



**Board Finance Committee Meeting  
Hasani Council, Chairperson  
Thursday, December 16, 2021  
2:00pm**

## Committee Report

Location	Date	Time
WebEx	December 16, 2021	2:00pm
<b>Board Members</b>		
Hasani Council	Dawn Haynes	
Daniel Gonzalez		
<b>Committee Liaison &amp; Superintendent Representative</b>		
Valerie Wilson		
<b>Other District Staff</b>		
Anzella K. Nelms (2:20)	Marixsa Castillo	
Krystle Whitlock	Aliyaah Lindsey	
Imani Moody	Wilma Davis	
Pablo Canela	Lisa Nicholas	
Elvis Matos	Susan Balbosa	
	Chantal Scott	
	Ledah Arbubaker	
<b>Guests</b>		
<b>Meeting Summary</b>		
<p>The Finance Committee convened for its monthly meeting on Thursday, December 16, 2021, at 2:04 pm.</p> <p>All Committee Members listed above were in attendance. The meeting began with Assistant School Business Administrator, Imani Moody discussing the agenda items reflected in these minutes.</p> <p>During this meeting, committee members were able to discuss detailed information in regards to finance, operations and facilities including the finalization of the 2022-2023 Budget Calendar, the extension of a School Improvement Grant and the submission of the Comprehensive Maintenance Plan.</p> <p>The meeting was successfully adjourned at 3:00pm.</p>		

<b>Finance and Operations</b>
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<b>Item:</b> Secretary Report – October 2021	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 1.2

**Comments:**

The Secretary accounts are in balance and reconciled.

<b>Item:</b> Treasurer Report – October 2021	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator,	<b>Priority:</b> 1 <b>Strategy:</b> 1.2

**Comments:**

The Treasurer accounts are in balance and reconciled.

<b>Item:</b> Transfer Report – October 2021	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 1.2

**Comments:**

The Transfer accounts are in balance and reconciled.

<b>Item:</b> Payroll Summary for 11/5/2021 and 11/19/2021	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 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.

<b>Item:</b> Budget Calendar FY 2022-2023	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 1.2

**Comments:**

The submission of a budget calendar is required by NJQSAC. The calendar highlights Community Budget Meetings, Final Budget Submission to the State and the Public Budget Hearing.

<b>Item:</b> Newark Board of Education Operating Account Checks – November 2021	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 1.2

**Comments:**

The attachments are received and reviewed on a bi-weekly basis, it accounts for the amount and date of checks.

<b>Item:</b> Resolution to Apply: School Improvement Grant – Cohort 4R No-Cost Extension	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 1.1

**Comments:**

The United States Department of Education approved the New Jersey Department of Education's request to extend the availability of federal FY-16 School Improvement Grant (SIG) funds. The SIG carryover amount for Avon Avenue School is to sustain SIG-related activities through May 15, 2022 in the amount of \$391,518. The purpose of this grant is to develop improvement activities, programs and plans for community schools.

<b>Item:</b> 2021-22 PEA Preschool Early Childhood Aid Contracts	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 1.1

**Comments:**

The Office of Early Childhood submitted to the Board on May 4, 2021 the NJDOE Approved Newark 2021-2022 District Enrollment and Planning Workbook to NJ Department of Education which included all 2021-2022 Contracted

community based Private Providers. The Office of Early Childhood is submitting for approval the approved contract templates for all contracted Other Private Providers and contracted Head Start Agencies.

<b>Item:</b> Lease Agreement – Saint Casimir Roman Catholic Church	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 1.5

**Comments:**

The Board of Education desires to finalize a two-year Lease Agreement with Saint Casimir Roman Catholic Church located at 164 Nichols Street, Newark, NJ to allow grades K-4 an educational institution.

<b>Item:</b> Authorization of District Travel	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 1.1

**Comments:**

The professional development costs, which includes registration, transportation, lodging, meals and reimbursement is \$58,958.97.

<b>Purchasing</b>
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<b>Item:</b> Award of Cafeteria Food Items II Contract 9414R	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 1.1

**Comments:**

Vendor, ACE Endico, Brewster, NY is to provide the students of the Newark Board of Education with a fresh, nutritious and balanced meal by providing cafeteria and grocery supplies.

<b>Item:</b> Amendment Number Two of Preventative Maintenance, Service and Repair of Oil and Gas Boiler/Burner Contract 8905-006	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 1.1

**Comments:**

The Newark Board of Education desires to amend the current contract for inclusion of additional funding sources, increasing the contract award value to \$500,000.00, and extending the contract term through September 25, 2022.

<b>Item:</b> Digital Readers Instructional Materials Purchasing Reference 9448	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 2 <b>Strategy:</b> 2.2

**Comments:**

The District desires to purchase Digital Readers for students in kindergarten through third grade. The contract is for a one-year period through December 31, 2022.

