

STERLING HIGH SCHOOL DISTRICT
 BOARD OF EDUCATION
 REPORT OF THE BOARD SECRETARY
 REORGANIZATION, PUBLIC HEARING & REGULAR MEETING
 MAY 5, 2022

A. INFORMATION ITEMS

B. BILL LISTS FOR APPROVAL

Approval of the attached Bill Lists.

<u>Bill List 1</u>	April 12, 2022	Fund 11	\$2,197.00
<u>Bill List 2</u>	April 12, 2022	Fund 11	\$68,712.92
		Fund 12	\$5,910.15
			\$74,623.07
<u>Bill List 3</u>	April 15, 2022	Fund 10	\$25,999.00
		Fund 11	\$472,322.36
		Fund 20	\$5,276.10
			\$503,597.46
<u>Bill List 4</u>	April 13, 2022	Fund S/A	\$3,654.98
<u>Bill List 5</u>	April 25, 2022	Fund 11	\$9,631.00
		Fund 12	\$22,162.03
			\$225,455.97
<u>Bill List 6</u>	April 30, 2022	Fund 10	\$25,937.80
		Fund 11	\$495,951.16
		Fund 20	\$3,960.43
			\$525,849.39
<u>Bill List 7</u>	April 27, 2022	Fund 10	\$93,434.94
Fund S/A – Student Activity Funds			

C. BOARD ACTION ITEMS

1. STANDARD OPERATING PROCEDURES & INTERNAL CONTROLS GUIDE

- a. Approve the Guide for [Standard Operating Procedures and Internal Controls](#) for the 2022-2023 school year and authorize the Business Administrator/Board Secretary to update the manual as required throughout the school year.

2. STUDENT ACTIVITIES FINANCIAL REFERENCE MANUAL

- a. Approve the 2022-2023 [Student Activities Financial Reference Manual](#) and authorize the Business Administrator/Board Secretary to update the manual as required throughout the school year.

3. 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.

4. HOMELESS STUDENT

- a. Approve Student as homeless, [SID # 9048214062](#). The student’s last permanent address was in Millville, NJ. The student is presently living in Somerdale, NJ. The above student is considered homeless by definition of the McKinney-Vento Homeless Act.

5. APPOINTMENT OF FOOD SERVICE MANAGEMENT COMPANY

- a. Approve the revision of the Nutri-Serve Food Management Company’s flat rate fee from \$44,997.37 to \$44,997.15

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 \$44,997.15 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. This is year 4 of the 5-year contract.

6. AMERICAN RESCUE PLAN (ARP) AMENDMENT

- a. Amend the initial [ARP: Accelerated Learning and Educator Support](#) submission to reflect the following changes:
 - 9th Summer Orientation, Not to exceed \$10,000
 - Summer Student Equity Leadership Institute, Not to exceed \$4,000

7. 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 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

May 5, 2022
Date

