

Re-scheduled Monthly Meeting: Preliminary Budget Adoption
March 16, 2020

The Board of Education of the Borough of Fair Lawn, New Jersey, held a **Re-scheduled Monthly Meeting: Preliminary Budget Adoption** in Thomas Edison School Room #19, 37-01 Fair Lawn Ave., Fair Lawn, New Jersey, on **March 16, 2020**.

1. The **Re-scheduled Monthly Meeting: Preliminary Budget Adoption of March 16, 2020** was called to order at 6:30 p.m. in Edison School Room #19. (Members of the public were remotely present).

2. **Roll Call**

BOARD MEMBERS	Mr. Banta	Dr. Cohen	Mrs. Frenkel	Mr. Itkin	Ms. Quackenbush	Mr. Rosenberg	Mr. Santana	Mr. Spindel	Mr. Barbarulo
PRESENT	X	X	X	X	X	X	X	X	X
ABSENT									

OTHERS PRESENT	Mr. Norcia <i>Superintendent</i>	Dr. Lacatena <i>Asst. Super. Education</i>	Mrs. DeFranco <i>Asst. Super. Student Services</i>	Mrs. Panagia <i>Director, HR</i>	Ms. Bartley <i>BA/Bd. Sec'y</i>	Ms. Ratcliffe-Lee <i>Asst. BA</i>	Mrs. Wellinghorst <i>Communications</i>	Mr. Green <i>Board Att'y</i>
PRESENT	X				X	X		X
ABSENT		X	X	X			X	

3. **Sunshine Statement**

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this act, the Fair Lawn Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof distributed to the persons on the approved list, posted in the Board of Education Administrative Office and sent to The Bergen Record and The Star Ledger.

The announcement/posting for the **Re-scheduled Monthly Meeting: Preliminary Budget Adoption**, along with the date, place, and time thereof, was distributed on **March 2, 2020**.

The items to be discussed during the Closed Work Session (if needed), of **March 16, 2020**, **Re-scheduled Monthly Meeting: Preliminary Budget Adoption** may include personnel matters, student matters, legal matters, negotiations, and/or grievances, and tactics and techniques utilized in protecting public safety and property. The results of these discussions will be made public as soon as possible.

4. **Flag Salute**

Mr. Barbarulo read a statement concerning the closing of school due to the COVID-19 virus and teaching remotely. He stated that it was a monumental task by the District to achieve in a short period, and all Fair Lawn District staff helped with the plan from preparation to the execution of it. He expressed that they are all dedicated to the students of Fair Lawn.

5. Superintendent Report/Comments

Mr. Norcia explained that at the appropriate time the meeting would be open to the public for comments and questions via the internet. He would unlock the site for the public and they must identify themselves with names and addresses.

He thanked the Board, community, and staff for their help and support in being proactive with this plan. Everyone pulled together to get the plan in effect in one week. He stated that continuity in education is stability for the students.

He reminded everyone that the meeting must be completed by 7:30 p.m. due to the statewide curfew.

Board Comments on Agenda Items

Several Board Members made comments about the 2020-2021 Budget. Several spoke of their support, while others expressed their concern for the need for additional information. Therefore, they would be abstaining from that vote and other stated reasons as to why they would be voting “no.”

It was stated that the increase on the average home would cost \$13.44 more per month with this budget.

Discussion regarding prior year budgets took place, State website maintains all of this information. In addition the State website link will be added to the District website that has prior years budget.

Thanks were given for the scholarship and gifts.

New Business

The new process of Distance Learning Plan was explained.

Mr. Norcia addressed the fact that the administration had followed the timeline for the budget. There were committee meetings and the Work Session that was devoted to the explanation of the budget. Some of the items included with the existing budget are ending soft borders, new teachers for the expansions of middle schools, and \$500k to remain in 2019/2020 budget to help cover any unanticipated costs incurred due to the COVID-19, which provides for paying hourly employees, cleaning the schools, and devices for online classes.

Public Comments on any Agenda Items

A question was posed concerning the advertisement of the weight room position. Mr. Norcia said he would pull Motion #P5 from the agenda and make sure it was appropriately advertised.

A question concerning the increase in administrative costs in this budget. (\$2.042 per pupil was the answer given.)

Several members of the public thanked the administration for their work on the budget and the remote learning.

Mr. Norcia explained that it was suggested that the transportation contracts not be canceled because it may be hard to get bussing reinstated after this occurrence. Attorneys and other superintendents were suggesting holding off on the cancellation, therefore there would be no transportation savings information, as requested.

Mr. Norcia recapped the comments and questions from the public and the administration's responses.