<b>Item:</b> Amendment of Special Education, Bilingual, and English As A Second Language Teacher Professional Development Contract 9387	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> <b>Strategy:</b>

**Comments:**

The Newark Board of Education desires to increase West Ed’s contract award for inclusion of six additional schools to participate in the Teacher Practice Lesson Design Series.

<b>Item:</b> Award of Repairs to Heating Pumps including Circulating Pumps, Condensate Pumps, Sewer Ejector Pumps and Related Accessories Contract 9337R	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 1.5

**Comments:** The Newark Board of Education received electronic bids after public advertisement for Repairs to Heating Pumps including Circulating Pumps, Condensate Pumps, Sewer Ejector Pumps and Related Accessories. The term of the contracts shall be for a two-year period commencing with date of award, with the option to renew for one additional two-year period; and the contract value is estimated at \$220,000.00 which is not be construed as the minimum or maximum amount the District shall be required to expend.

<b>Item:</b> Amendment of Vinyl Composition Tiles (VCT) Floor Tiles and Related Supplies Contract 9265	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 1.5

**Comments:**

The Newark Board of Education approved the award of contract at the October 28, 2021 Board Meeting for a two-year period of October 28, 2021 through October 27, 2023 with an option to renew for one additional two-year period the Newark Board of Education desires to amend the current award due to a clerical error; the clerical error consists of an incorrect financial calculation.

<b>Item:</b> Award of Social Students Instructional Materials 9447	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> <b>Strategy:</b>

**Comments:**

The Newark Board of Education desires to accept and approve the award of a term contract for Social Studies Instructional Materials for a two-year contract with the option to renew for one additional two-year period with Houghton Mifflin Harcourt, not to exceed \$1,200,000.

<b>Item:</b> Award of T-Shirt and Golf Style Shirt Apparel and Personalized Goods Set Aside for Small, Minority and Women Owned Businesses 9311	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 1.1

**Comments:**

The Newark Board of Education desires to accept the award of term contracts for T-Shirt and Golf Style Apparel and Personalized Goods Set-Aside for Small, Minority, and Women Owned Businesses for a two-year period through December 20, 2023 with the option to renew for one additional one-year period with Dot Designing, not to exceed \$400,00 and Cover Stitches not to exceed \$150,000.

<b>Item:</b> Consent to Assignment and Assumption for Contract 8860 Instructional Materials and Professional Development for Curriculum and Learning Environments	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 2 <b>Strategy:</b> 2.2

**Comments:**

The Newark Board of Education desires consent to the assignment and assumption of contract 8860R from Myon LLC to Renaissance Learning Inc., with no other changes in the terms and conditions of contract 8860R for Instructional Materials and Professional Development for Curriculum and Learning Environments through March 24, 2022 with the option to renew for one additional one-year period.

<b>Item:</b> Award of School Supplies Contract 9384R	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 1.1

**Comments:**

The Newark Board of Education desires to award the term contracts for School Supplies for a two-year period through December 20, 2023 with an option to renew for one additional two-year period with the following vendors: Charles J. Becker & Bro, Inc; Kaplan Early Learning Company; Lakeshore Learning Materials, LLC; Nasco Education, LLC; Paper Clip Inc; Really Good Stuff; and School Specialty.

<b>Item:</b> Renewal of Professional Development Contract 9128R1	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 2 <b>Strategy:</b> 2.1, 2.3, 2.5

**Comments:**

The Newark Board of Education desires to renew the term contract for Principal Professional Development, Development of Integrated English Language Arts and Social Studies Curriculum, And Prevention of Reading

Difficulties Professional Development with Foster Consulting. Foster Consulting has provided direct assistance with the understanding and implementation of integrated curricula, with special assistance to K-2 educators.

<b>Facilities</b>	
<b>Item:</b> Continued Use of the Leased Facilities	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 1.5

**Comments:**

The Newark Board of Education recognizes and approves the facilities: Newark School of Data Science & Information Technology and Newark School of Fashion & Design as alternative educational facilities for the school year 2021-2022.

<b>Item:</b> Submission of Comprehensive Maintenance Plan	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 1 <b>Strategy:</b> 1.5

**Comments:**

The New Jersey Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting required maintenance activities for each of its public school facilities.

<b>Item:</b> Resolution for Radio Distribution Agreement (Verizon 5G) at Dr. William H. Horton School	
<b>Lead(s):</b> Imani Moody, Assistant School Business Administrator	<b>Priority:</b> 2 <b>Strategy:</b> 2.2

**Comments:**

The Agreement between the Newark Board of Education, and New York SMSA Limited Partnership d/b/a Verizon Wireless whereas Verizon Wireless provides Dr. William H. Horton School with communication tools and radio distribution devices.

<b>Meeting Adjourned</b>	
<b>The Committee agreed to move all Resolutions Forward to The Full Board</b>	Board Committee Members
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>Annual Audit for Annual Comprehensive Financial Review is being finalized</li> </ul>
<b>Adjournment Time</b>	3:00 pm
<b>Minutes Submitted By</b>	Aliyaah Lindsey