperative Purchasing	8/4/15	\$26.04
Caiozza, Margaret	Exec. Sec'y	AASPA Annual Conf.	10/13-16/15	\$1,924.50
Dickstein, Neal	Asst. Supt.	AASPA Annual Conf.	10/13-16/15	\$2,218.12
Kirton, Janiece	Teacher	Meeting the Behavioral Needs of Children with HFA	6/9/15	\$100.00
Andrews, Denyel	Teacher	Classroom Mgmt.	8/20/15	\$99.00
Dilworth, Michael	Teacher	Classroom Mgmt.	8/20/15	\$99.00
Henricks, Lisa	Teacher	Classroom Mgmt.	8/20/15	\$99.00
Marra, Debra	Teacher	Classroom Mgmt.	8/20/15	\$99.00
Toth, Heidi	Nurse	Keene Hands of Light	6/26-28/15	\$909.44

RESOLUTION

7. The Superintendent recommends approval of the following resolution authorizing Disposal of Surplus Property conducted through GovDeals.com:

WHEREAS, the Freehold Township Board of Education is the owner of certain surplus property which is no longer needed for educational purposes; and

WHEREAS, the Freehold Township Board of Education desires to sell said surplus property in "as is" condition without express or implied warranties;

NOW THEREFORE, be it RESOLVED by the Freehold Township Board of Education, County of Monmouth, as follows:

- A. The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-83453/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals are available online at govdeals.com and also available from the Freehold Township Board of Education.
- B. The sale will be conducted online and the address of the auction site is govdeals.com.
- C. The sale is being conducted pursuant to Local Finance Notice 2008-9.
- D. A list of the surplus property to be sold is as follows:

Quantity	Manufacturer	Description	Model	Serial	Inventory Control
1	WHIRLPOOL	DISHWASHER	DL1912PFGQ0	FJ3422441	
1	WHIRLPOOL	DISHWASHER	DU912PFGQ0	FJ3422435	
1	GE	ELECTRIC RANGE	J BP23D R3WW	AA2 62531Q	FT009945
1	WHIRLPOOL	ELECTRIC RANGE	RF385PX60	RJ3314943	FT009943
1	WHIRLPOOL	ELECTRIC RANGE	RF385PX60	RJ3314942	FT009944
1	WHIRLPOOL	WALL OVEN	RBS275PDQ6	XJ3501095	
1	MAJIC CHEF	ELECTRIC COOK TOP			
1	SHARP	MICROWAVE	R-530CW	127178	

- E. The surplus property as identified 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.
- F. The Freehold Township Board of Education reserves the right to accept or reject any bid submitted.

END OF YEAR TRANSFERS

- 8. The Superintendent recommends authorization for the Business Administrator to make the necessary end of year transfers as required by law. Board action will be taken at the July regular meeting ratifying the transfers.

DEDUCT CHANGE ORDER

- 9. The Superintendent recommends approval of a deduct change order for the Boiler Replacement at the Barkalow Middle School in the amount of \$3,319.95. This is due to an unused allowance on the project.

DONATION

- 10. The Superintendent recommends approval to accept a donation in the amount of \$3,000 from the Laura Donovan PTO to be used for the 5th Grade Broadway Bound honoraria at the Laura Donovan School.

NURSING CONTRACTS

11. The Superintendent recommends approval to accept the following nursing contracts:

Student: 9958287210
Provider: Bayada Home Health
Care, Inc. Service: In-school nursing
care
Cost: \$55.75/hour for RN services or \$45.75/hour for LPN
services
Start Date: 7/1/15
End Date: 6/30/16

Student: 9114023994
Provider: Bayada Home Health
Care, Inc. Service: In-school nursing
care
Cost: \$55.75/hour for RN services or \$45.75/hour for LPN
services
Start Date: 7/1/15
End Date: 6/30/16