

STERLING HIGH SCHOOL DISTRICT
REORGANIZATION, PUBLIC HEARING & REGULAR MEETING MAY 6, 2021

AGENDA

The Sterling High School Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. The Board President or Presiding Officer will recognize those individuals in the audience who wish to make a comment.

Please respect the following procedures:

- All statements, questions, or inquiries shall be directed to the Board President or Presiding Officer.
- A participant must be recognized by the Board President or Presiding Officer and state his/her full name, address, and group affiliation, if applicable.
- Each statement is limited to five minutes.
- No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
- Statements, questions, or inquiries shall not be abusive, obscene, or defamatory.

1. Call to Order 7:00 p.m. – President Hiltner

2. Flag Salute

3. [Opening Statement](#) - Public notice of this meeting pursuant to the Open Public Meetings Act has been faxed by the Board Secretary on May 12, 2020 and on April 28, 2021 to the Courier Post and posted on the school's bulletin board. Notice was also faxed to the Borough Clerks of Hi-Nella, Laurel Springs, Magnolia, Somerdale, and Stratford.

4. Roll Call	Mrs. Burckley	Mr. Hiltner	Mrs. Okeson-Brandt
	Mr. Clark	Mrs. Miller	Mr. Radcliff
	Mr. Healey	Mr. Nicholas	Mrs. Stout

5. [Presentation of the 2021-2022 Budget](#)

6. [Approval of the 2021-2022 Budget](#)

7. Visitors' Comments (Agenda Items Only – Five Minute Limit)

8. Reorganization Items

- a. WHEREAS, the "Open Public Meetings Act" requires that advance written notice of all meetings of the Board of Education be posted in one public place designated by the Board, and mailed, telephoned, telegrammed or hand-delivered to one newspaper designated by resolution and mailed to all persons requesting a copy of same upon payment of an established fee;

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Sterling High School District as follows:

- (1) All advance written notices of Board meetings shall be posted on the bulletin board

located in the Sterling High School.

- (2) All advance written notices of Board meetings shall be given to the Courier Post newspaper.
- (3) All advance written notices of Board Meetings throughout the year shall be mailed to all persons requesting a copy of the same after payment by such persons of a fee of \$.05 per letter size page and \$.07 per legal size page in accord with Board Policy No. 8310. News media shall be exempt from such fee.
- (4) The schedule of regular official Board Meetings for the period from and after this meeting until June 2022 shall be in accordance with the list annexed hereto designating the dates, times and places of the meetings.
- (5) Notice of Scheduled Meetings

RESOLVED that notice is hereby given by the Sterling High School District Board of Education that the following is a list of the regular meetings of the Board of Education through June 2022.

b. Regular Monthly Official Public Meetings

All such meetings to be held at 7:00 pm., unless otherwise noted, at the Sterling High School Auditorium, 501 S. Warwick Road, Somerdale.

Formal official action may be taken at such meetings on any and all business involving the school district. Most dates are first and third Thursdays.

May 20, 2021	January 6, 2022
June 10 & 24, 2021	February 3, 2022
September 2 & 16, 2021	March 3 & 17, 2022
October 2, 2021	April 7, 2022
November 18, 2021	May 5 & 19, 2022
December 2, 2021	June 2 & 16, 2022

c. Appointment of Architect

RESOLVED by the Board of Education of the Sterling High School District that the firm of Garrison Architects be appointed as Architect for the 2021-2022 school year at a fee range of 12% for renovation/alterations only of projects up to \$100,000 and 8% for renovations/alterations

only of projects over \$1,000,000. Additional services not incorporated into a construction project

are billed hourly according to the following fee schedule: Principal \$150/hr., Sr. Architect \$125/hr.,

Project Architects \$110/hrs., Project Directors \$95/hr., CAD \$65/hr., Drafting \$55/hr., and Clerical \$35/hr.

The Board, in the conduct of its business, requires the services of an architect, a recognized professional.

d. Appointment of Auditor

Recognizing the Peer Review Report conducted on Bowman & Company and that Bowman & Company is in compliance for the 2021-2022 school year for completion of the 2020-2021 audit, RESOLVED by the Board of Education of the Sterling High School District that the firm of Bowman & Company, LLP be appointed as Auditor for 2021-2022 at a fee not to exceed \$66,900 for the audit of the financial statements, federal awards and State Single Audit, preparation of CAFR, the Auditor's

Management Report on Administrative Findings and all other filing required by the Div. of Finance, Dept. of Education, State of New Jersey for the fiscal year ending June 30, 2021. The fee to prepare and file the Continuing Disclosure Report is \$3,000.

e. Appointment of Broker of Record - Health

RESOLVED by the Board of Education of the Sterling High School District that Brown & Brown Advisors be approved as the Broker of Record for Health Insurance. Approval is for year three of their three year approval. This is to request an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service pursuant to NJSA 40A:11-5(1)(a)(ii) and NJAC 5:34-2.3(b) and 18A:18A as certified in the attached document.

