

STONE HARBOR BOROUGH
BOARD OF EDUCATION

AGENDA

December 14, 2022

Regular Board of Education Meeting

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

BOARD OF EDUCATION MEETING
Wednesday, December 14, 2022
6:00 PM

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. ROLL CALL

_____ Ms. Day	_____ Mr. Matreale	_____ Dr. McAllister
_____ Mr. Ross	_____ Mrs. Scarpa	_____ Mrs. Walters
_____ Mrs. Kathleen Fox	_____ Ms. Fiori	
_____ Dr. Renee Murtaugh		

IV. MINUTES

It is recommended that the Board of Education approve the following

- Minutes of the regular meeting held November 2, 2022.
(Separate Minutes files)

V. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT

- A. Budget Summary and Monthly Transfer reports for December, 2022 are presented for review (See financial reports file)

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 November, 2022. (see page 4)

C. Board Secretary Report

Board Secretary's Report for the month of October 2022 pursuant to **N.J.A.C. 6A:23A-16.10 (c) 3**, I certify that as of December 14, 2022, 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**. (See Financial reports)

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 November 30, 2022 as follows:

Increase \$0	Decrease	\$0
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_____	<u>December 14, 2022</u>
Linda Fiori	Date

D. Treasurer's Report

Treasurer's Report in accordance with 18A:17-36 and 18A: 17-9 for the month of October, 2022. The Treasurer's Report and Secretary's Report are in agreement for the month of October, 2022. (See Financial reports)

E. Certification

Pursuant to **N.J.A.C. 6A:23A-16.10 (c) 4**, the Stone Harbor Board of Education certifies that as of December 14, 2022 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:

- Warrant paid on 10/30/22
- WarrantS paid on 11/16/22 & 11/30/22
- Payrolls paid on 11/15/222 and 11/30/22
- Warrants paid in December, 2022
- Authorize the Business Administrator to pay any additional bills due and owing for December, 2022 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. (See pages 5-13)

G. ACES Coop

It is recommended that the Board of Education approve the resolution to participate in the Alliance for Competitive Energy Services through May, 2028 per the attached agreement (see pages 14-15)

H. Records Management Proposal

It is recommended that the Board of Education approve the proposal from Record Management Service in the amount of \$2,200. (see pages 16-23)

VI. FOR YOUR INFORMATION –

VII. CHIEF SCHOOL ADMINISTRATOR’S REPORT (See file in drive)

VIII. BOARD OF EDUCATION BUSINESS

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

IX. 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.

X. 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.

D. XI. RESUMPTION OF PUBLIC PORTION OF THE MEETING

XII. ADJOURNMENT

Transfers by Transfer Number Stone Harbor Board of Ed
Start date 11/1/2022 End date 11/30/2022

TR#	Transfer Description	Amount	To Account	From Account
2363	11/01/22 Nov transfer	2,160.00	11-190-100-320-0 Purchased Prof-Ed Serv	11-190-100-890-0 Miscellaneous Expenditures
2364	11/01/22 Nov transfer	40.00	11-401-100-320-0 Purchased Prof-Ed Services	11-401-100-600-0 Supplies and Materials
2365	11/01/22 November transfer	1,110.00	12-000-400-390-0 Other Purchased Prof&Tech Serv	12-000-266-730-0 Equipment - Security
		3,310.00	Report Total	

Starting date 10/31/2022

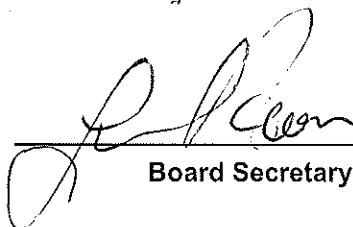
Ending date 10/31/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
D31800	10/31/22		1689	State Of NJ - Debt Service Adj	Debt Service Payments	366.00

Fund Totals

12	Capital Outlay	\$366.00
	Total for all checks listed	\$366.00

Prepared and submitted by:


Board Secretary

10/31/22
Date

Starting date 11/16/2022

Ending date 11/16/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
015545	11/16/22		1341	Amerihealth Insurance Co Of Nj		12,942.40
015546	11/16/22		0221	Atlantic City Electric		1,577.36
015547	11/16/22		0190	Avalon Board Of Ed		433.75
015548	11/16/22		0959	Blooms / Gmak, Inc.		86.64
015549	11/16/22		Q064	Carolina Biological Supply Company		27.20
015550	11/16/22		0149	Casa Payroll Services		143.10
015551	11/16/22		1644	CDW Government, Inc.		444.38
015552	11/16/22		1321	CM3 Building Solutions, Inc.		51,798.94
015553	11/16/22		0665	Comcast		856.66
015554	11/16/22		1839	Garrison Architects		2,850.00
015555	11/16/22		1732	Horizon Blue Cross/Blue Shield		1,106.66
015556	11/16/22		1655	Ricoh, Usa, Inc		943.76
015557	11/16/22		0788	School Health Corporation		267.46
015558	11/16/22		0178	South Jersey Gas		3,072.36
015559	11/16/22		C347	United Supply Corp.		174.36
015560	11/16/22		1227	Wb Mason Co. Inc.		61.64
015561	11/16/22		E429	Weiner Law Group LLP		465.00

Starting date 11/16/2022

Ending date 11/16/2022

Fund Totals

11	General Current Expense	\$22,160.91
12	Capital Outlay	\$54,648.94
20	Special Revenue Fund	\$441.82
	Total for all checks listed	\$77,251.67

Prepared and submitted by: _____

Board Secretary

Date

Starting date 11/29/2022

Ending date 11/29/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
D31822	11/29/22		1689	State Of NJ - Debt Service Adj	Debt Service Payments	366.00

Fund Totals

12	Capital Outlay	\$366.00
Total for all checks listed		\$366.00

Prepared and submitted by:


Board Secretary

11/30/22
Date

Starting date 11/15/2022 Ending date 11/15/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
F31818	11/15/22		1379	Stone Harbor Boe Agency Acct		4,270.32
F31819	11/15/22		0131	Stone Harbor Payroll		57,362.93

Fund Totals

10	General Fund	\$2,950.69
11	General Current Expense	\$53,348.23
20	Special Revenue Fund	\$1,380.00
70	Internal Service Fund	\$3,954.33
	Total for all checks listed	\$61,633.25

Prepared and submitted by:


Board Secretary


11/15/22
Date

Starting date 11/30/2022 Ending date 11/30/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
F31820	11/30/22		1379	Stone Harbor Boe Agency Acct		4,149.40
F31821	11/30/22		0131	Stone Harbor Payroll		55,813.90

Fund Totals

10	General Fund	\$2,711.22
11	General Current Expense	\$52,425.25
20	Special Revenue Fund	\$1,120.00
70	Internal Service Fund	\$3,706.83
Total for all checks listed		\$59,963.30