The following **General** items are brought to the Board of Education for **Action**:

G1. Approval of Minutes

Residency Hearing 1	February 20, 2020
Residency Hearing 2	February 20, 2020
Work Session	February 20, 2020
Regular Meeting	February 27, 2020
Executive Closed Session	February 27, 2020

G2. Reading of Policies and Adoption

No items

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Enrollments as of February 2020

February 2020	GRADES						Totals 2/28/20	Totals 2/28/19	Change from 2/28/19	Self-Contained Special Ed Totals 2/28/20	Totals Including Self Contained
School	K	1	2	3	4	5					
Edison	0	0	0	0	0	0	0	0	0	87	87
Forrest	49	49	65	46	48	48	305	264	41	28	333
Lyncrest	43	47	48	35	46	42	261	262	-1	0	261
Milnes	72	95	72	89	96	98	522	500	22	0	522
Radburn	61	70	74	83	90	89	467	459	8	0	467
Warren Point	70	74	97	87	79	67	474	447	27	17	491
Westmoreland	57	72	48	50	51	43	321	308	13	30	351
Total	352	407	404	390	410	387	2,350	2,240	110	162	2,512
Middle Schools		6	7	8							
Memorial		161	152	119			432	428	4	37	469
Thomas Jefferson		235	244	253			732	720	12	21	753
Total		396	396	372			1,164	1,148	16	58	1,222
High School		9	10	11	12						
		380	360	365	361		1,466	1,428	38	75	1,541
Total All Schools							4,980	4,816	164	295	5,275
Total Sp Ed OOD							76	68	8		76
Charter School OOD							4	3	1		4
Bergen Tech OOD							57	60	-3		57
Total District Enrollment							5,117	4,947	170		5,412

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Fire Drills - February 2020

School	Date	Time of Drill			Time Required to Evacuate Building Minutes/Seconds		Weather Conditions	Participants of Drill	Brief Description of What was Drilled
Forrest									
Fire Drill	2/3/20	2	:32	PM	2 minutes	13 seconds	Sunny	Entire School	Fire Drill Practice
Safety Drill	2/24/20	10	:00	AM	2 minutes	59 seconds	Sunny	Entire School	Bomb Threat Drill
Lyncrest									
Fire Drill	2/3/20	2	:19	PM	2 minutes	47 seconds	Sunny	Entire School	Fire Drill Practice
Safety Drill	2/25/20	12	:08	PM	1 minute	34 seconds	Cloudy	K, 4-5	Reverse Evacuation Drill
Milnes									
Fire Drill	2/19/20	10	:33	AM	6 minutes	2 seconds	Sunny	Entire School	Fire Drill Practice
Safety Drill	2/24/20	3	:10	PM	15 minutes	0 seconds	N/A	Faculty	Table Top Drill
Radburn									
Fire Drill	2/27/20	2	:00	PM	3 minutes	25 seconds	Sunny	Entire School	Fire Drill Practice
Safety Drill	2/27/20	11	:04	AM	2 minutes	8 seconds	Sunny	Entire School	On-Site Evacuation Drill
Warren Point									
Fire Drill	2/20/20	12	:48	PM	1 minute	29 seconds	Cloudy	Entire School	Fire Drill Practice
Safety Drill	2/27/20	9	:30	AM	2 minutes	9 seconds	Sunny	Entire School	Active Shooter Drill
Westmoreland									
Fire Drill	2/24/20	2	:18	PM	4 minutes	15 seconds	Sunny	Entire School	Fire Drill Practice
Safety Drill	2/28/20	2	:10	PM	2 minutes	3 seconds	Sunny	Entire School	Shelter in Place
Memorial									
Fire Drill	2/24/20	11	:07	AM	2 minutes	45 seconds	Sunny	Entire School	Fire Drill Practice
Safety Drill	2/26/20	12	:35	PM	3 minutes	12 seconds	Cloudy	7th grade	Reverse Evacuation Drill
Thomas Jefferson									
Fire Drill	2/3/20	9	:02	AM	2 minutes	40 seconds	Cloudy	Entire School	Fire Drill Practice
Safety Drill	2/19/20	2	:00	PM	3 minutes	45 seconds	Sunny	Entire School	Shelter in Place
High School									
Fire Drill	2/26/20	2	:02	PM	5 minutes	7 seconds	Cloudy	Entire School	Fire Drill Practice
Safety Drill	2/6/20	12	:41	PM	5 minutes	0 seconds	Rain	Entire School	Shelter in Place

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Edison									
Fire Drill	2/12/20	1	:15	PM	2 minutes	3 seconds	Sunny	Entire School	Fire Drill Practice
Safety Drill	2/28/20	2	:35	PM	1 minute	0 seconds	Cloudy	Entire School	Shelter in Place

Suspensions

The following suspensions are reported for the month of February 2020:

School	In-School Suspension	Out-of School Suspension	Duration of Suspension
Forrest	0	0	N/A
Lyncrest	0	1	(1) 3-day suspension
Milnes	0	1	(1) 2-day suspension
Radburn	0	0	N/A
Warren Point	0	0	NA
Westmoreland	0	0	NA
Memorial MS	2	1	(2) 1-day in-school suspensions (1) 1-day suspension
Thomas Jefferson MS	0	2	(1) 1-day suspension (1) 5-day suspension
Fair Lawn High School	0	5	(3) 1-day suspensions (1) 1.5-day suspension (1) 4-day suspension

The following **Superintendent** items are brought to the Board of Education for **Action**:

S1. Retirement Resolution

No items

S2. Approval of County/State Submissions/Requirements

No items

S3. Other Business

Approval of New Fair Lawn High School Scholarship - The Packer Family Scholarship Fund

That the Board approves the Fair Lawn High School Scholarship as follows:

DONORS: The Packer Family Scholarship Fund

PURPOSE: To recognize two senior students who have made noteworthy contributions to the Fair Lawn High School music program.

