

REPORT OF THE BUSINESS ADMINISTRATOR/BOARD SECRETARY

REGULAR MEETING

MARCH 15, 2023

PART I - FINANCE

A. CASH RECEIPTS – February, 2023

Proposed Resolution

Resolved: That the Kearny Board of Education does hereby approve the following  
Report of Cash Receipts for the month of February 2023:

2/01/2023	STATE OF NJ - STATE LUNCH	\$2,443.87
20/2/2023	STATE OF NJ CHAPTER 192V	\$296.00
2/02/2023	STATE OF NJ NP TRANSPORTATION	\$92.00
2/02/2023	STATE OF NJ CHAPTER 193V	\$833.00
2/02/2023	STATE OF NJ SUMMER STATE 08/2022	\$36.60
2/02/2023	STATE OF NJ-FICA JANUARY 2023	\$177,212.12
2/02/2023	STATE OF NJ-FICA JANUARY 2023	\$177,351.01
2/08/2023	STATE OF NJ - STATE AID 12/202	\$3,009,430.00
2/08/2023	STATE OF NJ - HHFKA PROGRAM 12/2022	\$3,182.40
2/08/2023	STATE OF NJ - BREAKFAST STATE 12/2022	\$412.80
2/08/2023	STATE OF NJ - LUNCH STATE 12/2022	\$2,234.40
2/08/2023	STATE OF NJ - AFTER BELL 12/2022	\$273.60
2/08/2023	STATE OF NJ - LUNCH FEDERAL 12/2022	\$129,765.36
2/08/2023	STATE OF NJ - BREAKFAST FEDERAL 12/2022	\$27,140.91
2/08/2023	STATE OF NJ - LUNCH STATE 12/2022	\$2,669.31
2/14/2023	TOWN OF KEARNY	\$4,828,691.00
2/15/2023	STATE OF NJ - 23ARJP 20-3290-298	\$22,782.00
2/15/2023	STATE OF NJ - NTE SCA2023	\$49,956.97
2/21/2023	STATE OF NJ - STATE AID 12/202	\$3,009,430.00
2/15/2023	FIRST STUDENT FUNDS	\$6,550.00
2/21/2023	STATE OF NJ -SEMI	\$13,006.98
2/21/2023	STATE OF NJ -SEMI	\$11,908.87
2/21/2023	STATE OF NJ -ARJP/DCFV	\$11,391.00
2/21/2023	STATE OF NJ -ARJP/DCFV	\$15,439.00
2/27/2023	INVESTORS INTEREST	\$19,283.26
2/27/2023	INVESTORS INTEREST-N/P AGENCY, ETC.	\$1,492.21
2/27/2023	CITIZENS INTEREST	\$7,565.51
2/27/2023	CAFETERIA-PAYFORIT SALES	\$69,505.36
2/27/2023	KBOE-COPAY (AGENCY)	\$332,956.20
2/27/2023	REVENUES	\$9,893.44

	<b>TOTAL</b>	<b>\$11,943,225.18</b>
2/27/2023	INTEREST-CAPITAL RESERVE	\$4,322.41
2/27/2023	INTEREST- MAINTENANCE RESERVE	\$4,148.81
2/27/2023	INTEREST-CAPITAL PROJECT	\$154.79
2/27/2023	INTEREST- UNEMPLOYMENT FUND	\$884.68
	<b>TOTAL INTEREST</b>	<b>\$9,510.69</b>
12/30/22	<b>TOTAL RECEIPTS</b>	<b>11,952,735.87</b>

**B. APPROVAL OF BUDGET TRANSFERS**

**Proposed Resolution**

**Resolved:** That the Kearny Board of Education, based upon the recommendation of the Business Administrator/Board Secretary, does hereby approve the list of transfers as per the attached for 2022/2023 school budget.

**C. REPORT OF THE SECRETARY (A-148)**

**Proposed Resolution**

**Resolved:** That the Kearny Board of Education does hereby accept the monthly Report of the Secretary to the Board of Education for the month ending February 28, 2023 based upon the Board Secretary's certification that no line item account has encumbrances and expenditures which, in total, exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a). And be it further

**Resolved:** That for the record it be noted that after having reviewed the appropriations section of said report and also having consulted with the appropriate district officials, does hereby certify that no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 (b), and that sufficient funds are available to meet the District's financial obligations for the remainder of the 2022/2023 School Year.

**D. REPORT OF THE TREASURER OF SCHOOL FUNDS (A-149)**

**Proposed Resolution**

**Resolved:** That the Kearny Board of Education does hereby accept the monthly Report of the Treasurer of School Funds to the Board of Education for the month ending February, 2023.