Prepared and submitted by: 
Board Secretary

11/30/22
Date

Batch Number	1	Current Payments	\$307,203.96	Batch Total
1485	Amazon		\$160.20	Vend Total
	P.O. # 300250	supplies	\$111.24 P	PO Total
	P.O. # 300272	Supplies key and hat	\$48.96 P	PO Total
0221	Atlantic City Electric		\$2,984.43	Vend Total
	P.O. # 300007	Electric	\$2,984.43 P	PO Total
0190	Avalon Board Of Ed		\$112,259.37	Vend Total
	P.O. # 300001	Recurring Tuition	\$40,500.00 P	PO Total
	P.O. # 300002	Teacher's Salaries	\$50,992.45 P	PO Total
	P.O. # 300003	Superintendent	\$10,528.40 P	PO Total
	P.O. # 300004	Business Administrator	\$6,088.60 P	PO Total
	P.O. # 300005	Lunch Account	\$2,628.62 P	PO Total
	P.O. # 300299	Mari Reimbursement	\$733.80 P	PO Total
	P.O. # 300300	Reimbursement- Chris Conley	\$787.50 P	PO Total
1176	Brain Pop LLC		\$2,812.00	Vend Total
	P.O. # 300295	Renewal	\$2,812.00	PO Total
L381	Cape Regional Physicians		\$220.00	Vend Total
	P.O. # 300274	1027 New Employee Physical CC	\$220.00	PO Total
0149	Casa Payroll Services		\$136.30	Vend Total
	P.O. # 300010	Payroll	\$136.30 P	PO Total
1321	CM3 Building Solutions, Inc.		\$173,625.20	Vend Total
	P.O. # 200456	Boilers	\$136,124.00 P	PO Total
	P.O. # 300011	HVAC Maintenance	\$1,115.00 P	PO Total
	P.O. # 300012	Phone/Cell Centril	\$187.50 P	PO Total
	P.O. # 300099	ES Fire Alarm	\$36,198.70 P	PO Total
0358	CMC Special Services School District		\$600.00	Vend Total
	P.O. # 300008	Itinerant Services	\$600.00 P	PO Total
0966	Cole's Music Service		\$255.49	Vend Total
	P.O. # 300118	Intrument services	\$255.49	PO Total
0665	Comcast		\$856.66	Vend Total
	P.O. # 300013	Business Internet	\$788.50 P	PO Total
	P.O. # 300014	Comcast Xfinity	\$68.16 P	PO Total
0450	Ford, Scott & Associates Llc		\$2,000.00	Vend Total
	P.O. # 300017	2021/2022	\$2,000.00	PO Total
1735	Goodfellows, Inc.		\$408.93	Vend Total
	P.O. # 300015	Coastal Landscaping	\$408.93 P	PO Total

Batch Number	1	Current Payments	\$307,203.96	Batch Total
0217		Home Depot Credit Services	\$52.19	Vend Total
	P.O. # 300280	Supplies	\$52.19	PO Total
1232		Jack'S Shack	\$150.00	Vend Total
	P.O. # 300286	Thanksgiving Catering	\$150.00	PO Total
1611		Jewelry Studio	\$250.00	Vend Total
	P.O. # 300277	Teacher's Gift	\$250.00	PO Total
0979		Junior Library Guild	\$2,149.75	Vend Total
	P.O. # 300226	Monthly book subscription	\$2,149.75	PO Total
P279		Laura Salvesen	\$63.45	Vend Total
	P.O. # 300285	Milage for Coaching	\$63.45	PO Total
0603		Middle Township Board Of Ed	\$4,272.60	Vend Total
	P.O. # 300019	2022/2023 Tuition	\$4,272.60 P	PO Total
1480		Pitney Bowes Global,LLC	\$208.99	Vend Total
	P.O. # 300021	Postage for Meter	\$208.99 P	PO Total
G644		Press of Atlantic City c/o Lee Advertisi	\$26.80	Vend Total
	P.O. # 300275	Ad meeting notice change	\$26.80	PO Total
1848		ReadyRefresh by Nestle	\$129.91	Vend Total
	P.O. # 300023	Water Delivery	\$129.91 P	PO Total
1668		Renee Murtaugh	\$150.40	Vend Total
	P.O. # 300284	Traveling Expense	\$150.40	PO Total
0163		Safeguard Business Systems Inc	\$117.11	Vend Total
	P.O. # 300282	1099 Forms	\$117.11	PO Total
0784		School Specialty LLC	\$619.16	Vend Total
	P.O. # 200810	General Classroom Supplies	\$619.16	PO Total
0798		Seashore ACE	\$211.37	Vend Total
	P.O. # 300292	Supplies	\$32.36 P	PO Total
	P.O. # 300293	Teacher of the year gift	\$179.01 P	PO Total
0733		Staples Credit Plan	\$136.39	Vend Total
	P.O. # 300266	Supplies	\$136.39	PO Total
M553		Staples, Inc	\$96.69	Vend Total
	P.O. # 200809	Office/Computer Supplies	\$96.69	PO Total
1405		Usi Education & Government	\$213.68	Vend Total
	P.O. # 300262	Laminate	\$213.68	PO Total
1543		Wildwood Linen Supply	\$66.98	Vend Total
	P.O. # 300281	Towel Bar Mops	\$66.98	PO Total

