

STERLING HIGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
REPORT OF THE BOARD SECRETARY  
REORGANIZATION MEETING  
MARCH 3, 2022

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**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.

Please be advised that, effective **Monday, February 28, 2022**, the School Ethics Commission's electronic filing system (for the filing of 2022 Personal/Relative and Financial Disclosure Statements) will have a "time out" feature. In short, if you are idle for more than twenty-five (25) minutes, you will receive a pop-up/warning indicating that you will be timed out of the system if you are idle for an *additional* five (5) minutes. If you do not click "Continue," you will be timed out, and will need to log back in to the system to access your list of school officials.

2. Student Activities Account Reconciliation for [January 2022](#) is attached.
3. New Gym HVAC kick off meeting was held on February 18, 2022

**B. BILL LISTS FOR APPROVAL**

1. Approval of the attached Bill Lists.

<a href="#">Bill List 1</a>	February 3, 2022	Fund 12	\$ 1,676.00
<a href="#">Bill List 2</a>	February 7, 2022	Fund 11	\$ 135,355.98
		Fund 20	\$ 3,525.00
			<u>\$ 138,880.98</u>
<a href="#">Bill List 3</a>	February 8, 2022	Fund 60	\$ 15,668.97
<a href="#">Bill List 4</a>	February 8, 2022	Fund S/A	\$ 5,233.95
<a href="#">Bill List 5</a>	February 9, 2022	Fund 11	\$ 53,185.91
<a href="#">Bill List 6</a>	February 15, 2022	Fund 10	\$ 25,995.98
		Fund 11	\$ 469,591.42
		Fund 20	\$ 4,091.39
			<u>\$ 499,678.79</u>
<a href="#">Bill List 7</a>	February 10, 2022	Fund 60	\$ 9,847.25
<a href="#">Bill List 8</a>	February 15, 2022	Fund 11	\$ 30,778.86
		Fund 20	\$ 2,186.00
			<u>\$ 32,964.86</u>

<a href="#">Bill List 9</a>	February 15, 2022	Fund S/A	\$ 102.49
<a href="#">Bill List 10</a>	February 17, 2022	Fund 11	\$ (500.00)
<a href="#">Bill List 11</a>	February 18, 2022	Fund 11	\$ 2,379.00
<a href="#">Bill List 12</a>	February 18, 2022	Fund 60	\$ 47,220.55
<a href="#">Bill List 13</a>	February 18, 2022	Fund 11	\$ 27,785.07
		Fund 12	\$ 2,903.51
			<u>\$ 30,688.58</u>
<a href="#">Bill List 14</a>	February 22, 2022	Fund 11	\$ 45.00
<a href="#">Bill List 15</a>	February 22, 2022	Fund 11	\$ 42,955.63
<a href="#">Bill List 16</a>	February 23, 2022	Fund 11	\$ 8,629.82
<a href="#">Bill List 17</a>	February 24, 2022	Fund 10	\$ 3,350.00
<a href="#">Bill List 18</a>	February 25, 2022	Fund 10	\$ 26,102.78
		Fund 11	\$ 432,003.27
		Fund 20	\$ 17,560.43
			<u>\$ 475,666.48</u>
<a href="#">Bill List 19</a>	February 25, 2022	Fund 10	\$ 46,604.88
<a href="#">Bill List 20</a>	February 25, 2022	Fund 10	\$ 6,070.00

Fund S/A – Student Activity Funds

**C. BOARD ACTION ITEMS**

**1. TRANSFERS**

a. Approve the attached transfers for January 2022.

**2. AUDIT**

a. Accept the June 30, 2020 Audit.

b. Approve the [Corrective Action Plan](#).

**3. VOIDED CHECK**

a. Ratify and approve voiding the following Disbursement Account check:

<u>Check #</u>	<u>Amount</u>	<u>Issued</u>
19051	\$353.00	12-06-2021

\*Replacement Check was re-issued on 02-02-2022.

b. Ratify and approve voiding the following Operating Cash Account check:

<u>Check #</u>	<u>Amount</u>	<u>Issued</u>
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6719	\$63.00	05-10-2021
6797	\$65.00	06-03-2021

\*Replacement Checks were re-issued on 02-22-2022.

4. **PURCHASE – BOARDDOCS**

- a. Approve the purchase of [BoardDocs](#) online software to provide Board Agendas, Superintendent Reports, BA Reports, and Regular/Executive Meeting Minutes in the amount of \$3,585.31 under co-op procurement number E-8801-NJSBA-ACES-CPS. Amount is prorated for the remainder of the year (3/4/22-6/30-22). The one-time start up fee of \$1,000 will be waived if the agreement is signed before March 31, 2022.
- b. Approve the [renewal of BoardDocs](#) for the fiscal year 7/1/2022-6/30/2023 in the amount of \$11,000.

5. **WATER MAIN BACKFLOW/TESTING**

- a. Approve Installation of [Water Main Backflow Preventer and Testing](#). Work done by Northeast Plumbing Services per Educational Data Service Agreement Bid #10881 package #27. Total estimated cost of \$3,996 to be paid from Acct# 12-000-400-450-222-15

6. **FIXED ASSETS**

- a. Approve an agreement with Duff & Phelps, LLC to update the district's fixed assets for the fiscal year ending June 30, 2021.

7. **XEROX COPIER LEASE AGREEMENT**

- a. Approve a [Copier Lease Agreement](#) for expiring leases. Copiers are located as follows:
  1. Main office
  2. VP Office
  3. Guidance Office
  4. BOE Office

8. **USE OF FACILITIES**

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

1. [Borough of Magnolia](#)  
Miss Magnolia Pageant  
SHS Auditorium, Band and Foods Room  
March 30, 2022 – Rehearsal  
6:00pm – 8:00pm  
April 1, 2022  
7:00 PM – 9:00 PM  
Fee: \$0
2. [United Empires Association of Southern NJ](#)  
Classrooms – Cadet Class

March 5, 2022 – March 29, 2022  
7:00pm – 9:00pm

On Field Clinic – Baseball Field  
(Coaches are in contact with each other to share the field)  
March 5, 2022 & March 12, 2022  
10:00am – 12:00pm  
Fee: \$0

3. [Saint John Paul II Regional School - Track and Field Team](#)  
SHS Stadium for meets and practice  
March 7, 2022 – May 5, 2022  
5:30pm – 7:30pm  
Fee: \$0

## 9. 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 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 [January 2022](#). The Treasurer's and Secretary's report are in agreement for the month of January 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 3, 2022  
Date