TYPE: Two (2) awards in the amount of \$500 to each student.

BASIS OF AWARD: The award shall be presented to a graduating FLHS senior who:

1. One award to a student who has excelled in marching band, and one award to a student who has excelled as a string player.
2. Have good academic and citizenship records.
3. Intend to pursue a college education.

METHOD OF SELECTION:

1. Nominations will be solicited from the Music Department, specifically the marching band director and the orchestra director.
2. The candidates shall be reviewed by a committee composed of the Awards Committee.

DATE OF AWARD: Annually at the Senior Scholarship Awards Program

OFFICIAL NOTIFICATION: Upon the announcement of the recipient, official notification of the award shall be sent to:

Douglas Packer
6-09 Elizabeth Street
Fair Lawn, NJ 07410

Fair Lawn is an Equal Opportunity School. We do not discriminate on the basis of sex, race, color, creed, and religion, national origin, or handicapping condition.

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The following **Education** items are brought to the Board of Education for **Action**:

E1. Attendance at Conferences, Conventions, Workshops

WHEREAS, certain Fair Lawn School District employees have requested authorization to attend the conference(s)/workshop(s) listed below, **AND**

WHEREAS, the attendance of each employee at the specified conference/workshop is educationally necessary, fiscally prudent and (1) directly related to and within the scope of the employee's current responsibilities and the District's professional development plan, and (2) critical to the instructional needs of the District or furthers the efficient operation of the District; **THEREFORE BE IT**

RESOLVED, that the Board hereby determines that the estimated expenses related to the authorized travel listed below are justified and therefore authorizes payment of any registration fees and reimbursement of statutorily authorized travel expenditures to the designated employees, not to exceed District budgetary limitations and to be in accordance with the provisions of N.J.S.A. 18A:11-12, the District's travel policy and procedures, state travel payment guidelines established by the Department of Treasury in NJOMB circular letter 06-020OMB, and with guidelines established by the Federal Office of Management and Budget.

<u>Conference/Location</u>	<u>Name/School</u>	<u>Date</u>	<u>Amount</u>
AP Statistics Roundtable Mahwah, NJ	Marco Infante, FLHS	3/27/2020	\$0
IXL (International Excel in Learning) Live Parsippany, NJ Code: 11-000-223-580-049-00-04-03	Elizabeth Reilly, Westmoreland	4/2/2020	\$89.63
Promoting Wellness & Positive Psychology with Children & Families Hackensack, NJ	Danielle Hichak, Westmoreland	4/7/2020	\$0
What's New in Google Tools & Google Classroom to Enhance Content Instruction Fairfield, NJ Code: 11-000-252-580-049-16-35-01	Kathy Tobin, FLHS	4/23/2020	\$289.70
Effective Management Techniques that Result in Positive Performance Saddle Brook, NJ Code: 11-000-223-580-049-10-21-03	Ron Durso, District	4/27/2020	\$149
Dating Abuse Training & Assistance Mahwah, NJ	Eileen Yeager, TJMS	5/14/2020	\$0

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Bergen & Passaic County Districts' Gang Awareness Hackensack, NJ	Derek Khoudja, District	5/19/2020	\$4.15
Film with Testimony: Primary & Secondary Sources to Teach about Genocide Mahwah, NJ	Sharon Bragin, TJMS	5/20/2020	\$0
2020 NJASBO Annual Conference Atlantic City, NJ Code: 11-000-251-580-049-00-35-01	<u>District</u> Brooke Bartley Patricia Ratcliff-Lee	6/3-6/5/2020	\$898.96 \$898.96
Drew Writing Project 2020 Invitational Summer Institute Madison, NJ Code: 11-000-223-580-049-00-12-03	Annie Yon, FLHS	6/6 - 7/30/2020	\$600

E2. Approval of Extracurricular Trips

That the Board approves the extracurricular trips as outlined below:

<u>School/Grade</u>	<u>Location</u>	<u>Date</u>	<u>Students/Chaperones Attending*</u>	<u>Cost Not to Exceed to the Board</u>
Westmoreland Grade 4	Waterloo Village Stanhope, NJ (Bd. approved 2/27/20)	4/14/2020	52 students 5 chaperones 1 nurse	<u>From:</u> \$499.86 <u>To:</u> \$688.79
Forrest Grade 2	Bus Tour of Fair Lawn	4/29/2020	69 students 5 chaperones 1 nurse	\$419.46
FLHS Seniors	Project Graduation	6/23/2020	Approximately 190 students 11 chaperones 1 nurse	\$1,083.80

*Does not include parent chaperones

E3. Other Business

Approval of Bedside Home Instruction

That the Board of Education approves bedside/home instruction for the student(s) indicated on the **attachment** for **Board Members Only**, not to exceed the per week hours indicated, in accordance with Board Policy #6173.