Batch Number	1	Current Payments	\$307,203.96	Batch Total
2050	Woodbine Board of Education		\$1,969.91	Vend Total
P.O. #	300028	Music Teacher Shared Services	\$1,969.91	P PO Total

Total for Report =			\$307,203.96	
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A RESOLUTION BINDING THE _____ (insert name of District)
TO PURCHASE ELECTRIC GENERATION SERVICES
THROUGH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES (“ACES”) Bid
Cooperative Pricing System ID#E8801-ACESCPS

RESOLUTION NUMBER _____

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the _____ (insert name of District) is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2028 hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2028 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

CERTIFICATION

I hereby certify that the foregoing is a true, full and correct copy of Resolution Number _____ adopted by _____ at its meeting on _____ 20__.

BY: _____ ATTESTED BY: _____
Name and Title Name and Title

On Behalf of: _____

County of _____, State of New Jersey
(Insert county name)

November 17, 2022
Stone Harbor Elementary School
235 32nd Street
Stone Harbor, NJ

Ms Fiori,

On behalf of the Record Management Services team, I would like to thank you for the opportunity to present the Stone Harbor Elementary School with the attached proposal, which describes RMS's unique approach to the management of your records.

We are a small company but we provide big service. We approach all jobs large and small with the same philosophy, to make the daily use and maintenance of your documents as painless as possible for you and your staff. While your staff will become an integral part of our team while we are working with you, we will strive to keep the impact on their daily schedules to an absolute minimum. All of our staff fully understands the need for confidentiality, discretion, and accuracy. Normal, onsite staff will be two to four employees who are accustomed to working - together as a team. A smaller on site staff takes a bit longer to complete the job but allows for less stress on your office staff and better communication in general.

Our team will work closely with you to build a long-term relationship supplying the most customer-focused and efficient record management plan possible. We provide you with a custom program designed specifically for your individual needs. We will leave you with a clean, neat, organized, user-friendly space and we do so at an extremely competitive price. We are always available for questions and assistance and an annual maintenance program is available to guarantee the continued maintenance of your records with your staff's effort limited to boxing the documents.

Sincerely,

Donna Sainson
Senior / Principal Consultant
609-364-1710
Donna @RecordManagementServicesLLC.com

STONE HARBOR ELEMENTARY SCHOOL
RECORD MANAGEMENT PROPOSAL

Prepared by:

Donna Sainson
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www.RecordManagementServicesLLC.com

November 17, 2022

Why a Record Management Plan is a must.

The staff of an office is the heart of that entity. The documents created during the regular course of business are the lifeblood. During any litigation, those documents are a primary defense or weakness for the company depending solely on how they have been handled. On a daily basis they can save the company money or become an unending drain on resources.

- An average file cabinet costs the company \$550 per year to maintain.
- Studies show that payroll costs related to searching for misplaced documents can average \$5,000 annually.
- State and Federal standards require that documents be destroyed on a regular routine basis to be considered legally acceptable.
- Many businesses are in potential violation of fire and safety codes directly related to the mismanagement of document storage.
- Office staffs without a document management program are more likely to destroy documents on impulse, often by placing them in the trash where anyone has access to the information as opposed to shredding them in a confidential manner.
- Often documents are subpoenaed during litigation that could legally have been destroyed during the normal course of business. The fact that they were not destroyed can not only cost the company through loss of the litigation but also through payroll and equipment costs generated locating and copying the requested items.
- An easy to use, concise, record management system can reduce costs by allowing quick follow up on projects and legal / licensing / report filings, thereby avoiding fines and penalties. If documents are easy to find, staff is more likely to maintain a clear history of past transactions and notice inconsistencies before they become a problem.
- Using staff to assist your customer base instead of losing payroll time searching through old and damaged documentation can have an astounding impact on how the office is viewed by the customers, clients, or public.

Introduction

Record Management Services LLC (hereafter to be known as Consultant or RMS) is a privately owned corporation. We provide custom record management solutions for businesses of all sizes. Each project is priced according to the client's needs and designed to enhance the client's natural strengths while eliminating damaging and often dangerous weaknesses.

