



**Board Finance Committee Meeting**  
**Daniel Gonzalez, Chairperson**  
**Thursday, November 16, 2023**  
**5:30 P.M.**

**Committee Report**

Location	Date	Time
WebEx	November 16, 2023	5:30pm
<b>Board Members</b>		
Daniel Gonzalez		Crystal Williams
<b>Committee Liaison &amp; Superintendent Representative</b>		
Valerie Wilson		
<b>Other District Staff</b>		
Sherelle Spriggs		Wilma Davis
Pablo Canela		Nicole Krenz-Malacre
Elvis Matos		Ivorri Lunsford
Krystle Whitlock		Amy Rivera-Laboy
<b>Committee Norms</b>		<b>Committee Goals</b>
<ul style="list-style-type: none"> <li>• Assume good intentions</li> <li>• Monitor your airtime! Be succinct, concrete, and explicit when speaking</li> <li>• Refrain from using cell phones or computers for checking email or</li> <li>• Sending text messages except during breaks</li> <li>• Keep what occurs during executive session confidential</li> <li>• Listen to understand, and ask if you don't understand</li> <li>• Wait until the person speaking is finished before talking</li> <li>• No personal attacks on anyone! Don't take comments personally</li> </ul>		<ul style="list-style-type: none"> <li>• Increase Board mechanisms to evaluate quality control measures for current and prospective vendors</li> <li>• Prioritize local and minority owned businesses in bid process, increase community access to knowledge about NBOE vending protocols</li> <li>• Standardize vendor selection process by outlining key indicators and benchmarks and soliciting Board insight for standardization</li> </ul>



Roger León  
Superintendent

# Newark Board of Education

Where Passion Meets Progress

## Meeting Summary

The Finance Committee convened for its monthly meeting on Thursday, November 16, 2023, at 5:31 p.m.

The meeting began with Assistant School Business Administrator (ASBA) Krystle Whitlock, who discussed Finance and Operations agenda items including; monthly financial reports, District travel resolution, and the approval of Joint Transportation Agreement Ewing Public Schools with Newark Board of Education.

Director of Support Services Sherelle Spriggs proceeded to discuss purchasing items:

- Dual Enrollment Pre-College Program contract amendment. Board member Crystal Williams requested additional information including student participation per school.
- Parent Engagement Professional Development contract.

The meeting continued with Budget Director Elvis Matos, presenting the Quarter 1 Forecast for school year 23-24. Key points discussed were breakage on salaries, saving for benefits, tuition, supplies, and purchased services. Mr. Matos advised the committee Pupil Transportation has increased to approximately \$60M due to the increase in vendor pricing, which has been an ongoing concern since the pandemic. The District will provide three Quarterly Forecast, in the months of November, February and June.

Board member Williams, requested an explanation of how judgments and settlements are budgeted. Mr. Matos explained, every year, unspent funds that remain in all accounts fall to the District's fund balance. This fund balance is used to offset additional expenses in the upcoming budget year and reduce residents tax liability.

ASBA Whitlock proceeded with miscellaneous items. First, she provided an update on the American Rescue Plan (ARP) spending analysis as of October 2023. The district expensed approximately 42% and is on track to spend the remaining funds by September 2024 deadline. She then, reviewed the committee goals.

Board Member Daniel Gonzalez requests in depth portfolio of district activities, investments the District has in every financial institution, and earning funds.

The meeting successfully adjourned at 6:33 p.m.



# Newark Board of Education

Where Passion Meets Progress

## Finance & Operations

**Item:** 2023-2024 Joint Transportation Agreement Ewing Public Schools and Newark Board of Education

**Lead(s):** Valerie Wilson,  
School Business  
Administrator

**Priority:** 1  
**Strategy:** 1.1

### Comments:

It is agreed that Ewing Public Schools will provide transportation services as specified herein for Newark Public Schools district students in accordance with all applicable laws, rules and regulations governing student transportation. Students may be added and deleted as mutually agreed upon, according to terms of any existing contract, and as approved by the participating boards of education. It is understood and agreed by the parties of this agreement that Ewing Public Schools is not responsible for the transportation contractor's failure to provide the services agreed upon herein, but will make every reasonable effort to provide alternate services should such failure occur.