Upon the recommendation of the Superintendent, the following **Personnel** items are brought to the Board of Education for **Action**:

P1. Approval of Appointments

No items

P2. Approval of Resignations/Retirements

That a resignation/retirement be approved for the following personnel:

<u>Employee Number</u>	<u>Effective Date</u>	<u>Resign/Retire</u>
#2959	6/30/2020	Disability Retirement
#0517	6/30/2020	Retirement
#6596	6/30/2020	Resignation

P3. Approval of Leave of Absences/Amendment of Leave/Rescission of Leave

That a leave of absence, without pay, be approved for the following personnel:

<u>Employee Number</u>	<u>Effective From</u>	<u>Effective Through</u>	<u>State/ Federal FMLA Yes/No</u>	<u>Amendment</u>
#3038	April 2, 2020	June 24, 2020	Yes/State	No
#3455	April 13, 2020	April 21, 2020	No	No
#1654	February 26, 2020	March 6, 2020	No	No
#3521	March 3, 2020	March 6, 2020	No	No

P4. Change of Personnel Assignment/Status/Codes

No items

P5. Additional Compensation

- A. **Motion Pulled** **Weight Room Strength and Conditioning Coordinator**

B. Approval to Amend Appointment of Personnel - Schedule “D” - Positions

That the approval to amend the appointment for the following personnel to Schedule “D” Positions for Fair Lawn High School/TJ and Memorial Middle Schools, be approved for the 2019-2020 school year, at the annual rate indicated in accordance with the 2019-2020 salary schedule of the agreement between the Fair Lawn Board of Education and the Fair Lawn Education Association:

Thomas Jefferson Middle School
Schedule D Positions 2019 – 2020 School Year

Position	Name	Group	Step	Stipend
Math League Advisor				
From:	Heather Villano	5	3	\$1,275.50
	Emily Friedman	5	1	\$1,035
To:	Heather Villano	5	3	\$ 573.95
	Emily Friedman	5	1	\$1,604.25

Memorial Middle School
Schedule D Positions 2019 – 2020 School Year

Position	Name	Group	Step	Stipend
School Store				
From:	Anita Kruk	5	3	\$ 850.33
	Stacy Wallstein	5	3	\$ 850.33
	Andrew Crowley	5	3	\$ 850.33
To:	Anita Kruk	5	3	\$ 425.17
	Stacy Wallstein	5	3	\$1,062.91
	Andrew Crowley	5	3	\$1,062.91

High School
Schedule D Positions 2019 – 2020 School Year

Position	Name	Group	Step	Stipend
Interact Advisor				
From:	Kristin Burke	4	3	\$1,674.50
	Dena DeSantis	4	3	\$1,674.50
To:	Kristin Burke	4	3	\$ 558.17
	Dena DeSantis	4	3	\$2,790.83

C. Approval of Appointment of Personnel - Schedule “D” - Positions

That the appointment for the following personnel to Schedule “D” Positions for Fair Lawn High School, be approved for the 2019-2020 school year, at the annual rate indicated in accordance with the 2019-2020 salary schedule of the agreement between the Fair Lawn Board of Education and the Fair Lawn Education Association:

*High School
Schedule D Positions 2019 – 2020 School Year*

Position	Name	Group	Step	Stipend
Chinese National Honor Society	Hanying Yang	5	3	\$2,551
Math National Honor Society	Kayla Nese	5	2	\$2,310
National Art Honor Society	Melissa Healey	5	3	\$2,551
National English Honor Society	Steve DiIorio	5	3	\$2,551
Science National Honor Society	TBD	5	1	\$2,070
Social Studies Honor Society (Co-Advisor)	Joe Bonafede	5	3	\$1,275.50 (split)
Social Studies Honor Society (Co-Advisor)	Jeanine Hayek	5	3	\$1,275.50 (split)
Tri-M Music Honor Society	Scott Avidon	5	3	\$2,551

D. Approval of Substitute Teacher for Music Enrichment Program - Summer 2020

That the Board approves the Fair Lawn Music Teacher listed below to substitute for any of the 2020 Summer Music Enrichment Program teachers.

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Kayli Roderick	Teacher	\$40.55/hour

Code: 13-426-100-101-000-00-33-03

P6. Other Business

A. Substitutes

That the persons on the **attached** list be approved as day-to-day non-certificated/certificated substitutes and bedside/home instruction personnel (RENEWALS, REGULAR, COACHES) in the Fair Lawn Public Schools for the 2019-2020 school year, effective March 17, 2020.