As the owner and principal consultant, Donna Sainson, is on site throughout each project. We stress the idea of a team experience and listen closely to ideas and concerns raised by the Stone Harbor Elementary School and their staff. Before we begin a project we discuss goals and areas of concern with your staff so that we can be sure to retrieve, during the inventory, whatever information is necessary to make the staff's daily life easier. During an initial, informal start up meeting, the Stone Harbor Elementary School's staff is introduced to the RMS staff that will be working on their project. They are given an overview of the project's goals and asked to voice areas of concern that they would like to have addressed. Throughout the project we continue to stress that the Stone Harbor Elementary School's staff is the experts on what they do and we will create the record program around their needs.

The objectives of an Information Management Program are as follows:

- Improved services and management effectiveness with reduced cost;
- Identification of all records and audit trail of records;
- Identification and protection of vital records;
- More efficient filing and record keeping procedures;
- Ensure optimum utilization of file space, equipment, supplies, and personnel.

The benefits of the Information Management Program are as follows:

- Staff reduction, where appropriate;
- Improved services and office efficiency;
- Reduction or elimination of new filing equipment purchases;
- Improved integrity of filed records;
- Protection of vital records in the event of disaster;
- Establish a legally acceptable policy for retention, maintenance, and destruction of records.

General Service Features

Start Up Meeting

Our start up meeting is an informal affair designed to put the staff at ease and become the basis for a team effort. It is very natural for staff to feel nervous and threatened at the beginning of a project. We strive to ensure them that we are not there to find fault but rather to simplify the record management process, thereby providing them with more time to spend on the critical areas of their job.

Organization

Before and during the document inventory we work hard to improve the look, design and quality of the record storage area. Space is a major factor in most offices and the record storage area is never the “corner office with a window” but we do all we can to make the area look and feel better. We will sweep, clean, do minor repairs on shelving and cabinets and replace any damaged boxes if needed to make the space as user friendly as possible.

Inventory

The type of inventory we do is flexible. Some items are clearly boxed and rarely used so a notation of what is in the box is sufficient. Other mixed or problem, documents need to be inventoried by individual file folder to allow them to be found quickly. Still others may, for example, be filed by type but most often looked up by the name. In that case we would add an additional category so *Word Find* could be used to pull up the name in addition to the type. These are the kinds of things that are investigated at the start up meeting but they continue to be addressed throughout the inventory.

Database

A Microsoft Access database is used for the inventory. We recommend leaving the information in an Access format because it is virtually impossible to change an entry while sorting. Each line or record is considered as one item by the software and always kept intact. The information can be sorted by any column title or you can use *Word Find* to look up a particular reference. The database will be designed to conform to the state of New Jersey’s guidelines to allow the Stone Harbor Elementary School to merge with the state ARTEMIS software in the future.

Ongoing Maintenance

We provide you with the label format like those we placed on the boxes and suggest a method of transferring boxes to storage that ensures you have all the information you need next time you destroy documents. We suggest that destructions take place once a year at whatever is considered your “slow” time. By sorting the database by “Destruction Date” you can print out a list of all documents that can legally be destroyed. We recommend sending a copy of the list to each department whose records appear on the list and having them sign their approval as you do not want to destroy any document that is in litigation or audit.

Completing the Destruction Forms

RMS will compile all the information necessary to file the destruction requests through ARTEMIS and enter the data or assist you in doing so. We also make future destructions as simple as possible. Simply sort the inventory by Destruction Date and all eligible boxes are clearly displayed. Once you have determined that the documents are not in use by anyone you can complete ARTEMIS by using the information on the inventory. No additional look-ups or research are needed. Once completed just have the forms signed by your director and legal representative and submitted as per your company rules.

The Final Report

At the end of the project you will be presented with a Final Report and the Access database containing your inventory. The final report will outline what work was completed and make recommendations for changes in the way your documents are archived. The recommended changes are designed to enhance the system and keep records moving toward destruction in the most efficient, smoothest manner possible. One of the most common recommendations is that specific long-term hold documents not be boxed with short-term records slowing the flow of the document system. Each final report is specific to your office's needs and is intended to continue to minimize the number of boxes held in your storage area.