f. Appointment of Broker of Record – Non-Health

RESOLVED by the Board of Education of the Sterling High School District that Hardenbergh Insurance Group be appointed as the Broker of Record for Non-Health Lines of Insurance. Approval is for year three of their three year approval. This is to request an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service pursuant to NJSA 40A:11-5(1)(a)(ii) and NJAC 5:34-2.3(b) and 18A:18A as certified in the attached document.

g. Appointment of School Physician

RESOLVED by the Board of Education of the Sterling High School that Advocare Gigliotti Family Medicine be appointed as the School Physician for the 2021-2022 school year at a fee of \$16,200, which includes conducting physicals, consultations with administration and school nurse, and attendance at all home football games. Drug and alcohol screening, including medical evaluation will be billed at a rate of \$125 per service.

h. Appointment of Solicitor/Labor Negotiator

RESOLVED by the Board of Education of the Sterling High School District that Comegno Law Group, PC be appointed as Solicitor/Labor Negotiator for the 2021-2022 school year at an hourly rate of \$175 (Attorney), \$175 (Associate), and \$85 (Paralegal).

i. Appointment of Substitute Staffing Services

RESOLVED by the Board of Education of the Sterling High School District that ESS be appointed to provide Substitute Staffing Services for the 2021-2022 school year at a fee of 33% Markup on Pay Rate.

j. Appointment of Food Service Management Company

RESOLVED by the Board of Education of the Sterling High School District that Nutri-Serve Food Management, Inc. be appointed as Food Service Management Company for the 2021-2022 school year and hereby approves Form 23 with the management fee at the flat rate of \$41,943.25 for the 2021-2022 school year. Nutri-Serve guarantees that the bottom line on the operational financial report for the school year will be a breakeven. If the actual bottom line on our financial report is less than \$0.00, Nutri-Serve will subsidize the bottom line up to 100% of the management fee.

k. Appointment of Contracting & Purchasing Agent

RESOLVED that, pursuant to the Public School Contracts Law (N.J.S.A. 18A:18A, et seq.), James McCullough shall serve as the "Contracting Agent" and "Purchasing Agent" for the school district and is empowered to make, negotiate and award any and all purchases, contracts and agreements for the performance of any work or the furnishing or hiring of equipment, materials or supplies during the 2021-2022 school year. The bid threshold will be \$32,000.

i. Other Appointments

Accountability Officer for Federal Grants	7/1 - 6/30	Robynn Considine
Affirmative Action Officer	7/1 - 6/30	Debra Sukinik
Anti-Bullying Coordinator	7/1 - 6/30	Jarod Claybourn
Board Secretary	7/1 - 6/30	James McCullough
Custodian of Public Records	7/1 - 6/30	Matt Sheehan
Homeless Liaison	7/1 - 6/30	Sean Redman
Indoor Air Quality Administrator	7/1 - 6/30	Gary Smith
Officer for the Handicapped	7/1 - 6/30	Debra Sukinik
Public Agency Compliance Officer (PACO)	7/1 - 6/30	Matt Sheehan
Safety Coordinator	7/1 - 6/30	Gary Smith
School Safety Specialist	7/1 - 6/30	Sean Redman
SEMI Coordinator	7/1 - 6/30	Debra Sukinik
Title IX Coordinator	7/1 - 6/30	Robynn Considine
Wellness Committee Coordinator	7/1 - 6/30	Matt Sheehan
WHC Program Coordinator	7/1 - 6/30	Gary Smith

m. Insurance Funds

Approve James McCullough as delegate to the School Alliance Insurance Fund and Gary Smith as the alternate delegate. Approve Indemnity and Trust Renewal Agreement and Resolution for Renewal of Membership. Approve resolution appointing Hardenbergh Insurance Group as Risk Management Consultant.

n. Appointment of Designated Person - AHERA Services

RESOLVED by the Board of Education of Sterling High School District that Epic Environmental Services of Newfield, NJ, be appointed our AHERA Designated Person for the 2021-2022 school year.

o. Designation of Official Newspaper

RESOLVED by the Board of Education of Sterling High School District that the official newspaper for accepting legal advertisements be designated as the Courier Post for the 2021-2022 school year.

p. Designation of Depositories

RESOLVED by the Board of Education of Sterling High School District that the official depositories for the Board of Education shall be 1st Colonial Community Bank for the Agency Reserve Account, Cafeteria Account, Capital Reserve Account, Disbursement Account, Flexible Spending Account, James Camburn Memorial Scholarship Account, Jennifer Persia Memorial Scholarship Account, Operating Cash Account, Payroll Account, Student Activities Account and Unemployment Account. The Board of Education of Sterling High School implements a mandatory direct deposit program for payroll in accordance with N.J.S.A. 52:14-15h and designates 1st Colonial Community Bank to implement the direct deposit program.

q. Designation of Signatures

RESOLVED by the Board of Education of Sterling High School District that the signatures shall be the President, Secretary and Superintendent on the Cafeteria Account, Disbursement Account, and the Student Activity Account. Checks drawn on the Payroll Account shall be signed by the Superintendent. Checks drawn on the Agency Reserve Account, Flexible Spending Account, James Camburn Memorial Scholarship Account, Jennifer Persia Memorial Scholarship Account, Operating Cash Account, and the Unemployment Account shall be signed by the Board Secretary.