E. INVESTMENTS – MARCH 15, 2023 BOARD REPORT

*Resolved: That the Kearny Board of Education does hereby confirm the action of the Business Administrator/Board Secretary in having made investments through Citizens Bank during the month of February, 2023. And be it further*

*Resolved: For the record, it can be noted that the interest earned on said investments amounted to \$37,851.67 for The Investors Bank bringing the year-to-date interest to \$198,805.02.*

F. PAYMENT OF BILLS

Proposed Resolution

*Resolved: That the Kearny Board of Education, based upon the representation of the Business Administrator/Board Secretary that he has examined, audited, and certified in writing that the attached bill list is correct in the total amount of \$2,033,486.94 covering the period of 2/22/2023 to 3/15/2023, does hereby order same to be paid, in accordance with NJSA 18A:19-4.1.*

G. ATHLETIC OFFICIALS ACCOUNT BILLS

Proposed Resolution

*Resolved: That the Kearny Board of Education, based upon the recommendation of the Business Administrator/Board Secretary, does hereby approve the Athletic Officials Account Report for the month of February, 2023.*

H. HORIZON BLUE CROSS & BLUE SHIELD OF NEW JERSEY

Proposed Resolution

*Resolved: That the Kearny Board of Education has approved the wire transfer in the amount of \$1,396,335.07 for March, 2023 which represents health insurance and prescriptions.*

PART II – FACILITIES

A. REQUEST FOR PERMITS

Proposed Resolution

*Resolved: That the Kearny Board of Education has hereby approved the permits for March, 2023.*



PART III- NON-PERSONNEL

A. ADOPTION OF TENTATIVE 2023/2024 SCHOOL YEAR BUDGET

Proposed Resolution

*Resolved: That the tentative budget be approved for the 2023-2024 school year using the 2023-2024 state aid figures and the Secretary to the Kearny Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A. 18A:7F-S and 18A:7F-6:*

	<u>GROSS BUDGET</u>	<u>AMOUNT TO BE RAISED BY TAXATION</u>
<u>General Fund</u>	<u>\$130,040,403.</u>	<u>\$58,222,167.</u>

	<u>GROSS BUDGET</u>	<u>AMOUNT TO BE RAISED BY TAXATION</u>
<u>Special Revenue</u>	<u>\$9,690,021.</u>	<u>\$ -0-</u>

	<u>GROSS BUDGET</u>	<u>AMOUNT TO BE RAISED BY TAXATION</u>
<u>Debt Service</u>	<u>\$226,100.</u>	<u>\$226,100.</u>

*And, to advertise said tentative budget in the Jersey Journal and Star-Ledger in accordance with the form suggested by the New Jersey Department of Education and according to law;*

*And, a Public Hearing on the budget for the 2023-2024 school year will be held at the Board Office, 1st Floor Board Room, 172 Midland Avenue Kearny, N.J. 07032 on Monday, May 1, 2023 at 6:00 p.m.*

B. CAPITAL RESERVE - WITHDRAWAL AMOUNT

Proposed Resolution

*Resolved: That the Kearny Board of Education includes in the 2023-2024 budget a Capital Reserve Withdrawal in the amount of \$1,371,525. for the payment of the Lease Purchase Financing for the HVAC upgrades for Roosevelt and Franklin Elementary Schools.*

C. CAPITAL RESERVE - STATEMENT OF PURPOSE

Proposed Resolution

*Resolved: That the Kearny Board of Education approves the submission of a Statement of Purpose regarding the Capital Reserve Withdrawal amount of \$1,371,525. for the annual payment for the HVAC Upgrades for Roosevelt and Franklin Elementary Schools.*

D. APPROVAL OF 2023/2024 TRAVEL MAXIMUM

Proposed Resolution

*Resolved: That the Kearny Board of Education does hereby establish the school district travel maximum for the 2023/2024 school year at the sum of \$25,000; and*

*Be It Further Resolved, that the School Business Administrator, in accordance with 6A:23A-7.3, shall track and record these costs to insure the maximum amount is not exceeded, and that the pre-budget year maximum was \$25,000 and the total spent to date is \$3,401.00.*

E. APPROVAL OF TRAVEL AND RELATED EXPENSE REIMBURSEMENT FOR 2023-2024

Proposed Resolution

*Resolved: That the Kearny Board of Education recognizes school staff and Board Members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;*

*And, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board;*

*And, the Kearny Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given year (July 1 through June 30);*

*And, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the Kearny Board of Education to be necessary and unavoidable as noted on the approved Kearny Board of Education Out of District Travel and Reimbursement Forms;*

*Be It Resolved, the Kearny Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and*