Ongoing Maintenance Made Even Easier

Should you choose to do so, we can provide you with annual maintenance of your record storage area. Your staff's involvement is reduced to boxing the documents that they want removed from their offices and placing the boxes in the record storage area. Once a year RMS returns to your office and organizes the boxes. All new boxes created in the preceding year are added to your database inventory, and the destruction forms are prepared for you. We are available by phone and email throughout the year to assist you with questions and ideas.

Billing information

Standard billing requires payment to be invoiced upon receipt of the final report.

Terms & Conditions

Prior to the commencement of a project by Consultant, a number of terms and conditions must be present including, but not limited to:

Consultant will rely on the Stone Harbor Elementary School to provide the accuracy and proper classification of all files. The Stone Harbor Elementary School will be responsible for instructing Consultant as to how the files are organized (defining of records series) and explaining any industry "jargon" to describe a file or records series.

The Stone Harbor Elementary School must make representations and warranties that no file presently under review is the subject of existing or threatened litigation.

Consultant will not destroy any documentation but will make recommendations based on the appropriate state, federal, and industry retention schedules. Recommendations must be reviewed and approved by a representative of the Office of Record as well as a designated Legal representative and Corporate Officers as determined.

A coordinator (employee of the Stone Harbor Elementary School) must be assigned to the project to work with Consultant. The designated individual will act as liaison, coordinating all activities between Consultant and Stone Harbor Elementary School as an entity. These duties will include but not be limited to:

- Interaction in proposal and subsequent contract negotiations;
- Handle invoicing and billing;
- Provide appropriate working conditions for Consultant;
- Coordinate schedule of activities;
- Review work as necessary;
- Coordinate various activities and meetings as defined by either management or Consultant;
- Review forms.

The assignment of this responsibility to an individual at the Stone Harbor Elementary School will remain constant through the life of the project.

The materials and services that will be required by Consultant for the duration of the project are:

- An area designated for Consultant to work within the Stone Harbor Elementary School
- Access to Photocopying machine, Office supplies or Desk if needed

This proposal is only for those records identified by Donna Sainson, Principal of RMS and Linda Fiori the site visit of November 17, 2022.

Project Background

With reference to data gathered in discussions with Stone Harbor Elementary School and a site visit to the facility, the type of information to be maintained and the need to retrieve this information was discussed.

Currently, the records are kept four locations, Stone Harbor offsite storage, Stone Harbor offsite storage, Stone Harbor Elementary School, and Stone Harbor Elementary School . This proposal addresses documents at the Stone Harbor Elementary School only. The records appear to be placed into storage by various people at various times with no attempt at consistent handling. The boxes are labeled for content but not for schedule, series or destruction date.

From a quick review of the files in a site visit, it appears that the New Jersey Records Retention Schedule has never been applied to these records. Moreover, there does not always appear to be a logical method in which these records have been retained (no central file classification scheme). There is no inventory of records that Stone Harbor Elementary School stores.

Proposed Project

Consultant recognizes the Stone Harbor Elementary School's desire to have their current situation analyzed and recommendations made. Consultant proposes to develop and recommend an efficient, modern program, which will improve retrieval, security, and control problems. The documents will be inventoried in the manner outlined in the General Services portion of this proposal. The proposed program will be in keeping with the Stone Harbor Elementary School's corporate philosophy of maintaining information in the most effective and efficient manner.

Cost Rational

Consultant will conduct the inventory of the records stored in the designated areas (as defined in the site visit of November 17, 2022). The inventory will be compared with the New Jersey retention schedule and recommendation for destruction will be made, where appropriate. Appropriate ARTEMIS information will be prepared for review and approval of the Stone Harbor Elementary School. This does not include the physical destruction of any documents by Consultant.

The Stone Harbor Elementary School will provide office space and all necessary facilities for Consultant personnel while engaged in on-site activities. The on site activities will account for approximately 40% of the total time of this project.

Consultant will provide all the services as stated in this proposal. All participants base the cost estimate for the proposed services upon strict adherence to the project schedule.

The inventory will be done on an "Access Database".

The cost to implement the proposal is:
Stone Harbor Elementary School \$2200

Prices are in effect until December 30, 2023.