r. Camden County Educational Services Commission

RESOLVED, that the Sterling Board of Education approve the general services contract with Camden County Educational Services Commission for the period July 1, 2021 through June 30, 2022. Services, if selected by the Board, will be provided by the Commission in accordance with the price list included with the contract. Student transportation services provided by the Commission will include a 5% administration fee along with the district's portion of the cost of the shared route.

s. Cooperative Pricing System

RESOLVED, that the Sterling Board of Education approve to continue participating in the Educational Services Commission of New Jersey's cooperative pricing system and to continue participating in the Alliance for Competitive Telecommunications (ACT) with the Educational Services Commission of New Jersey (ESCNJ) Cooperative Pricing System 65MCESCCPS and the New Jersey Association of School Business Officials (NJASBO). The ESCNJ shall be the lead agency for this program.

RESOLVED, that the Sterling Board of Education approve to continue participating in the Hunterdon County Educational Services Commission's cooperative pricing system.

RESOLVED, that the Sterling Board of Education approve to continue participating in the Alliance for Competitive Energy's – ACES and ACESplus cooperative pricing system.

RESOLVED, that the Sterling Board of Education approve to continue participating in the Master Intergovernmental Cooperative Purchasing Agreement administered by OMNIA Partners and its affiliates and subsidiaries.

t. Continuation of Board Policies

RESOLVED by the Board of Education of Sterling High School District that the Board will continue to operate under the present policies/regulations/organizational chart until or unless further revised by the Board of Education.

u. 2021-2022 Private Non-Resident Tuition Rates

Ratify and affirm the approval of the 2021-2022 private non-resident tuition rates:

Regular Ed. Student	\$15,606
BD Student	\$49,530
LLD Student	\$19,523
MD Student	\$35,964
Resource Center Student	\$1,000

v. Superintendent Authorized to Close School

RESOLVED that the Superintendent shall be responsible for emergency school closings.

w. Adoption of Guidance Services

RESOLVED by the Board of Education of Sterling High School that Guidance/Career Services are provided as part of the Sterling High School instructional program as per N.J.A.C. 6:8-47(a)3.

x. Adoption of Written Curricula for all subjects

RESOLVED by the Board of Education of Sterling High School to adopt the Sterling High School curriculum, which is found in the 2021-2022 Program Planning Guide which incorporates the written curricula for all students including mandated programs specified in N.J.A.C. 6:8-4.5.

y. Written Hazard Communication Program

Approve the [Written Hazard Communication Program](#).

z. Approve Pre-Payment Authorization Resolution #0001

RESOLVED, by the Board of Education of Sterling High School that the Pre-Payment Authorization Resolution be approved authorizing the Business Office to pay selected invoices prior to board meetings.

aa. Approve the State Contract Vendors Resolution #0002

RESOLVED by the Board of Education of Sterling High School that the State Contract Vendors Resolution be approved authorizing the Business Administrator to issue purchase orders to approved Vendors as outlined by New Jersey School Purchasing Regulations.

bb. Tax Shelter Annuity Company/Brokers

Approve OMNI as the tax shelter annuity company/brokers for the 2021-2022 school year.

cc. Approval of 2021-2022 Tuition Contracts

Ratify and affirm the approval of the following 2021-2022 Tuition Contracts:

Hi-Nella	33	\$526,915*
Laurel Springs	85	\$1,359,095**

*Does NOT include tuition adjustment credit from 2019-2020 of \$107,574

**Does NOT include tuition adjustment credit from 2019-2020 of \$182,541

dd. Approval of Parliamentary Procedure

Approve Roberts Rules of Order to govern the order of business.

ee. Approval of Web Site

Approve www.sterling.k12.nj.us as the official web site for Sterling High School.

ff. Private School Resolution

Approve the following resolution for all private schools:

“Be it resolved that the Sterling High School Board of Education does not require any private school to charge students for reduced and/or paid meals provided as part of their educational program in compliance with the New Jersey Department of Agriculture’s Child Nutrition Program regulations.”

gg. Approve the [Administrative Evaluation Document](#).

hh. Approve the [Teacher Evaluation Document](#).

- ii. Approve the Support Staff Evaluation Documents for [Aides](#) and [Secretaries](#).
 - jj. Approve the observation tools/templates for [Counselors/YST Certificated Staff & Certificated School Nurse and Athletic Trainer](#).
 - kk. Approve the attached [Employee Benefits/Payroll Deductions](#).
9. Approval of Minutes:
 - a. [Regular Meeting, April 15, 2021](#)
 10. Superintendent's Report
 - a. [Information Items](#)
 - b. [Action Items](#)
 11. [Superintendent's Report Addendum](#) (if necessary)
 12. Board Secretary's Report
 - a. [Information Items](#)
 - b. [Action Items](#)
 13. [Board Secretary's Report Addendum](#) (if necessary)
 14. [Committee Reports](#)
 15. Visitors' Comments (Open End – Five-Minute Limit)
 16. Old Business
 17. New Business
 18. [Executive Session](#) (If Necessary)
 19. Disclosure of Executive Session (If Appropriate)
 20. Adjourn