

STERLING HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
REPORT OF THE BOARD SECRETARY
REORGANIZATION, PUBLIC HEARING & REGULAR MEETING
MAY 6, 2021

A. INFORMATION ITEMS

1. Student Activities Account Reconciliation for [March 2021](#) is attached.

B. BILL LISTS FOR APPROVAL

1. Approval of the attached Bill Lists.

Bill List 1	April 14, 2021	Fund 60	\$ 37,190.80
Bill List 2	April 15, 2021	Fund 11	\$477,969.08
		Fund 20	<u>\$ 6,439.07</u>
			\$484,408.15
Bill List 3	April 13, 2021	Fund 11	\$287,502.01
		Fund 12	\$ 2,100.00
		Fund 20	\$ 17,329.98
		Fund 30	<u>\$ 896.89</u>
			\$307,828.88
Bill List 4	March 31, 2021	Fund 11	\$ 0.00
Bill List 5	April 22, 2021	Fund 11	\$ 84,116.62
Bill List 6	April 22, 2021	Fund 11	\$ 2,079.00
Bill List 7	April 22, 2021	Fund S/A	\$ 3,361.20
Bill List 8	April 21, 2021	Fund 11	\$ 83,875.12
		Fund 20	<u>\$ 6,600.00</u>
			\$ 90,475.12
Bill List 9	April 23, 2021	Fund S/A	\$ 500.00
Bill List 10	April 26, 2021	Fund 60	\$ 14,957.74
Bill List 11	April 28, 2021	Fund S/A	\$ 8,296.72
Bill List 12	April 29, 2021	Fund S/A	\$ 500.00
Bill List 13	April 28, 2021	Fund 11	\$189,440.08
		Fund 20	\$ 2,624.67
		Fund 30	<u>\$ 2,378.40</u>
			\$194,443.15
Bill List 14	April 30, 2021	Fund 11	\$517,837.67

Fund 20 \$ 2,948.90
\$520,786.57

Fund S/A – Student Activity Funds

C. BOARD ACTION ITEMS

1. **TRANSFERS**

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

2. **BIDS**

a. Approve awarding a contract for Grounds Keeping Services for the 2021-2022 school year to Landscape Maintenance & Nursery LLC, the only responsive and responsible bidder. The bid was opened on April 13, 2021 at 11:01 a.m.

STERLING HIGH SCHOOL
Bid Award Sheet
Grounds Keeping Services – April 13, 2021

Company Name	Amount of Bid (Per Cutting) including cost of liability insurance for 2021-2022	Renewal if awarded by the BOE Amount of Bid (Per Cutting) including cost of liability insurance for 2022-2023	Renewal if awarded by the BOE Amount of Bid (Per Cutting) including cost of liability insurance for 2023-2024
Landscape Maintenance & Nursery LLC	\$905.00	\$905.00	\$905.00

3. **LEAD TESTING PROGRAM – STATEMENT OF ASSURANCE**

a. Ratify and approve the submission of the Lead Testing Program Statement of Assurance for the 2020-2021 school year to the NJ Department of Education.

4. **MAXIMUM THRESHOLD - TRAVEL**

a. Ratify and approve the following revised Travel Resolution:

WHEREAS, NJAC 6A:23A-7.3 provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2021-2022 school year; and NOW THEREFORE BE IT RESOLVED that the Sterling High School Board of Education hereby establishes the school district travel maximum for the 2021-2022 school year at the sum of \$50,000. (2020-2021 Year to Date expenditures are \$134).

5. **DISTRICT PURCHASING MANUAL**

a. Approve the [2021-2022 District Purchasing Manual](#) and authorize the Business Administrator/Board Secretary to update the manual as required throughout the school year.

6. **STANDARD OPERATING PROCEDURES & INTERNAL CONTROLS GUIDE**

a. Approve the [Guide for Standard Operating Procedures and Internal Controls](#) for the 2021-2022 school year and authorize the Business Administrator/Board Secretary to update the manual as required throughout the school year.

7. STUDENT ACTIVITIES FINANCIAL REFERENCE MANUAL

- a. Approve the [2021-2022 Student Activities Financial Reference Manual](#) and authorize the Business Administrator/Board Secretary to update the manual as required throughout the school year.

8. BAYADA NURSING SERVICES AGREEMENT

- a. Approve an [agreement with Bayada](#) to provide substitute nurses on an as-needed basis at a rate of \$55.00 per hour for RN services or \$45.00 per hour for LPN services for the 2021-2022 school year.

9. PURCHASE – CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION (CCESC)

- a. Ratify and approve integrated building automated solution services to the unit ventilators, valves and controls in the amount of \$193,084.00 from [CM3 Building Solutions](#). CCESC Cooperative Purchasing Bid #66CCEPS.

10. CONTINUING DISCLOSURE AGENT & “IRMA”

- a. Approve an [agreement with Phoenix Advisors, LLC](#) to serve as the District’s Continuing Disclosure Agent and Independent Registered Municipal Advisor “IRMA” for the 2021-2022 school year at a base fee of \$1,000 plus \$200 initial setup fee for each new bond issue set up during the year.

11. FINANCIAL REPORTS

- a. Re-approve the following resolution:

- A. [Board Secretary’s Report](#) in accordance with 18A:17-36 and 18A:17-9 for the month of February 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 February 2021. The Treasurer’s and Secretary’s report are in agreement for the month of February 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.

Mark Stratton, Interim Board Secretary

May 6, 2021
Date

b. Approve the following resolution:

- A. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 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 March 2021. The Treasurer’s and Secretary’s report are in agreement for the month of March 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.

Mark Stratton, Interim Board Secretary

May 6, 2021
Date