

STONE HARBOR BOROUGH
BOARD OF EDUCATION

PUBLIC AGENDA
REGULAR
MEETING

Wednesday, May 6, 2020

6:00 PM

STONE HARBOR BOARD OF EDUCATION
275 93RD STREET
STONE HARBOR, NJ 08247

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AGENDA

I. CALL TO ORDER

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the Public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Stone Harbor Board of Education has caused notice of this meeting to be published by having the date and time posted in *The Press of AC*. Additionally notice was posted on the Stone Harbor School website.

II. PLEDGE TO THE FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation, under God, indivisible, with liberty and justice for all.

III. SWEARING IN OF NEWLY APPOINTED BOARD OF EDUCATION MEMBER

The Business Administrator will administer the oath of office to the newly appointed Board of Education member: Robert Ross (handouts)

IV. ROLL CALL

_____ Ms. Day _____ Mr. Matreale _____ Dr. McAllister
_____ Mr. Ross _____ Mrs. Scarpa (Avalon Rep) _____ Mrs. Walters
_____ Ms. Stacey LaRocca-Tracy _____ Ms. Fiori
_____ Dr. Renee Murtaugh

V. 2020-2021 SCHOOL BUDGET

(Separate Budget file)

A. OPEN PUBLIC HEARING

It is recommended that the Board of Education approve to open the Public Hearing on the 2020-2021 school budget.

B. PUBLIC HEARING PRESENTATION OF THE 2020-2021 SCHOOL BUDGET

The Superintendent and Board Secretary / Business Administrator will present an overview of the Budget for the 2020-2021 school year.

C. AUDIENCE PARTICIPATION

D. CLOSE PUBLIC HEARING

It is recommended that the Board of Education approve to close the Public Hearing on the 2020-2021 school budget.

E. 2020-2021 BUDGET RESOLUTION

It is recommended that the Stone Harbor Board of Education approve the resolution, by roll call vote, to approve the 2020-2021 school budget for submission as follows:

BUDGET	LOCAL	TAX LEVY
General Fund	\$3,361,860	\$2,594,142
Special Revenue	12,500	0
Debt Service	<u>0</u>	<u>0</u>
Total	<u>\$3,374,360</u>	<u>\$2,594,142</u>

BE IT FURTHER RESOLVES that the Board of Education sets \$5,000 as the maximum for travel expenses. The amount established for 2019/20 was \$10,000. The amount expended for 2019/20 currently is \$1,804.

Pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b) the Stone Harbor Board of Education authorizes an annual maximum per employee not to exceed \$1,500 for regular business travel only for which prior board approval is not required.

Included in budget line 620, Withdraw from Cap Res-Excess Cost & Other Cap Prj is \$180,773 for Chiller replacement project.

VI. APPOINTMENTS AND DESIGNATIONS

A. Resolution – Awarding Contracts

It is recommended that the Board of Education award the following contracts for the period July 1, 2020 to June 30, 2021:

1. Brokers of Record – Currently J. Byrne Agency
2. Brokers of Record for Benefits – Currently Brown & Brown Benefit Advisors

3. Business Administrator/Board Secretary – Linda Fiori
4. Custodian of School Funds – James Craft – \$2,765.00
5. Right to Know Survey – Currently PARS Environmental, Inc.
6. Right to Know Officer – Currently James Weed, Lead Custodian
7. Asbestos Designated Person – Currently PARS Environmental, Inc.
8. School Physician – Currently Dr. Speer - \$300 per hour plus supplies
9. Risk Management Consultant – Currently J. Bryne Agency
10. School Psychiatric Services – Garry Glass, M.D. – \$2,000.00.

It is recommended that the Board of Education award the following contract for the period July 1, 2020 to June 30, 2021:
School Auditor – Currently Ford, Scott & Associates, LLC CPAs – \$11,000.00 (see Engagement Letter Agenda pages 10-17)

It is recommended that the Board of Education award the following contract for the period July 1, 2020 to June 30, 2021:
Special Counsel – Currently Porzio, Bromberg & Newman, P.C. – blended rate of \$385.00 per hour for senior attorneys, \$255.00 per hour for associate attorneys, and \$145.00 per hour for paralegals. (See Agreement for Legal Services Agenda pages 18-20)

It is recommended that the Board of Education award the following contract for the period July 1, 2020 to June 30, 2021:
Engineer of Record – DeBlasio & Associates, P.C., fees per schedule (Agenda page 21)

It is recommended that the Board of Education award the following contract for the period July 1, 2020 to June 30, 2021:
Architect of Record – Garrison Architects, fees per schedule (Agenda pages 22-23)

Note: The above firms or individuals have indicated a willingness to serve the Board of Education for another year.