B. Approval of Employment Contract - Superintendent of Schools

BE IT RESOLVED, that the Fair Lawn Board of Education approves the new employment contract for Nicholas Norcia, Superintendent of Schools, effective July 1, 2020 through June 30, 2025. All terms and conditions shall be in accordance with the employment contract between the Superintendent of Schools and the Fair Lawn Board of Education.

The following **Special Education** items are brought to the Board of Education for **Action**:

SE1. Approval of Tuition/Transportation

Approval of Tuition/Transportation to Special Schools Providing Regular Special Education

That the Board of Education approves the special schools out-of-district payment of tuition and transportation for the Special Education student(s) outlined on the **attachment** for **Board Members Only**, for the 2019-2020 school year, at the tuition rate established pending approval of the State Department of Education.

SE2. Approval of Bedside Home Instruction for Classified Students

That the Board of Education approves bedside/home instruction for the student(s) indicated on the **attachment** for **Board Members Only**, not to exceed the weekly hours indicated.

SE3. Other Business

No items

The following **Budget** items are brought to the Board of Education for **Action**:

B1. Approval of State/County Submissions/Requirements

A. Approval to Submit 2020-2021 Budget to County Office and Advertise Budget to the Public

BE IT RESOLVED, that the Fair Lawn Board of Education approves a Preliminary School District Budget, for the 2020-2021 school year, for submission to the County Office, and advertisement to the public as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
Total General Fund (10, 11, 12, 13)	\$ 108,756,060	\$ 92,788,775
Total Special Revenue Fund	\$ 1,456,872	-0-
Total Debt Service Fund	\$ 3,743,865	\$ 2,736,035
	\$ 113,956,797	\$ 95,524,810

BE IT FURTHER RESOLVED, that the Fair Lawn Board of Education approves the budgeted withdrawal of \$2,876,756 from the Capital Reserve Account to support capital projects.

The 2020-2021 preliminary budget reflects:

The District used automatic adjustments (adjusted pre-budget year tax levy and enrollment adjustment.)

Enrollment Adjustment

RESOLVED, that the Fair Lawn Board of Education includes in the proposed budget the adjustment for enrollment in the amount of \$1,158,640. The district does not intend to utilize this adjustment for the 2020-2021 Budget.

Banked Cap

N.J.S.A. 18A:7F-39(e) permits districts to bank the difference between the maximum allowable amount to be raised by taxation for the current school budget year and the actual amount raised by taxation for the current school budget year. This banked cap amount may be used to increase the district tax levy cap in any of the next two budget years. Banked Cap is not used for the 2020-2021 Budget. Total Banked Cap available for future budget years is \$2,446,068.

B. Maximum Travel Expenditures

WHEREAS, pursuant to N.J.A.C. 6A:23A-7.3, in the pre-budget year, the Fair Lawn Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded; **AND**

WHEREAS, the Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State and local funds;

WHEREAS, the Board of Education had previously established a maximum amount for the pre-budget year 2019-2020 as **\$65,000**; **AND**

WHEREAS, the Board of Education has expended **\$39,880** of the maximum amount for the pre-budget year to March 9, 2020; **AND**

WHEREAS, the Board of Education has not elected to exclude travel expenditures supported by federal funds from the maximum travel expenditure amount; **AND**

RESOLVED, that the Fair Lawn Board of Education hereby establishes the maximum travel expenditure amount for the 2020-2021 school year to **\$70,000**.

C. Maximum Professional Expenditures for 2019-2020 Revision

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2(a)1, if it becomes necessary to exceed the maximum dollar limit for professional services established in the pre-budget year, the Fair Lawn Board of Education is required to adopt a dollar increase in the maximum amount for professional services, to include Public Relations, Architect, Attorney, Auditing and other professional services fees for the budget year which may not be exceeded; **AND**

WHEREAS, the Board of Education has determined that the maximum expenditure for professional services includes all that is supported by State and local funds;

WHEREAS, the Board of Education has not elected to exclude professional service expenditure supported by federal funds from the maximum professional service expenditures amount; **AND**

RESOLVED, that the Fair Lawn Board of Education hereby increases the maximum, professional service expenditures amount for the 2019-20 school year as **\$6,000,000**.

D. Maximum Professional Expenditures for 2020-2021

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2(a)1, in each pre-budget year, the Fair Lawn Board of Education is required to establish a maximum for professional services, to include Public Relations, Architect, Attorney, Auditing and other professional services fees for the budget year which may not be exceeded; **AND**

WHEREAS, the Board of Education has determined that the maximum expenditure for professional services includes all that is supported by State and local funds;

WHEREAS, the Board of Education has not elected to exclude professional service expenditure supported by federal funds from the maximum professional service expenditures amount; **AND**

RESOLVED, that the Fair Lawn Board of Education hereby establishes the maximum, professional service expenditures amount for the 2020-2021 school year as **\$6,000,000**.

