

STERLING HIGH SCHOOL DISTRICT
 BOARD OF EDUCATION
 REPORT OF THE BOARD SECRETARY
 REGULAR MEETING
 MARCH 24, 2022

A. INFORMATION ITEMS

1. **ETHICS FORMS** - Please complete your Ethics Forms as soon as possible and let Jim McCullough know if you need any assistance.
2. **MANDATED TRAINING** - The following board members must complete their mandated training by December 31, 2022. Please let Jim McCullough know if you have any questions.

Brian Healey	Governance I	Online
Jason Clark	Governance III	Online
Shawn Nicholas	Governance II	Online
Emily Reich	Governance I	Online

3. The Public Hearing on the 2022-2023 School Budget will be held on May 5, 2022.
4. Student Activities Account Reconciliation for [February 2022](#) is attached.
5. The BoardDocs setup process is in motion, creation of agendas, reports, and minutes. Initial training is scheduled for the week of April 11, 2022.

B. BILL LISTS FOR APPROVAL

1. Approval of the attached Bill Lists.

Bill List 1	March 3, 2022	Fund 60	\$20,391.00
Bill List 2	March 7, 2022	Fund 11	\$146,635.61
		Fund 12	\$2,597.45
		Fund 20	\$103,542.20
		Fund 30	\$18,277.00
			\$271,052.26
Bill List 3	March 9, 2022	Fund 11	\$215.37
Bill List 4	March 9, 2022	Fund 11	\$690.00
Bill List 5	March 10, 2022	Fund S/A	\$9,631.00
Bill List 6	March 11, 2022	Fund 11	\$22,162.03

Bill List 7	March 15, 2022	Fund 10	\$25,975.45
		Fund 11	\$502,958.01
		Fund 20	\$4,891.39
			<u>\$533,824.85</u>
Bill List 8	March 15, 2022	Fund 11	\$61,144.88
Bill List 9	March 16, 2022	Fund S/A	\$200.00
Bill List 10	March 22, 2022	Fund S/A	\$198.00
Bill List 11	March 22, 2023	Fund 11	\$100,443.34
		Fund 20	\$762.50
			<u>\$101,205.84</u>
Bill List 12	March 23, 2022	Fund 11	\$456.00
Fund S/A – Student Activity Funds			

B. BOARD ACTION ITEMS

1. TRANSFERS

- a. Approve the attached transfers for [February 2022](#).

2. MAXIMUM THRESHOLD - TRAVEL

- a. 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 2022-2023 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 2022-2023 school year at the sum of \$50,000.

3. SCHOOL BUDGET

Approve the proposed 2022-2023 School Budget and the following Budget Resolution for submission to the Camden County Executive Superintendent. In conjunction with the submission of the proposed 2022-2023 School Budget, the Sterling High School Board of Education will hold a Public Hearing of same on May 5, 2022 at 7:00 p.m., in conjunction with the regular Board Meeting, to be held following the Public Hearing.

**Budget Submission Resolution
March 24, 2022**

WHEREAS, the Sterling High School District has developed their 2022-2023 school budget,

BE IT RESOLVED, the Sterling High School Board of Education approves the submission of the proposed 2022-2023 School District Budget to the Camden County Executive Superintendent by March 28, 2022 as follows:

<u>General Fund</u>	\$20,681,255
Special Revenue	\$1,441,567
Debt Service	\$251,640
<u>General Fund Local Tax Levy</u>	\$7,024,463
Debt Local Tax Levy	\$129,991

WHEREAS, \$259,805 of unreserved fund balance from FYE 6/30/21 will be appropriated into the budget.

WHEREAS, \$1,800,000 of capital reserve will be appropriated into the budget for Stadium/ Athletic Field Improvements.

Dated: March 24, 2022
William Hiltner – President
James McCullough - Board Secretary

4. PURCHASE OF BACK-UP GENERATOR

- a. Approve the purchase of Back-Up Generator from Northeast Electrical services through Educational Data Bid #9740 package #11 for \$94,765.00 from Account# 12-000-400-450-227-15

5. EDUCATIONAL DATA SERVICES

- a. Approve renewing the bid enrollment with Educational Data Services for cooperative skilled trades, compliance services, time and maintenance, and ancillary bids including Cleaning and Sports Equipment from April 1, 2022 through March 31, 2023 up to a cost of \$2,000.

