

STERLING HIGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
REPORT OF THE BOARD SECRETARY  
REGULAR MEETING  
MARCH 4, 2021

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**A. INFORMATION ITEMS**

1. **ETHICS FORMS** - Please complete your Ethics Forms as soon as possible and let Mark Stratton know if you need any assistance.
2. Student Activities Account Reconciliation for [January 2021](#) is attached.

**B. BILL LISTS FOR APPROVAL**

1. Approval of the attached Bill Lists.

<a href="#">Bill List 1</a>	February 3, 2021	Fund S/A	\$ 1,000.00
<a href="#">Bill List 2</a>	February 5, 2021	Fund 60	\$ 7,222.00
<a href="#">Bill List 3</a>	February 9, 2021	Fund 60	\$ 23,164.89
<a href="#">Bill List 4</a>	February 16, 2021	Fund 60	\$ 10,172.59
<a href="#">Bill List 5</a>	February 10, 2021	Fund S/A	\$ 1,767.55
<a href="#">Bill List 6</a>	February 17, 2021	Fund 11	\$491,853.49
		Fund 20	<u>\$ 3,309.99</u>
			\$495,163.48
<a href="#">Bill List 7</a>	February 22, 2021	Fund 11	\$ 3,115.63
<a href="#">Bill List 8</a>	February 17, 2021	Fund 11	\$394,398.85
		Fund 12	\$ 21,250.00
		Fund 20	<u>\$ 35,699.42</u>
			\$451,348.27
<a href="#">Bill List 9</a>	February 23, 2021	Fund 60	\$ 6,600.00
<a href="#">Bill List 10</a>	February 26, 2021	Fund 11	\$480,069.86
		Fund 20	<u>\$ 2,948.90</u>
			\$483,018.76
<a href="#">Bill List 11</a>	February 16, 2021	Fund S/A	\$ 101.01

Fund S/A – Student Activity Funds

## C. BOARD ACTION ITEMS

### 1. TRANSFERS

- a. Approve the attached transfers for [January 2021](#).

### 2. PURCHASES – EDUCATIONAL SERVICES COMMISSION OF NJ (ESCNJ)

- a. Ratify and approve the following purchases from WB Mason, an approved ESCNJ vendor. ESCNJ Bid #18/19-02.

PO #100541	\$118.36	Account #11-000-251-610	Supplies
Req. #R10542	\$56.44	Account #11-000-240-610	Supplies

- b. Ratify and approve the following purchase from CDW Government, an approved ESCNJ vendor. ESCNJ Bid #18/19-03.

Req. #R10557	\$939.90	Account #11-190-100-610	Supplies
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### 3. PURCHASE - LOW QUOTE VENDOR

- a. Ratify and approve the following purchase from B&H Photo & Electronics, the low quote vendor.

PO #100540	\$1,137.62	Account #11-190-100-610	Cameras
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- b. Ratify and approve the following purchase from B&H Photo & Electronics, the low quote vendor.

Req. #R10549	\$1,297.66	Account #11-190-100-610	Supplies
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- c. Ratify and approve the purchase of a reach in refrigerator for the Foods Room in the amount of \$3,710.00 from Global Industrial Equipment Company, the low quote vendor. Amount will be charged to account #12-140-100-730-000-05.

### 4. PURCHASE – ED DATA VENDOR

- a. Ratify and approve the following purchase from Hillyard Delaware Valley, an approved Ed Data vendor. Ed Data Bid #10425.

Req. #R10544	\$477.75	Account #11-000-263-610	Ice Melt
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### 5. CUSTODIAN OF PUBLIC RECORDS

- a. Appoint Superintendent, Matthew Sheehan as the Custodian of Public Records for the period of March 1, 2021 through June 30, 2021.

### 6. PROPERTY

- a. Approve the attached [Resolution](#) to authorize Garrison Architects to amend the District's Long Range Facilities Plan to include the following projects:

1. New Windows in Cafeteria Grab-N-Go Area
2. Alarm System Upgrade
3. Media Center Upgrades

7. **SJTP CONSTRUCTION BANK ACCOUNT**

- a. Approve closing the SJTP Construction Bank Account at 1<sup>st</sup> Colonial Community Bank as of March 31, 2021. The remaining balance of \$2,064.68 plus interest will be turned over to the Sterling High School General Disbursement Account.

8. **PRE-PAYMENT AUTHORIZATION VENDORS**

- a. Approve the following vendors be added to the Pre-Payment Authorization Resolution #0001 to authorize the Superintendent and the School Business Administrator to prepay their bills prior to official board approval:

Kelley Education  
Sterling Solar One, LLC

9. **PROM CONTRACT – LUCIEN’S MANOR**

- a. Approve a [contract with Masso’s Orchard Garden](#) to hold the Sterling High School 2021 Prom on May 1, 2021 from 7:00 p.m. to 11:00 p.m.

10. **FINANCIAL REPORTS**

- a. Approve the following resolution:

- A. [Board Secretary’s Report](#) in accordance with 18A:17-36 and 18A:17-9 for the month of January 2021. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10(c)3 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.
- B. [Treasurer’s Report](#) in accordance with 18A:17-36 and 18A:17-9 for the month of January 2021. The Treasurer’s and Secretary’s report are in agreement for the month of January 2021.
- C. Board Secretary in accordance with N.J.A.C. 6A:23A – 16.10(c)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
- D. Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10(c)4, we certify that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate District officials, that to the best of our knowledge no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A – 16.10(b) and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

March 4, 2021