*unavoidable as noted on the approved Kearny Board of Education Out of District Travel and Reimbursement Forms; and*

*Be It Further Resolved, the Kearny Board of Education includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$25,000. for all staff and board members for the 2023-2024 school year.*

*The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.*

F. SCHEDULE PUBLIC HEARING OF THE 2023-2024 SCHOOL BUDGET

*I am recommending Monday, May 1, 2023 at 6:00 p.m. for the statutorily-required Public Hearing of the 2023-2024 School Budget at the Board Office, 1st Floor Board Room, 172 Midland Avenue, Kearny, N.J. 07032.*

G. 2023-2024 EARLY CHILDHOOD PROGRAM AID

Proposed Resolution

*Resolved: That the Kearny Board of Education does hereby accept the Preschool Education Aid for school year 2023-2024 in the amount of \$4,977,110. from the New Jersey Department of Education for professional development and technical assistance geared toward implementing high -quality preschool programming and individualized technical assistance.*

H. LERCH, VINCI & BLISS, LLP

Proposed Resolution

*Resolved: That the Kearny Board of Education does hereby approve the Engagement Letter from Lerch, Vinci & Bliss, LLP to audit the financial statements for the Kearny Board of Education for fiscal year ending June 30, 2023.*



I. KEARNY BOARD OF EDUCATION FOOD SERVICE 2023-2024 MANAGEMENT FEE LANGUAGE

Proposed Resolution

Resolved: Be it resolved that the Kearny Board of Education "SFA" approves the renewal of the Food Service Management contract with The Pomptonian, Inc. "FSMC" for the food service operation for 2023-2024.

1. FSMC Fee:

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of \$0.1572 per reimbursable meal and meal equivalent to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation. The SFA guarantees the payment of such costs and fee to the FSMC.

Total meals are calculated by adding reimbursable meal pattern meals served and meal equivalents. The number of reimbursable meals served to the children shall be determined by actual count. Cash receipts, other than from sales of reimbursable program meals served to the children, shall be divided by \$3.66 to arrive at an equivalent meal count.

The per meal administrative/management fee of \$0.1572 will be multiplied by total meals.

2. There is no guaranteed financial performance

3. Total Cost of Contract:

Total expenses (cost) include food, labor, supplies, other expenses, and FSMC management fee.

The Total Cost of Contract is \$2,220,113.52

J. MILLENNIUM COMMUNICATIONS GROUP, INC.

Proposed Resolution

Resolved: That the Kearny Board of Education does hereby accept the quotes from Millennium Communications Group, Inc. for Public Safety Security Cameras at Kearny High School (Devon Street, Chestnut Street and High School Parking Lot) at a total cost of \$68,760.36 and Washington Elementary School Bus Lot - Pettigrew Park at a total cost of \$11, 847.00. All work will be performed under the NJ Prevailing Wage Act, NJ State Contract #T2989/88740.



K. KROLL, LLC - UPDATED FIXED ASSET REPORT

Proposed Resolution

*Resolved: That the Kearny Board of Education does hereby approve Kroll, LLC to provide an updated fixed asset internal accounting control and financial report as of June 30, 2023. Kroll, LLC will inventory, reconcile and report the historical cost of Kearny's identified fixed assets located at various sites as identified by the Kearny School District's Property Schedule.*

*The fee is \$9,800.00 including expenses, and will invoice for \$4,000.00 upon authorization of engagement and progress bill as time is charged and expenses are incurred. A final report will be provided within six (6) weeks after the site inspection is completed.*

L. CERTIFICATION OF COMPLIANCE WITH FEDERAL AND STATE LAW ( E-CERT)

Proposed Resolution

*Resolved: That the Kearny Board of Education does hereby acknowledge the annual submission of the executed Certification of Compliance with Federal and State Law (E-Cert) Form to the New Jersey Division of Taxation by March 15, 2023.*

M. NORTHERN REGION EDUCATIONAL SERVICES COMMISSION - TUITION CONTRACTS

Proposed Resolution

*Resolved: That the Kearny Board of Education does hereby accept the tuition contracts from Northern Region Educational Services Commission for the educational services from Hope Academy through NRESC for two (2) Kearny students, T.M. and L.C., no later than March 30, 2023. The cost per pupil is \$19,000. prorated.*

N. JAY-HILL REPAIRS - FOOD SERVICE AND RESTAURANT EQUIPMENT REPAIR

Proposed Resolution

*Resolved: That the Kearny Board of Education does hereby approve the Jay-Hill Repairs Semi-Annual Maintenance Agreement with the Kearny Board of Education. This Semi-Annual Agreement is to service all the equipment in the Culinary Classes at Kearny High School and includes all the needed chemicals to service the equipment at manufacturer standards. The one (1) year Semi-Annual fee is \$7,151.00 per year, plus tax effective March 1, 2023 per Educational Data Services, Inc. Bid# 11122.*