**Item:** Newark Board of Education Operating Account Checks - October 2023

**Lead(s):** Pablo Canela,  
Executive Controller

**Priority:** 1.2  
**Strategy:** 1.2

### Comments:

Authorization for Operating Account Checks.

**Item:** Secretary Report - September 2023

**Lead(s):** Pablo Canela,  
Executive Controller

**Priority:** 1.2  
**Strategy:** 1.2

### Comments:

The Secretary accounts are in balance and reconciled. All reports are in compliance with NJ laws.

**Item:** Treasurer Report - September 2023

**Lead(s):** Pablo Canela,  
Executive Controller

**Priority:** 1.2  
**Strategy:** 1.2

### Comments:

The Treasurer accounts are in balance and reconciled. All reports are in compliance with NJ laws.

**Item:** Transfer Report - September 2023

**Lead(s):** Pablo Canela,  
Executive Controller

**Priority:** 1.2  
**Strategy:** 1.2

### Comments:

The Transfer accounts are in balance and reconciled. All reports are in compliance with NJ laws.



# Newark Board of Education

Where Passion Meets Progress

**Item:** Payroll Summary for 10/06/2023 and 10/20/2023

**Lead(s):** Pablo Canela,  
Executive Controller

**Priority:** 1.2  
**Strategy:** 1.2

**Comments:**

Payroll is issued every two weeks. The summaries reflected on the attachments are all of the information associated with the pays for those specific periods and months.

**Item:** Authorization of District Travel

**Lead(s):** Valerie Wilson,  
School Business  
Administrator

**Priority:** 1.1  
**Strategy:** 1.1

**Comments:**

Periodically the district identifies professional development activities that are provided through conference, conventions, and workshops, etc. The attached list of professional development activities has been reviewed and recommended by the District Superintendent. The professional development costs, which includes registration, transportation, lodging, meals and reimbursement as per the attached list is \$7,815.00.

**Item:** Subrecipient Agreement - Rutgers University

**Lead(s):** Valerie Wilson,  
School Business  
Administrator

**Priority:** 5.2  
**Strategy:** 5.2

**Comments:**

The U.S. Department of Health and Human Services has awarded the district \$1,799,924. Funds will be used for activities authorized under this grant funding and described in the District's Plan. The District wishes to engage Rutgers University as a Subrecipient to assist in utilizing such funds to carry out a part of the Grantee's Federal award by committing \$638,310 of the Grantee's Federal award. The funds made available for use by the Subrecipient under this Agreement constitute a subaward of the Grantee's Federal award. the use of which must be in accordance with requirements imposed by Federal statutes, regulations, and the terms and conditions of the Federal award.



Roger León  
Superintendent

# Newark Board of Education

Where Passion Meets Progress

Purchasing	
<b>Item:</b> Award of Masonry Restoration and Concrete Sidewalk Services Contract 9804	
<b>Lead(s):</b> Sherelle Spriggs – Director of Support Services, Purchasing	<b>Priority:</b> <b>Strategy:</b>

**Comments:**

Bids were received electronically on Thursday, October 19, 2023, after public advertisement for Masonry Restoration and Concrete Sidewalk Services Set Aside for Small, Minority, and Women Owned Business. Request for bids were issued to thirty-nine (39) vendors with ten (10) vendors responding, see award analysis. In accordance with N.J.S.A 18A:18A-2(y), the pricing submitted by GM Builders Group is rejected and deemed unresponsive as this vendor failed to submit a signed bid. The term of the contract shall be for a two (2) year period commencing December 1, 2023 through November 30, 2025. The recommendation for award of term contracts was reviewed and approved by Carlos Edmundo, Acting Executive Director of Facilities Management and Operations and Krystle Whitlock, Assistant School Business Administrator.

