

STERLING HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
REPORT OF THE BOARD SECRETARY
REGULAR MEETING
MAY 19, 2022

A. INFORMATION ITEMS

1. Monday, July 25, 2022 is the last day to file a Nomination Petition for the School Board Election on November 8, 2022. Your petition must be filed with the County Clerk’s Office, Election Division, 100 University Court, Blackwood, NJ 08012 before 4:00 p.m. on July 25, 2022. For more information, please visit the link below:
<https://www.camdencounty.com/service/voting-and-elections/candidate-information/>
2. New Jersey School Boards Association Workshop 2022 Conference will take place on October 24 -26, 2022. For more information, please visit the link below:
<https://workshop.njsba.org/>
3. Student Activities Account Reconciliation for March 2022 is attached.
4. BoardDocs Training for BOE Members will take place on June 2nd (split sessions)
5. Artificial Surface and Transportation Bid Timelines

B. BILL LISTS FOR APPROVAL

1. Approval of the attached Bill Lists.

Bill List 1	May 4, 2022	Fund 12	\$1,676.00
Bill List 2	May 4, 2022	Fund 11	\$144,527.85
		Fund 12	\$6,159.73
		Fund 20	\$33,746.20
		Fund 30	\$9,800.00
			\$194,233.78
Bill List 3	May 5, 2022	Fund 20	\$0.00
Bill List 4	May 6, 2022	Fund 11	\$4,896.00
Bill List 5	May 6, 2022	Fund 11	\$69,627.56
		Fund 20	\$5,947.00
			\$75,574.56
Bill List 6	April 11, 2022	Fund 10	\$137.50
Bill List 7	April 14, 2022	Fund 10	\$9,222.56

Bill List 8	April 1, 2022	Fund 10	\$70,529.81
Bill List 9	May 10, 2022	Fund 11	\$2,788.00
Bill List 10	May 15, 2022	Fund 10	\$25,937.80
		Fund 11	\$448,577.06
		Fund 20	\$4,058.65
			<hr/> \$478,573.51
Bill List 11	May 12, 2022	Fund 11	\$59,487.51
		Fund 12	\$5,621.04
		Fund 30	\$107,760.00
			<hr/> \$172,868.55

Bill List 12

Bill List 13

Bill List 14

Fund S/A – Student Activity Funds

C. BOARD ACTION ITEMS

1. HEALTH PLAN RATES 2022-2023

- a. Approve the Health Plan Rates for medical, prescription and dental for the 2022-2023 school year.

2. NJSBA'S VIRTUAL WORKSHOP 2022

- a. Approve the group registration in the amount of \$2,100 for the following Board Members, Administrators, and Staff Members to have access to the NJSBA's Workshop 2022 on October 24-26, 2022:

- | | |
|----------------------|-----------------------------------|
| 1. Tom Arcinese | Supervisor of Buildings & Grounds |
| 2. Victoria Burckley | Board Member |
| 3. Jason Clark | Board Member |
| 4. Jarod Claybourn | Principal |
| 5. Robynn Considine | Director of Secondary Education |
| 6. Brian Healey | Board Member |
| 7. William Hiltner | Board Member |
| 8. Jim McCullough | Business Administrator |
| 9. Shawn Nicholas | Board Member |
| 10. Dan Radcliff | Board Member |
| 11. Emily Reich | Board Member |
| 12. Matt Sheehan | Superintendent |
| 13. Kellie Stout | Board Member |

3. APPOINTMENT OF BROKER OF RECORD – HEALTH

- a. 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 one (1) of their three (3) 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.

4. APPOINTMENT OF BROKER OF RECORD – NON-HEALTH

- a. 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 one (1) of their three (3) 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.

5. APPOINTMENT OF CONTRACTING & PURCHASING AGENT

- b. 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 2022-2023 school year. The bid threshold will be \$32,000.

6. DISTRICT PURCHASING MANUAL

- c. Approve the 2022-2023 District Purchasing Manual and authorize the Business Administrator/Board Secretary to update the manual as required throughout the school year.

7. ADOPTION OF WRITTEN CURRICULA FOR ALL SUBJECTS

- d. RESOLVED by the Board of Education of Sterling High School to adopt the Sterling High School curriculum, which is found in the 2022-2023 Program Planning Guide which incorporates the written curricula for all students including mandated programs specified in N.J.A.C. 6:8-4.5.

8. VIRTUA HEALTH, INC.

- e. Approve a Therapy Services Agreement with Virtua Health, Inc. to provide O.T. and P.T. services, as needed, for the 2022-2023 school year at a cost of \$81 per hour, not to exceed 5 hours of O.T. and 5 hours of P.T. per week.

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

May 19, 2022
Date