6. E-RATE CATEGORY 2 FUNDING

- a. Approve the attached CDW-G Quote in the amounts of \$28,446.64 for wireless licenses and Internal Connection Components. These upgrades are eligible for E-Rate Category 2 funding for the 2022-2023 school year.

7. BACKFLOW PREVENTER TESTING

- a. Annual backflow preventer testing through Educational Data Service Agreement Bid #10881 package #27 for \$668.00 from Account# 11-000-262-420-000-05

8. CLASSROOM UNIT VENTILATORS

- a. Authorize the Board's architect to advertise bid for furnishing and installing seventeen (17) new classroom unit ventilators. Up to 47% of this project will be financed by ESSER/ARP funds.

9. **TURF FIELD UNDERLAY**

- a. Authorize the Board's engineer to advertise bid for installing the turf field underlay.

10. **INSURANCE**

- a. Approve payment of damages/legal fees from [Highland Claim Services](#) on behalf of the School Alliance Insurance Fund, claim number SPL002715 in the amount of \$5,000 from Account# 11-000-230-331-000-05

11. **USE OF FACILITIES**

- a. Approve the following Use of Facilities request at Sterling High School

1. [Miss Laurel Springs Pageant](#)
SHS Auditorium, Band and Foods Room
May 5, 2022 – Rehearsal
4:00pm – 7:00pm
May 6, 2022
4:00 PM – 10:00 PM
Fee: \$0
2. [Camardo Basketball Skills Camp](#)
SHS Gymnasium
June 27, 2022 – June 30, 2022
9:00am – 1:00pm
Fee: \$0
3. [Knights Junior Wrestling Banquet](#)
SHS Cafeteria
April 1, 2022
3:00pm – 9:00pm
Fee: \$0
4. [Sterling Elementary Athletics](#)
SHS Gymnasium
Tuesdays and Thursdays
May 1, 2022 – August 1, 2022
6:00pm – 8:00pm
Fee: \$0
5. [Somerdale American Legion Baseball](#)
Varsity Baseball Fields
Monday, Wednesday, Friday, and Saturday
June 1, 2022 – August 1, 2022
5:00pm – 8:30pm
Fee: \$0
6. [Somerdale Baseball and Softball Association](#)
SHS Fields
Monday, Wednesday, and Sunday
March 24, 2022 – June 19, 2022

Weekdays – 5:45pm to 8:00pm
Weekends – 10:00am to 1:00pm
Fee: \$0

7. Swedesboro Performing Arts Academy

SHS Auditorium
Rehearsal – June 25, 2022
10:00am to 10:00pm
Live Performances - June 26, 2022
11:00am to 6:00pm
Fee: \$1,250.00

8. Tarkill Soccer and Lacrosse

SHS Fields
Saturday and Sunday
March 1, 2022 – June 15, 2022
Saturday Games will run
8:00am, 9:00am and 11:00am
Sunday Games will run
12:00pm, 1:00pm and 2:00pm
Fee: \$0

12. APPOINTMENT OF FOOD SERVICE MANAGEMENT COMPANY

- a. 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 2022-2023 school year and hereby approves the management fee at the flat rate of \$44,997.37 for the 2022-2023 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. This is year 4 of the 5-year contract.

13. VOIDED CHECK

- a. Ratify and approve voiding the following Student Activities Account checks:

<u>Check #</u>	<u>Amount</u>	<u>Issued</u>
2906	\$100.00	06-10-2021
2916	\$100.00	06-10-2021

*Replacement Check was re-issued on 03-16-2022.

14. CAPITOL PROJECT(S)

- a. Approve the following Capitol Projects:
- | | |
|--|-------------|
| 1. Installation of Turf Athletic Field | \$1,800,000 |
| 2. Pole Barn – Interior Bathrooms | \$93,500 |
| 3. Backup Generator Installation | \$90,200 |
| 4. Stadium Bleacher Fence Raised | \$42,000 |
| 5. Classroom Unit Ventilators | \$190,000 |
| 6. Stone Pathway Continuation | \$35,000 |

15. 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 February 2022. 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 2022. The Treasurer's and Secretary's report are in agreement for the month of February 2022.

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.

James McCullough, Board Secretary

March 24, 2022

Date