<b>Item:</b> Award of Heating, Ventilation, and Air Conditioning (HVAC) Filters and General Ventilation Products Contract 9809	
<b>Lead(s):</b> Sherelle Spriggs – Director of Support Services, Purchasing	<b>Priority:</b> <b>Strategy:</b>

**Comments:**

Bids were received electronically on Thursday, October 19, 2023, after public advertisement for Heating, Ventilation, and Air Conditioning (HVAC) Filters and General Ventilation Products. Request for bids were issued to fifty-four (54) vendors with five (5) vendors responding, see award analysis. In accordance with N.J.S.A 18A:18A-2(y), the pricing submitted by Brookaire Company is rejected and deemed unresponsive as this vendor failed to submit a signed bid. In accordance with N.J.S.A. 18A:18A-4, the District shall award only by resolution of the board of education to the lowest responsive and responsible bidder after public advertisement for bids. The award of contract was made to the total lowest responsive and responsible bidder for all items. The term of the contract shall be for a two (2) year period commencing December 1, 2023 through November 30, 2025. The recommendation for award of term contract was reviewed and approved by Vincent Hutcheson, Director of Project Control and Operations and Krystle Whitlock, Assistant School Business Administrator.



Roger León  
Superintendent

# Newark Board of Education

Where Passion Meets Progress

<b>Item:</b> Award of Note Taking Filler Paper Contract 9806	
<b>Lead(s):</b> Sherelle Spriggs – Director of Support Services, Purchasing	<b>Priority:</b> 1.1 <b>Strategy:</b> 1.1

**Comments:**

Bids were electronically received on Friday, September 22, 2023 after public advertisement for Note Taking Filler Paper, request for bids were issued to eight (8) vendors with four (4) vendors responding. In accordance with N.J.S.A. 18A:18A-4, the District shall award only by resolution of the board of education to the lowest responsive and responsible bidder after public advertisement for bids. The contract is for a two (2) year period of December 1, 2023 through November 30, 2025. Bids were electronically received on Friday, September 22, 2023 after public advertisement for Note Taking Filler Paper, request for bids were issued to eight (8) vendors with four (4) vendors responding. In accordance with N.J.S.A. 18A:18A-4, the District shall award only by resolution of the board of education to the lowest responsive and responsible bidder after public advertisement for bids. The contract is for a two (2) year period of December 1, 2023 through November 30, 2025. The recommendation for award of term contract has been reviewed and approved Sherelle Spriggs, Director of Support Services.

<b>Item:</b> High School American History Instructional Materials Purchasing Reference 9834	
<b>Lead(s):</b> Sherelle Spriggs – Director of Support Services, Purchasing	<b>Priority:</b> <b>Strategy:</b>

**Comments:**

The Newark Board of Education has committed itself to addressing academic excellence in its schools and the development of the highest potential in each student. In accordance with N.J.S.A. 18A:18A-5a (5), the District is authorized to award a contract without public advertising for library and educational goods and services. The Newark Board of Education desires to purchase High School American History Instructional Materials to aid in the delivery and establishment of highly effective learning environments. The term of the contract shall be November 22, 2023 through June 30, 2024. The recommendation for award of term contract was reviewed and approved by Carynne Conover, Director of Social Studies and Dr. Mary Ann Reilly, Assistant Superintendent.



Roger León  
Superintendent

# Newark Board of Education

Where Passion Meets Progress

**Item:** Renewal of Repair, Maintenance, and Installation of Clocks, Public Address and Intercom Systems Contract 9450R1

**Lead(s):** Sherelle Spriggs –  
Director of Support Services,  
Purchasing

**Priority:**  
**Strategy:**

**Comments:**

In response to the COVID-19 National Declaration of Emergency bids were electronically received on Wednesday, February 23, 2022 after public advertisement for Repair, Maintenance, and Installation of Clocks, Public Address and Intercom Systems, request for bids were issued to twenty-two (22) vendors with two (2) vendors responding. The Newark Board of Education approved the award of term contract at the March 24, 2022 Board meeting for a two (2) year period commencing March 24, 2022 through March 23, 2024 with an option to extend the term of the contract for one (1) successive two (2) year period. The Newark Board of Education approved an amendment of term contract during the May 26, 2022 Board Meeting for inclusion of an additional funding source. The Newark Board of Education desires to exercise its sole two (2) year renewal option for a period of March 24, 2024 through March 23, 2026. The recommendation for renewal of term contract was reviewed and approved by Vincent Hutcheson, Director of Project Control, Carlos Edmundo, Acting Executive Director of Facilities Management and Krystle Whitlock, Assistant School Business Administrator.