B. Official Newspapers

Currently: The CMC Herald and The Press of Atlantic City

C. Regular Meeting Dates

Currently the second Wednesday of the month at 6:00PM, Stone Harbor Elementary School, unless otherwise noted *

June 10, 2020

July (no meeting)

August 12, 2020

September 9, 2020

October 14, 2020

November 11, 2020

December 9, 2020

January 6, 2021 ReOrg Meeting @ 6PM*

January 13, 2021 Regular Meeting @ 6PM*

February 10, 2021

March 10, 2021

April (No Meeting)

May (TBD)

D. Policy Statements

It is recommended that the Board of Education accept and reaffirm the previous curriculum and textbooks, policies (including Student Records Policy 8330), practices and procedures of the Stone Harbor Board of Education recognizing that these items may be amended when necessary with Board approval). (See Textbook list, Agenda page 24)

NOTE: Except as otherwise provided by law, regulations of the State Department of Education or by this Board of Education, meeting of the Stone Harbor Board of Education shall be conducted in accordance with Robert's Rules of Order, Revised. Legal Reference: N.J.S.A. 18A:11-1 General Mandatory Powers and Duties

E. Depository of School Funds:

Currently: Sturdy Bank, Stone Harbor

F. Account Signatures

Currently:

General Fund – Board President/Vice President, Business Administrator, and Treasurer (three required)

Student Fund– Chief School Administrator and CSA Secretary (two required)

Payroll Account – Treasurer of School Funds and Business Administrator (one required)

Payroll Agency Account – Treasurer of School Funds and Business Administrator (one required)

School Petty Cash Fund – Chief School Administrator and CSA Secretary (two required)

UNCITF Fund – one signature either BA or Treasurer

AFLAC account – Treasurer and BA (two required)

G. Wire Transfers

That the Board of Education authorize the Business Administrator to make wire transfers from the Warrant Account to Payroll/ Agency Accounts for payroll purposes.

H. District Appointments

Resolution appointing a Qualified Purchasing Agent, pursuant to N.J.S.A. 18A:18A-3a and N.J.A.C. 5:34-5 et seq.

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Linda Fiori possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

RESOLVED, that the governing body of the Stone Harbor Borough Board of Education, in the County of Cape May, in the State of New Jersey, hereby approves its bid threshold of \$40,000.00; and be it further

RESOLVED, that the governing body hereby appoints Linda Fiori 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, and accountability of the purchasing activity of the Board of Education, and be it further

RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Linda Fiori's certification to the Director of the Division of Local Government Services.

It is recommended that the Board of Education approve the following:

Public Agency Compliance Officer - (Currently Linda Fiori)
AAO/Title IX Coordinator – (Currently Renee Murtaugh)
Health Safety Compliance Officer – (Debra Bossuyt)
504 Compliance Officer - (Debra Bossuyt)
ADA Compliance Officer – (Currently Renee Murtaugh)

I. Open Public Records Act

In compliance with the New Jersey Open Public Records Act (OPRA), N.J.S.A. 47A:1A-1 (also known as the Right to Know law), it is recommended that the Board of Education approve the appointment of Linda Fiori as the Custodian of Records (other than employee or student) and it hereby directs this appointee to adopt the request form in compliance with OPRA for the 2020-2021 school year.

J. Establish Petty Cash Fund

It is recommended that the Board of Education establish the following petty cash funds for the 2020-2021 school year effective July 1, 2020:
Principal's Secretary \$350.00 Board Secretary \$100.00

K. Requisition of Taxes

It is recommended that the Board of Education approve the requisition of taxes for the next fiscal year. (Agenda page 25, Schedule of Tax Payments)

VII. MINUTES

It is recommended that the Board of Education approve the minutes of the Regular Meeting held on March 11, 2020. (Separate Minutes files)

VIII. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT

A. Budget Summary / Monthly Transfer Report

A Budget Summary and Monthly Transfer report for May, 2020 are presented for review. (Financial pages 1-16)

B. Transfers

It is recommended that the Board of Education approve, upon recommendation of the Chief School Administrator, the transfers of funds for the month of April, 2020. (Agenda page 26)

C. Board Secretary Report

Board Secretary's Report for the month of February, 2020 pursuant to **N.J.A.C. 6A:23A-16.10 (c) 3**, I certify that as of May 6, 2020, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Stone Harbor Board of Education pursuant to **N.J.S.A. 18A:22-8.1** and **N.J.S.A. 18A:22-8.2** and no budgetary line item account has been over-expended in violation of **N.J.A.C. 6:23-16.10(a) 1**. (Financial pages 17-36)