The following **Finance** items are brought to the Board of Education for **Action**:

F1. Approval of Acceptance of Gifts/Grant Funds

That the Board acknowledges the receipt of the following gifts/grants:

- High School - \$1,000 check from the Knights of Pythias towards a Military Appreciation Monument.
- \$1,000 check from Fair Lawn Rotary Foundation towards a Military Appreciation Monument.
- \$1,000 check from Adopt-A-Soldier towards a Military Appreciation Monument.
- \$1,000 check from Cindy Jo Quackenbush towards a Military Appreciation Monument.
- \$1,000 check from the Fair Lawn Sunrise Rotary Club towards a Military Appreciation Monument.
- \$1,000 check from the Rotary Club of Fair Lawn towards a Military Appreciation Monument.

F2. Approval of Discards

That the Board approves the disposal of the following item(s) that are obsolete or beyond economical repair:

District - Various computer equipment per **attached** list.

F3. Approval of Bills Payable

A. Regular Account - February 28, 2020 through March 16, 2020

Fund Totals		
10	GENERAL FUND	\$162,648.00
11	GENERAL CURRENT EXPENSE	\$4,606,802.37
12	CAPITAL OUTLAY	\$5,758.00
13	SPECIAL SCHOOLS	\$98,060.50
20	SPECIAL REVENUE FUNDS	\$21,549.26
32	REFERENDUM 2018	\$2,230,716.91
40	DEBT SERVICE FUNDS	\$973,404.38
60	ENTERPRISE FUND	\$135,109.24
91	TRUST AND AGENCY	\$1,935,549.42
	Total for all checks listed	\$10,169,598.08

B. Payroll

That the Listing of Bills Payable, as of **February 28, 2020**, is approved; that the approved Listing of Bills Payable be recorded in the Record of Disbursement Book and that checks are issued for payment of bills if and when the funds are available.

Listing of Bills Payable on Warrant No. **994530** in the total amount of **\$2,982,301.84**.

F4. Approval of Monthly Reports

A. Board Secretary Report - February 2020

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, the School Business Administrator/Board Secretary certifies that as of **February 29, 2020** no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Fair Lawn Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-2.12 (a) 1.

B. Board Treasurer's Report - February 2020

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Fair Lawn Board of Education certifies that as of **February 29, 2020** and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C.6A:23A-16.10 (a) 1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

C. Transfers - February 2020

That the Board authorizes the Business Administrator/Board Secretary to transfer the **attached** List of Funds for the 2019-2020 School Year.

F5. Other Business

A. Transportation of Senior Citizens

The Board provides one (1) bus and one (1) driver to transport senior citizens from the Fair Lawn Senior Center to the "Brain Health Event for Seniors" at the Mahwah Senior Center on Thursday, April 2, 2020 according to our Shared Service Agreement with the Borough of Fair Lawn. Pick-up will be approximately 9:30 a.m and return will be approximately 11:30 p.m.

B. Maintenance Reserve

RESOLVED, that the Fair Lawn Board of Education shall establish a maintenance reserve account in accordance with the provisions of N.J.A.C. 6A:23A-14.2 to be used to implement required maintenance of the school district's facilities. Using such funds for routine or capital maintenance is prohibited and the account shall be established and maintained in accordance with Generally Accepted Accounting Principles (GAAP) and shall be subject to annual audit pursuant to N.J.S.A. 18A:23-1 et seq.

The balance in the maintenance reserve account may be increased by appropriating funds in the annual general fund budget certified for taxes. Funds may be withdrawn from the maintenance reserve account and appropriated into the required maintenance account lines at budget time or any time during the year for use on required maintenance activities for a school facility as reported in the

**Re-scheduled Monthly Meeting: Preliminary Budget Adoption
March 16, 2020**

comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4 in accordance with the provisions of N.J.A.C. 6A:23A-14.2(d).

In any year that maintenance reserve account funds are withdrawn, the Board of Education shall restore any unexpended required maintenance appropriations, up to the amount of maintenance reserve account funds withdrawn, to the maintenance reserve account at year-end. Any interest earned on the investments in the maintenance reserve account shall be transferred to the general fund on an annual or more frequent basis.

The maintenance reserve account balance should not, at any time, exceed four percent of the replacement cost of the school district's school facilities for the current year. If the account exceeds this maximum amount at June 30, the Board of Education shall reserve and designate such excess in the subsequent year's budget.

C. Ratification of FLSCA Memorandum of Agreement

RESOLVED, that the Fair Lawn Board of Education hereby ratifies and approves the Memorandum of Agreement between the negotiating teams of the Board and the **Fair Lawn School Custodial Association**, signed February 13, 2020, and authorizes the president and secretary to execute a successor collective negotiations agreement incorporating the terms of the agreement, effective July 1, 2020 through June 30, 2024.

Motion By Mrs. Frenkel Seconded By Mr. Rosenberg to approve Resolutions G1-F5 as listed above.

BOARD MEMBER	AYE	NAY	ABSTAIN	RESOLUTION #
Mr. Banta	X			
Dr. Cohen	X		B1A	
Mrs. Frenkel	X			
Mr. Itkin	X		B1A, P6B, F4B	
Ms. Quackenbush	X		F1	Her donation to the monument
Mr. Rosenberg	X		G1 F5C	2 Residency Hearings Only
Mr. Santana	X	B1A, P6B		
Mr. Spindel	X			
Mr. Barbarulo	X			

Mr. Norcia thanked the Board for renewing his contract.