**Item:** Notification of Action Taken: Emergency Declaration Structural Damage at Roberto Clemente Elementary School Purchasing Reference 9844

**Lead(s):** Sherelle Spriggs –  
Director of Support Services,  
Purchasing

**Priority:**  
**Strategy:**

**Comments:**

Meetings and site assessments were conducted at Roberto Clemente Elementary School; finding the structural crack in the load bearing brick wall above classroom 302 continues downward to classroom 202 is the result of the movement/shifting of the load bearing brick wall affecting the health and safety of all occupants. On January 31, 2023 in accordance with N.J.S.A. 18A:18A-7, the Superintendent issued a declaration of emergency to address the health and safety concerns. On February 1, 2023, the Essex County Superintendent issued a letter concurring with the decision of Superintendent León. A proposal submitted by Pravco Incorporated was approved to perform the necessary repair work at Roberto Clemente Elementary School. Purchase order 24-0007661 was issued in the amount of thirty-nine thousand five hundred dollars (\$39,500.00) for structural damage repair work necessary as a result of this work. The action taken for structural damage repair work at Roberto Clemente Elementary School was reviewed and approved by Carlos Edmundo, Acting Executive Director of Facilities Management and Krystle Whitlock, Assistant School Business Administrator.



Roger León  
Superintendent

# Newark Board of Education

Where Passion Meets Progress

**Item:** Change Orders One through Five to Roof Replacement and Masonry Restoration at Hawkins Street School Contract 9633

**Lead(s):** Sherelle Spriggs –  
Director of Support Services,  
Purchasing

**Priority:**  
**Strategy:**

**Comments:**

In response to the COVID-19 National Declaration of Emergency bids were received electronically on Wednesday, February 8, 2023 after public advertisement for Roof Replacement and Masonry Restoration at Hawkins Street School, request for bids were issued to sixteen (16) vendors with five (5) vendors responding. The Newark Board of Education awarded a contract to Spartan Construction, Inc., 399 Oak St., Suite C, South Amboy, NJ 08879 during the March 30, 2023 Board Meeting in the amount of \$2,420,000.00. An additional twenty percent (20%) in the amount of \$484,000.00 was approved for encumbrance as a contingency allowance. Change order one provides additional repointing at the upper 10 feet of parapet wall within the recessed courtyard, patching and repointing areas of damaged brick at the base of the wall and additional cleaning and painting of the brick masonry above the single-story roof J in the amount of \$29,103.00. Change order two provides replacement of 6 existing window lintels in the amount of \$8,873.00. Change order three provides a credit for not replacing the concrete sidewalk and instead proposes to introduce joint sealants and a traffic coating applied to the surface of the concrete and sealing the top of the running limestone trim bands with an applied caulk rather than with a liquid membrane in the amount of \$9,630.00. Change order four provides a credit as the roofing contractor deemed the condition of the existing substrate suitable for use for the installation of the new roof shingles in the amount of \$8,460.00. Change order five provides for a new stainless-steel chimney cap with stainless steel framing to be custom fabricated and installed in the amount of \$3,800.00.

**Item:** Amendment Dual Enrollment Pre-College Programming Contract 9523

**Lead(s):** Sherelle Spriggs –  
Director of Support Services,  
Purchasing

**Priority:**  
**Strategy:**

**Comments:**

In response to the COVID-19 National Declaration of Emergency proposals were electronically received on Friday, June 3, 2022 after public advertisement for Dual Enrollment Pre-College Programming, request for proposals were issued to thirteen (13) vendors with seven (7) vendors responding. The Newark Board of Education desires to enter into contracts with institutions of higher education to provide students with the opportunity for dual enrollment for earning college credits while in high school. The Newark Board of Education approved the award of contract during the June 21, 2022 Board Meeting for a contract term of July 1, 2022 through June 30, 2025 with an option to renew for one (1) successive two (2) year period. The District desires to increase the award value based on increased program enrollment and expansion. The recommendation for amendment of term contract has been reviewed and approved by Dr. Maria Ortiz, Assistant Superintendent.





