

Finance Committee Report

Location	Date	Time
Virtual	5/15/2025	5:30pm
Board Members		
Helena Vinhas	Kanileah Anderson	
Josephine Garcia		
District Liaison & Superintendent Representative		
Valerie Wilson	Dr. José Fuentes	
Yolonda Severe		
Other District Staff		
Anzella Nelms	Sherelle Spriggs	
Pablo Canela	Wilma Davis	
Elvis Matos	Nelson Pared	
Atonia Russell		
Guests		
Meeting Summary		
<p>The Finance Committee meeting was called to order at 5:34 pm by Committee Chair Helena Vinhas. In attendance were Board Members Helena Vinhas, Kanileah Anderson, and Josephine Garcia, along with School Business Administrators Valerie Wilson and Dr. Jose Fuentes, Deputy Superintendent Yolonda Severe, Anzella Nelms, and other district staff.</p> <p>At 5:31 PM, Ms. Wilson opened the meeting by reviewing Superintendent León’s directive to focus on student achievement and maintain respectful, engaged committee norms. She emphasized the committee’s goals, which include increasing understanding of budget development, procurement, and accounts payable processes. The committee reaffirmed its commitment to refining these goals as needed in the coming year.</p> <p>From 5:40 PM, the discussion turned to budget process review for the Board Members. The importance of understanding purchasing protocols was also underscored, including bid thresholds, quote requirements, and open bidding procedures, which aligns with priority 1.2 of the district’s Strategic Plan. The district is preparing a resolution to address the upcoming statutory increase to the bid threshold.</p> <p>Accounts Payable procedures were outlined in detail by School Business Administrator Wilson and Director of Accounts Payable Ms. Russell, including use of purchase orders, invoice tracking, and payment schedules.</p>		

At 5:52 PM, Ms. Anzella Nelms provided a significant update on ESSER (Elementary and Secondary School Emergency Relief) funding. Newark fully expended all allocated ARP funding within the federal timeline and successfully closed out its grant with no outstanding balances, which exemplifies priority 1.2. This achievement was celebrated by the committee, with commendations extended to the grants and finance teams.

At 5:54 PM, the committee reviewed several types of resolutions that would be brought before the committee, such as financial and operating reports (priority 1.2).

Purchasing resolutions were then addressed. Highlights included contracts for food services, a dual enrollment partnership with Montclair State (priority 2.6), math curriculum materials for K–8 and Algebra I & II (priority 2.1), nursing services (priority 5.3), and data archiving (priority 1.1).

At 6:04 PM, Board Member Anderson inquired about tuition obligations for New Jersey Regional Day and other county schools. School Business Administrator Wilson explained the allocation of funds that the district is required to pay for students who attend County schools.

In alignment with priority 1.6, Deputy Superintendent Severe and School Business Administrator Dr. Fuentes spoke on the district's role in assisting all families in having before- and after-care services provided at participating private preschool locations. Questions around program oversight and equity were addressed by explaining quarterly fiscal reviews of private preschool providers.

At 6:15 PM, Ms. Wilson gave brief updates on capital projects, including South 17th Street's façade project and renovations at Untermann Field, which correlate to priority 1.5 of the Strategic Plan.

At 6:17 PM, the committee unanimously agreed to move all resolutions to the full Board for approval. At 6:18 PM, there was recognition of Mr. Matos and the Finance Team for earning the Meritorious Budget Award from an international organization.

At 6:19 PM, the 155 Jefferson Lease Terms were discussed.

Meeting was adjourned at 6:48 PM.

Agenda Topics	
Item: Early Childhood Wrap-Around Enhancement Grant	
Lead(s): Valeire Wilson, School Business Administrator	Priority/Strategy: 1.2, 5.6
Comments:	
Item: Acceptance of Funds From Donors Choose	
Lead(s): Valeire Wilson, School Business Administrator	Priority/Strategy: 6.1
Comments:	
Item: Donation of School Supplies from Audible to McKinley Elementary School	

Lead(s): Valeire Wilson, School Business Administrator	Priority/Strategy: 6.1
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Comments:

Item: Partnership with Community Food Bank of New Jersey and NBOE	
Lead(s): Valeire Wilson, School Business Administrator	Priority/Strategy: 6.2

Comments:

Item: Newark Board of Education Operating Account Checks - March 2025	
Lead(s): Pablo Canela, Executive Controller	Priority/Strategy: 1.2

Comments:

Item: 2024-2025 Joint Transportation Agreement Ewing Public Schools.	
Lead(s): Valeire Wilson, School Business Administrator	Priority/Strategy: 1.1

Comments:

Item: 2025-2026 Joint Transportation Agreement ERESC.	
Lead(s): Valeire Wilson, School Business Administrator	Priority/Strategy: 1.1

Comments:

Item: Special Education - NJRD and OOD Tuition Contracts	
Lead(s): Valeire Wilson, School Business Administrator	Priority/Strategy: 1.6

Comments:

Item: Donation from Suds Group and Super Laundromat	
Lead(s): Valeire Wilson, School Business Administrator	Priority/Strategy: 6.1

Comments:

Item: Office of Early Childhood - Newark PEA 2024-2025 Enrollment Planning Workbook	
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Lead(s): Valeire Wilson, School Business Administrator	Priority/Strategy: 1.2
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Comments:

Item: Skills Lab Equipment Grant	
Lead(s): Valeire Wilson, School Business Administrator	Priority/Strategy: 6.1

Comments:

Item: Permission to Apply - Elevate Career and Technical Education Innovation grant	
Lead(s): Valeire Wilson, School Business Administrator	Priority/Strategy: 2.6

Comments:

Item: Newark Board of Education Operating Account Checks - April 2025	
Lead(s): Pablo Canela, Executive Controller	Priority/Strategy: 1.2

Comments:

Item: Acceptance of Keys of Inspiration Grant	
Lead(s): Valeire Wilson, School Business Administrator	Priority/Strategy: 6.1

Comments:

Item: Permission to Apply-Head Start Grant Application FY 2025-2030	
Lead(s): Valeire Wilson, School Business Administrator	Priority/Strategy: 2.1

Comments:

Item: Authorization of District Employee Travel - May 2025	
Lead(s): Valeire Wilson, School Business Administrator	Priority/Strategy: 1.1

Comments:

Item: Secretary Report - February and March 2025	
Lead(s): Pablo Canela, Executive Controller	Priority/Strategy: 1.2

Comments:

Item: Treasurer Report - February and March 2025	
Lead(s): Pablo Canela, Executive Controller	Priority/Strategy: 1.2

Comments:

Item: Transfer Report - February and March 2025	
Lead(s): Pablo Canela, Executive Controller	Priority/Strategy: 1.2

Comments:

Item: Payroll Summary for 3/13/2025, 3/27/2025, 4/10/2025, and 4/24/2025	
Lead(s): Pablo Canela, Executive Controller	Priority/Strategy: 1.2

Comments:

Item: Award of Field House and Concession Stand Improvements, Untermann Field at Weequahic High School Contract 10046	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy: 1.5

Comments:

Item: Award of Calculators for Classrooms Contract 9989	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy: 2.3

Comments:

Item: Notification of Action Taken: Emergency Declaration First Avenue Elementary School Fire Alarm System Failure Purchasing Reference 10083	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy: 1.5

Comments:

Item: Award of Newark Schools Stadium Turf Replacements and Stadium Improvements Contract 10047	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Item: 9904 Change Order One to Roof Replacement and Masonry Restoration at South 17th Street School	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy: 1.5

Comments:

Item: High School Science Instructional Materials Purchasing Reference 10084	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Item: Kindergarten Through Grade Eight Science Instructional Materials 10085	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Item: Award of Repair/Service To Cafeteria Equipment 10023	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Item: Award of United States Department of Agriculture Pick-Up, Storage, and Delivery 10024	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Item: Award of Hood and Duct Cleaning 10025	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Item: Award of School Cafeteria Equipment 10027	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Item: Award of Cafeteria Paper and Plastics 10041	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Item: Milk and Milk Products Purchasing Reference 10042	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Item: Open Market Purchasing Reference 10043	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Item: Fresh Fruit and Vegetable Program Purchasing Reference 10044	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Item: Cafeteria Food Items Purchasing Reference 10045	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Item: Amendment to Fresh Fruit and Vegetable Program Purchasing Reference 9907	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Item: MyBudgetFile Annual Licensing and Support Purchasing Reference 10090	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Item: Award of Insurance Brokerage Services Contract 10039	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy: 1.4, 1.6

Comments:

Item: Amendment of Montclair State University Red Hawks Rising Dual Enrollment Program Purchasing Reference 9958	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy: 2.6

Comments:

Item: Renewal of Instructional Materials and Professional Development for Curriculum and Learning Environments Contract 9686R1	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy: 2.1, 5.4

Comments:

Item: Renewal of Reading Materials Contract 9650R1	
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Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy: 2.1
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Comments:

Item: Renewal of Development and Creation of Curated Culturally Responsive Classroom Libraries Contract 9479R1	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy: 2.1

Comments:

Item: Teacher Created Materials Instructional Materials Purchasing Reference 10075	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Item: Renewal of Algebra 1 and 2, Geometry, Grades K-8 Mathematics, History of Mathematics, and Mathematical Modeling Contract 9687R1	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy: 2.1, 2.2, 2.3, 2.4

Comments:

Item: Renewal of College Readiness Courses, Assessment, and Professional Development Contract 9481R1	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Item: Award of Digital Mathematics Platform for Dynamic Visualizations Contract 10072	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy: 2.1, 2.2, 2.3

Comments:

Item: Clinical Nursing Services Purchasing Reference 10056	
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Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy: 5.3
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Comments:

Item: Electronic Data Archiving and Physical Storage Purchasing Reference 10055	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy: 1.1, 1.2

Comments:

Item: Renewal of Kindergarten Through Grade Twelve District Wide Book Fairs Contract 9837R1	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy: 2.1

Comments:

Item: Instructional Robotic Supplies and STEM Products Purchasing Reference 10086	
Lead(s): Sherelle Spriggs, Director of Support Services, Purchasing	Priority/Strategy:

Comments:

Miscellaneous: Meritorious Budget Award from ASBO International for FY 2024-25

The committee agreed to move all items forward for the full Board's approval.

The meeting was adjourned at: 6:48PM