O. HOGAN SECURITY GROUP

Proposed Resolution

*Resolved: That the Kearny Board of Education does hereby approve the quotes from Hogan Security Group for the installation of three (3) pairs of FRP doors and insert frames for the interior vestibule at Kearny High School for a project total of \$58,229.63. and the replacement of a pair of doors for the interior vestibule at Lincoln Middle School for a project total of \$41,657.85. The pricing is through the Hunterdon County Educational Services Commission, Contract #203.*

P. SCHOOL SPECIALTY, LLC

Proposed Resolution

*Resolved: That the Kearny Board of Education does hereby approve the purchase orders for School Specialty, LLC from July 1, 2022 to December 31, 2022 through Educational Data Services, Inc. Bid Numbers: 11716, 11717, 11707, 11828, 11708, 11959, 11722, 11713 and 10430 for supplies and materials as per the attached list totaling \$69,613.21.*

Q. KAPLAN EARLY LEARNING COMPANY

Proposed Resolution

*Resolved: That the Kearny Board of Education does hereby approve the purchase orders for Kaplan Early Learning Company from July 1, 2022 to December 31, 2022 through Educational Data Services, Inc. Bid Number: 11713 for supplies, materials and playground equipment as per the attached list totaling \$176,002.55.*

R. ANNUAL COMPREHENSIVE FINANCIAL REPORT

Proposed Resolution

WHEREAS, the district has prepared the Annual Comprehensive Financial Report for the 2021-2022 school year, and

WHEREAS, the audit of the financial records of the school district for the 2021-2022 school year has been made, according to the requirements of Title 18A, by the firm of Lerch, Vinci & Bliss, LLP.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education accepts the 2021 - 2022 Annual Comprehensive Financial Report and the report of the independent auditors, which includes the audit recommendations which were read aloud and discussed at the public board meeting of Tuesday, February 21, 2023, and

BE IT FURTHER RESOLVED, that the Board approves the Corrective Action Plan responding to the auditor's recommendations and that a copy of the Corrective Action Plan be submitted as required, to the Executive County Superintendent of Schools.

S. CORRECTIVE ACTION PLAN - PER THE ANNUAL COMPREHENSIVE FINANCIAL REPORT

Proposed Resolution

Resolved: That the Kearny Board of Education, based upon the recommendation of the Business Administrator/Board Secretary, hereby certifies that the Corrective Action Plan for the Kearny Board of Education for Fiscal Year ending June 30, 2022 has been completed.

T. EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY - TRANSPORTATION

Proposed Resolution

Resolved: That the Kearny Board of Education does hereby approve the transportation, which was bid through the Educational Services Commission of New Jersey, to Hope Academy, 266 Harrison Street, Passaic, New Jersey 07055 for two (2) Kearny High School students, T.M. and L.C., effective March 20, 2023 at a per diem rate of \$299.00.



U. ALLOCATION OF SALARIES – FEDERALLY FUNDED PROGRAMS - REVISION

*Francesca Bellardita was previously approved to be 75% funded through Title I funds (\$84,918). Effective September 2022, the teacher is funded 100% from the Title I fund (\$113,225).*

*Jenn Hemphill was previously approved to be 55% funded through Title I funds (\$62,290). Effective September 2022, the teacher is funded 100% from the Title I fund (\$113,255).*

*Rosann Katsios was previously approved to be 50% funded through Title I funds (\$57,165). Effective September 2022, the teacher is funded 75% from the Title I fund (\$85,747).*

*Jennifer Vuocolo was previously approved to be 55% funded through Title I funds (\$57,890). Effective September 2022, the teacher is funded 75% from the Title I fund (\$78,941).*

V. DONATION

Proposed Resolution

*Resolved: That the Kearny Board of Education does hereby accept a generous donation of \$875.00, or the amount necessary, from Mari and Jay Contractors for all Schuyler Elementary School special abilities students to visit Lifetown Shoppes in Livingston, New Jersey. Lifetown offers a myriad of opportunities for recreation, education and therapeutic play aimed at providing a comprehensive slate of programming for students with special abilities.*

W. DONATION

Proposed Resolution

*Resolved: That the Kearny Board of Education does hereby accept a generous donation of \$475.00 from the Kearny-Belleville Elks Lodge #1050 for the hatching costs for Quiver Farms to set up in Ms. Ruthann Hatfield's Special Education Class in Schuyler Elementary School.*

*Respectfully submitted,*



*Business Administrator/  
Board Secretary*