Roger León  
Superintendent

# Newark Board of Education

Where Passion Meets Progress

**Item:** Change Order One to Courtyard Masonry Restoration at Mount Vernon Elementary School Contract 9585

**Lead(s):** Sherelle Spriggs –  
Director of Support  
Services, Purchasing

**Priority:**  
**Strategy:**

**Comments:**

In response to the COVID-19 National Declaration of Emergency bids were received electronically on Wednesday, February 8, 2023 after public advertisement for Courtyard Masonry Restoration at Mount Vernon Elementary School, request for bids were issued to seventeen (17) vendors with eight (8) vendors responding. The Newark Board of Education awarded a contract to Pravco Incorporated, 245 Wescott Drive, Rahway, NJ 07065 during the March 30, 2023 Board Meeting in the amount of \$325,900.00. An additional twenty percent (20%) in the amount of \$65,180.00 was approved for encumbrance as a contingency allowance. Change order one provides for (1) the omission from the scope of work to install a 28-gauge stainless steel drip edge at the upper portion of the low wall along the walking surface of the platform and ramp, (2) the omission of removing of the masonry cap from the low wall at the ramp and platform, to install a through-wall cap flashing, and (3) adding the requirement to extend the concrete repairs to the perimeter retaining walls, ramp, and cheek walls at the stair along the south elevation of the property resulting in a \$308.00 credit. Change order one was reviewed and approved by Carlos Edmundo, Interim Executive Director of Facilities Management and Krystle Whitlock, Assistant School Business Administrator.

**Item:** Renewal to Bulk Waste Pick-Up and Disposal Contract 9392R1

**Lead(s):** Sherelle Spriggs –  
Director of Support Services,  
Purchasing

**Priority: 1.2**  
**Strategy: 1.2**

**Comments:**

In response to the COVID-19 National Declaration of Emergency bids were received electronically on Friday, October 29, 2021 after public advertisement for Bulk Waste Pick-Up and Disposal, request for bids were issued to twelve (12) vendors with one (1) vendor responding. The Newark Board of Education approved the original contract during the November 23, 2021 Board Meeting for a two (2) year period of November 23, 2021 through November 22, 2023 with an option to renew for one (1) successive two (2) year period. The Newark Board of Education desires to exercise its sole two (2) year renewal option for a period of November 23, 2023 through November 22, 2025. The recommendation for renewal of term contract was reviewed and approved by Carlos Edmundo, Acting Executive Director of Facilities Management and Krystle Whitlock, Assistant School Business Administrator.



Roger León  
Superintendent

# Newark Board of Education

Where Passion Meets Progress

<b>Item:</b> Award of Catering Services II Contract 9807	
<b>Lead(s):</b> Sherelle Spriggs – Director of Support Services, Purchasing	<b>Priority:</b> <b>Strategy:</b>

**Comments:**

Bids were electronically received on Friday, September 22, 2023 after public advertisement for Catering Services II, request for bids were issued to thirty-three (33) vendors with seven (7) vendors responding. In accordance with N.J.S.A. 18A:18A-4, the District shall award only by resolution of The Board of Education to the lowest responsive and responsible bidder after public advertisement for bids. In accordance with N.J.S.A.18A:18A-2(y), the pricing submitted by CCL Enterprises LLC dba Custodi’s Caterers, JM Fou’s Catering, and Sandwiches Unlimited are rejected and deemed nonresponsive as these vendors failed to submit a signed bid. In accordance with N.J.S.A.18A:18A-2(y), the bid submitted by Academy Café Corp dba Pronto Café bid is rejected as this vendor failed to submit pricing within the established meal prices identified within the request for bid. The Newark Board of Education desires a pool of catering vendors for Back to School Nights, Parent Teacher Conferences, and Board Meetings. The contract term is November 21, 2023 through August 31, 2025. The recommendation for award of term contracts were reviewed and approved by Sherelle Spriggs, Director of Support Services.