Board Comments New Business

Board Members commented on the Distance Learning Plan.
Board Members requested video conferencing for any future meetings.

Upcoming Meetings

<u>Date</u>	<u>Meeting</u>	<u>Time</u>	<u>Location</u>
April 2, 2020	Special Action Meeting: Bid Award	7:00 p.m.	Edison Room #19
April 16, 2020	Work Session: Policy	7:30 p.m.	Edison Room #19
April 30, 2020	Re-Scheduled Monthly Board Meeting: Final Budget Approval	7:30 p.m.	Edison Room #19

Motion for Adjournment

Motion By Ms. Quackenbush **Seconded By** Mr. Spindel that the **March 16, 2020**, Re-scheduled Monthly Meeting be adjourned at 7:33 p.m.

Respectfully submitted,



Brooke Bartley
Business Administrator/Board Secretary

Approval of Day-to-Day Substitutes and Bedside/Home Instruction Personnel for the 2019-20 School Year.

<u>NAME</u>	<u>DEGREE</u>	<u>COLLEGE</u>	<u>CERTIFICATION</u>	<u>MAJOR</u>	<u>INTV'D BY</u>
a. <u>Renewals</u>					
b. <u>Regular</u>					
Vanderteems, Kyle	60+	Montclair State University	State Substitute Certificate	Secondary Math	L. Panagia
c. <u>Coach</u>					
Pettigano, Gina	B.A.	Thomas Edison State University	State Substitute Certificate	Liberal Arts	C. Robinson
a. Non-Certificated Substitutes			Position		
Cwiakala, Luisa			After/Before Care/Pre-KCO		M. Shansky
Doheny, Krista			After/Before Care/Pre-KCO		M. Shansky
Manspeizer, Aaron			After Care/Pre-KCO		M. Shansky
Thompson, Lakai			Before/After Care/Pre-KCO		M. Shansky
Campbell, Nicole			After Care/Pre-KCO		M. Shansky
Falkenheim, Jenna			After Care/Pre-KCO		M. Shansky
Giz, Jacqueline			After Care/Pre-KCO		M. Shansky
Siefken, Kayla			After Care/Pre-KCO		M. Shansky

<u>Item Description</u>	<u>Model</u>	<u>Asset or Serial No.</u>	<u>Location</u>	<u>Condition</u>
Dell Monitor	E771mm	MX05E53247801260C338	Edison	broken
Dell Monitor	E771mm	MX05E53247801260C390	Edison	broken
Dell Monitor	E773mmc	CNOXD0426418074T30QZ	Edison	broken
Dell Monitor	E771mm	MX05E532478012B4C0A3	Edison	broken
Dell PC	Optiplex 320	5011DD1	Edison	broken
Dell PC	Optiplex 380	HPXRGQ1	Edison	broken
Dell PC	Optiplex 330	003450	Edison	broken
Dell PC	Optiplex 320	4W22DD1	Edison	broken
Dell PC	Optiplex 320	1G63WD1	Edison	broken
SONY TV	KLV-32U100M	N/A	Milnes	obsolete
SAMSUNG TV	LN40a630M1F	N/A	Milnes	obsolete
Smart Board	SB680	4102	Milnes	broken
Smart Board	SB680	11166	Milnes	broken
Smart Board	SB680	10413	Milnes	broken
Smart Board	SB680	11201	Milnes	broken
Smart Board	SB680	10852	Milnes	broken
ASUS Monitor	VW196	N/A	Milnes	broken
AMERICAN TIME RECORDER	CP3000	006245	Milnes	broken

2019-20 Monthly Transfers Worksheet - Details of Transfers

District:	Fair Lawn
LEA Code:	1450
Month/Year:	February-20
Date of Submission	

Cells have been left blank This line contains column numbers for the amount columns, and descriptions of the calculations in each column.