In accordance with **N.J.A.C. 6A:23A-16.10 (c) 2**, it is certified that anticipated revenue has changed for the month ending April 30, 2020 as follows:

Increase \$0	Decrease	\$0
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Linda Fiori

May 6, 2020
Date

D. Treasurers Report

Treasurer's Report in accordance with 18A:17-36 and 18A: 17-9 for the month of February, 2020. The Treasurer's Report and Secretary's Report are in agreement for the month of February, 2020. (Financial pages 37-43)

E. Certification

Pursuant to **N.J.A.C. 6A:23A-16.10 (c) 4**, the Stone Harbor Board of Education certifies that as of May 6, 2020 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of **N.J.A.C. 6A:23A-16.10 (a) 1** and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

F. Warrants

It is recommended that the Board of Education approve the following:

- ❑ Debt Service paid in February, 2020
- ❑ Payroll paid in March, 2020
- ❑ Payroll paid in April, 2020
- ❑ Warrants paid in May, 2020 –May Bill List (Current Payments).
- ❑ Void check #12360, \$58.31 Paul Gallagher – reissued.
- ❑ Authorize the Business Administrator to pay any additional bills due and owing for May, 2020 and may transfer funds as necessary so that no line item is over expended. A list of bills paid and transfers made will be presented at the next board meeting. (Agenda pages 27-35)

G. Contracts / Agreements

It is recommended that the Board of Education approve the following contracts:

- ❑ **CMC Technical School District Tuition Contract** 2020-21, for two (2) full time regular students to attend CMC Technical School for the 2020 - 2021 school year, commencing September, 2020 and terminating June, 2021, in the amount of \$18,860.00 plus 2019 - 2020 tuition adjustment of \$14,108.00 for a total adjusted tuition of \$32,968.00. (Agenda page 36)
- ❑ **CM3 Maintenance Agreement**, 2020-21 – renewal of the Maintenance Service Agreement # CM3-03105 beginning July 1, 2020 at the annual rate of \$12,264.00 invoiced monthly at \$1,022.00. (Agenda page 37)
- ❑ **CSI Software Support Contract**, 2020-21 – renewal of Budgetary Accounting modules, cloud storage and access beginning July 1, 2020 through June 30, 2021 for total annual cost of \$4,920.00. (Agenda pages 38-40)
- ❑ **Brown & Brown Benefit Advisors Public Employer Trust Agreement** for medical and dental insurance and employee life insurance beginning July 1, 2020 through June 30, 2021. (Agenda pages 41-53)

H. Interlocal Agreement

It is recommended that the Board of Education approve to continue the Interlocal Services Agreement(s) with Avalon School, to share staff, Exhibit A and the addendum. (See Google Drive)

IX. FOR YOUR INFORMATION – N/A

X. CHIEF SCHOOL ADMINISTRATOR’S REPORT (Agenda page 9)

XI. BOARD OF EDUCATION BUSINESS

- A. Old Business
- B. New Business
- C. Committee Reports

XII. PUBLIC COMMENT

Members of the public are invited to address the Board concerning Board business matters of interest. If you wish to address the Board, when acknowledged please provide your name, address and share your comment. Issues that have not previously been considered through administrative channels shall not be considered by the Board. Comments will be considered and a response may be forthcoming if and when appropriate. The Board requests that all members of the public, be mindful of the rights of other individuals when speaking. If you choose to comment about staff, the Board does not endorse those comments nor will the Board be held liable for comments that are made by the public about staff members and that should a staff member consider your comments defamatory, that staff member retains all rights to pursue any legal remedies against the person making the comment.

XIII. EXECUTIVE SESSION

It is recommended that the Board of Education, by Resolution, adjourn into Executive Session, from which the general public will be excluded, to discuss student placement, personnel, litigation, negotiations, or any other matter appropriate for this session. The results of this session will be made public immediately after or as soon thereafter as a decision is reached.

XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING

XV. ADJOURNMENT

Chief School Administrator May 2020 SH Board Agenda

1. Policy:

- A. Recommend the Board approve and accept the Stone Harbor/Avalon Educational Association negotiated agreement for 2020-2024.

Action of the Board _____

2. Personnel:

- A. Recommend the Board approve the 2020-2021 certified staff salaries as listed in Attachment E.

Action of the Board _____

- B. Recommend the Board approve Dr. Renee Murtaugh as Supervisor of Curriculum and Instruction at the salary of \$107, 640.

Action of the Board _____

3. Building and Grounds:

- A. Recommend the Board approve the use of facility requests listed in Attachment C. (*pending opening of school building*)

Action of the Board _____

4. School Update: Dr. Murtaugh

5. Discussion: Tuition opt outs