Facilities	
<b>Item:</b> Award of Parent Engagement Professional Development 9817	
<b>Lead(s):</b> Valerie Wilson, School Business Administrator	<b>Priority:</b> <b>Strategy:</b>

**Comments:**

Proposals were electronically received in accordance with N.J.S.A. 18A:18A-4.5 on Tuesday, October 24, 2023 after public advertisement for Parent Engagement Professional Development. Request for proposals were issued to thirteen (13) vendors with seven (7) vendors responding. In accordance with N.J.S.A.18A:18A-2(y), the proposal submitted by Fair One Holdings doing business as Brown Educational Consulting Group is rejected and deemed unresponsive as this vendor failed to submit a signed proposal. The Newark Board of Education seeks professional development for staff focused on parent engagement and capacity building. Proposals were evaluated by staff members of the Newark Board of Education and the committee selected the finalists identified below as the best qualified vendors based on their response to the District’s request for proposal. The contract is for a two (2) year period of December 1, 2023 through November 30, 2025 with an option to renew for one (1) successive two (2) year period. The recommendation for award of term contracts has been reviewed and approved by Michelina Thornton, Director of Federal Programs and Grants.



Roger León  
Superintendent

# Newark Board of Education

Where Passion Meets Progress

<b>Item:</b> Continued Use of the Temporary Classroom Units and Leased Facilities	
<b>Lead(s):</b> Valerie Wilson, School Business Administrator	<b>Priority:</b> <b>Strategy:</b>

**Comments:**

The Mission Statement of the Newark Board of Education recognizes the unique and diverse needs of Newark Students, as well as the mandate to provide “programs that provide and motivate a variety of interests and abilities for every student based on his or her needs”. The Newark Board of Education has identified the need to establish quality Alternative Education Programs accessible to all Newark students based on their goals and needs. To this end, the Newark Board of Education continues to revise and develop academic programs, establishing Alternative Education Programs in each Region. There is need to provide a quality school program within the Newark Board of Education. The Newark Board of Education has established the following locations to provide additional educational space while establishing other educational programs in the District. The Temporary Classroom Units were installed and funded by the New Jersey School Development Authority (NJSDA). The justification for the use of each Temporary Classroom Unit and Facilities listed below is the continued use of classroom spaces to offset the Newark Board of Education needs for students;

1. Abington 209 Abington Avenue (1 TCU)
2. Ann Street 30 Ann Street (6 TCUs)
3. Hawthorne Avenue 428 Hawthorne Avenue (8 TCUs)
4. Salome Urena 284 First Avenue (11 TCUs)
5. Ridge Street 735 Ridge Street (8 TCUs)
6. Hawkins Street 8 Hawkins Street (1 TCU)
7. Oliver Street 104 Oliver Street (2 TCUs)
8. Wilson Avenue 19 Wilson Avenue 1 TCU)
9. Lincoln 87 Richelieu Terrace (1 TCU)
10. Lafayette St. Annex 212 Lafayette Street (Leased)
11. Ann St. Annex (St. Benedict’s)55 Komorn Street (Leased)
12. Lafayette St. Annex 2 (St James) 187 Elm Street (Leased)
13. Newark School of Data Science & Information Technology 746 Sanford Avenue (BWP School Partners)
14. Newark School Of Fashion & Design 654 Summer Avenue (OLOGC)
15. University High Temporary Gym 55 Clinton Place (Leased)
16. Ironbound Academy 366 East Kinney Street (Leased)
17. Nelson Mandela Elementary 275 West Market Street (Leased)



Roger León  
Superintendent

# Newark Board of Education

Where Passion Meets Progress

Meeting Adjourned	
<b>The Committee agreed to move all Resolutions Forward to The Full Board</b>	YES
<b>Miscellaneous</b>	<ul style="list-style-type: none"><li>• ARP (November 2023) Spending Analysis Update</li><li>• Quarterly Forecast</li></ul>
<b>Adjournment Time</b>	6:33 PM
<b>Minutes Submitted By</b>	Amy Rivera-Laboy