Lines	Budget Category	Account	(column 1 = + Data Entry)	(column 2 = + Data Entry)	(column 3 = column 1 + column 2)	(column 4 = column 3 * 0.1)	(column 5 = + or - Data Entry)	(column 6 = column 5 / column 3)	(column 7 = column 4 + column 5)	(column 8 = column 4 - column 5)
	Instruction		2019-20 Original Budget	Revenues Allowed (N.J.A.C. 6A:23A-13.3(d))	2019-20 Original Budget For Use in 10% Calculation	Maximum Transfer Amount	2019-20 YTD Net Transfers to/(from) as of Date of Submission in cell B5	% Change of Transfers YTD	2019-20 Remaining Allowable Balance From	2019-20 Remaining Allowable Balance To
3200	Regular Programs	11-1XX-100-XXX	30,714,733	649,450	31,364,183	3,136,418	(201,757)	-0.64%	2,934,661	
10300, 11160, 12160, 40580, 41080	Special Education, Basic Skills/Remedial and Bilingual Instruction, and Speech/OT/PT and Extraordinary Services	11-2XX-100-XXX 11-000-216,217	12,999,706	278,877	13,278,583	1,327,858	581,157	4.38%	1,909,015	
13160, 15180	Vocational Programs - Local	11-3XX-100-XXX			-	-		0.00%	-	
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs	11-4XX-X00-XXX	2,822,952	53,886	2,876,838	287,684	15,452	0.54%	303,136	
27100	Community Services Programs/Operations	11-800-330-XXX			-	-		0.00%	-	
Undistributed Expenditures										
29180	Tuition	11-000-100-XXX	6,072,571	1,754,422	7,826,993	782,699	(380,307)	-4.86%	402,392	
29680, 30620, 41660, 42200, 43620	Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	11-000-211,213,218,219,222	9,197,186	186,442	9,383,628	938,363	(325,465)	-3.47%	612,898	
43200, 44180	Improvement of Instruction Services and Instructional Staff Training Services	11-000-221,223	726,429	2,832	729,261	72,926	76,212	10.45%	149,138	
45300	General Administration	11-000-230-XXX	932,447	36,511	968,958	96,896	96,840	9.99%	193,736	56
46160	School Administration	11-000-240-XXX	4,304,366	613	4,304,979	430,498	35,555	0.83%	466,053	394,943
47200, 47620	Central Services & Administrative Information Technology	11-000-25X-XXX	3,536,562	79,663	3,616,225	361,623		0.00%	361,623	361,623
51120	Operation and Maintenance of Plant Services	11-000-26X-XXX	8,928,568	821,543	9,750,111	975,011	(61,228)	-0.63%	913,783	
52480	Student Transportation Services	11-000-270-XXX	3,385,723	155,636	3,541,359	354,136	102,032	2.88%	456,168	
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX	17,135,172	166,284	17,301,456	1,730,146	(9,244)	-0.05%	1,720,902	
72020	Food Services	11-000-310-XXX			-	-		0.00%	-	
72120	Transfer Property Sale Proceeds to Debt Service Reserve	11-000-520-934			-	-				
72122	Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936			-	-				
72160	Deposit to Sale/Lease-Back Reserve	10-605			-	-		0.00%	-	
72180	Interest Earned on Maintenance Reserve	10-606			-	-		0.00%	-	
72200	Deposit to Maintenance Reserve	10-606			-	-				
72220	Deposit to Current Expense Emergency Reserve	10-607			-	-				
72240	Interest Earned on Current Expense Emergency Reserve	10-607			-	-		0.00%	-	
72245	Deposit to Bus Advertising Reserve for Fuel Costs	10-610			-	-		0.00%	-	
72246	Increase in IMPACT Aid Reserve (General)	10-611			-	-				
72247	Increase in IMPACT Aid Reserve (Capital)	10-612			-	-				
72260	Total General Current Expense		100,756,415	4,186,159	104,942,574	10,494,258	(70,753)			
Capital Outlay										
75880	Equipment	12-XXX-XXX-73X	1,070,090	238,810	1,308,900	130,890	24,922	1.90%	155,812	
76260	Facilities Acquisition and Construction Services	12-000-4XX-XXX	4,453,256	275,058	4,728,314	472,831		0.00%		
76320	Capital Reserve-Transfer to Capital Projects Fund	12-000-4XX-931			-	-		0.00%	-	
76340	Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	600,000		600,000	60,000		0.00%	60,000	
76360	Deposit to Capital Reserve	10-604			-	-				
76380	Interest Earned on Capital Reserve	10-604	2,000		2,000	200		0.00%	200	
76385	Impact Aid Reserve (Capital) - Transfer to Capital Projects	12-000-400-938			-	-		0.00%	-	
76400	Total Capital Expenditures		6,125,346	513,868	6,639,214	663,921	24,922			

District:	Fair Lawn
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			2019-20 Original Budget	Revenues Allowed (N.J.A.C. 6A:23A-13.3(d))	2019-20 Original Budget For Use in 10% Calculation	Maximum Transfer Amount	2019-20 YTD Net Transfers to/(from) as of Date of Submission in cell B5	% Change of Transfers YTD	2019-20 Remaining Allowable Balance From	2019-20 Remaining Allowable Balance To
83080	Total Special Schools	13-XXX-XXX-XXX	1,974,187	2,948	1,977,135	197,714		0.00%	197,714	
84000	Transfer of Funds to Charter Schools	10-000-100-56X	24,707		24,707	2,471	45,831	185.50%	48,302	
84005	Transfer for Funds to Resident Renaissance Schools	10-000-100-571			-	-		0.00%	-	
84020	General Fund Contribution to School Based Budgets	10-000-520-930			-	-		0.00%	-	
84060	Operating Budget Grand Total		108,880,655	4,702,975	113,583,630	11,358,364	-			

School Business Administrator Signature: 

Date: March 16, 2020