



**Board Finance Committee Meeting**  
**Daniel Gonzalez, Chairperson**  
**Thursday, December 14, 2023**  
**5:30 P.M.**

Committee Report

Location	Date	Time
WebEx	December 14, 2023	5:30pm
<b>Board Members</b>		
Daniel Gonzalez	Crystal Williams	
A'Dorian Murray-Thomas		
<b>Committee Liaison &amp; Superintendent Representative</b>		
Krystle Whitlock		
<b>Other District Staff</b>		
Chantal Scott	Wilma Davis	
Pablo Canela	Nicole Krenz-Malacre	
Elvis Matos	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

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## Meeting Summary

The Finance Committee convened for its monthly meeting on Thursday, December 14, 2023, at 5:30 PM.

The meeting began with Assistant School Business Administrator (ASBA) Krystle Whitlock discussing Finance & Operation meeting agenda items, including the following:

- The award from Kool Kids in the amount of \$14,000 to Malcolm X Shabazz for their marching band.
- Application to New Jersey Department of Education (NJDOE) for the Innovation Dual Enrollment Pilot in the amount of \$150,000 for students who earn high school and college credits simultaneously.
- An award from NJDOE in the amount of \$768,000 for all students in 2<sup>nd</sup>-3<sup>rd</sup> grade to receive tutoring by qualified teachers and paraprofessionals.
- A donation from the New York Jets, which includes 20 Microsoft Surface Laptops, 20 Surface Pens, and 1 Surface Studio Computer for the Newark School of Fashion and Design.

The meeting continued with ASBA Whitlock discussing purchasing items. Some resolutions discussed were professional development for Health Education, cabling for surveillance system districtwide, online tutoring, and the purchase of Shop Rite/ Wal-Mart gift cards for McKinney Vento students and those in crisis. Board Member Crystal Williams asked how many homeless students are currently enrolled in the district. ASBA Whitlock advised that the information will be requested from The Office of Student Life and provided to the committee when available.

Board Member Crystal Williams inquired about the surveillance system cabling and if instruction will be interrupted during installation. The committee was informed that installation will not interfere with the instructional day. ASBA Whitlock informed the committee that American Rescue Plan (ARP) funds are being utilized for this project.

Board Member Williams had concerns regarding afterschool program meals being available at all schools. She was informed that food is provided during the district's after school tutoring program districtwide.

The committee proceeded to miscellaneous items. ASBA Whitlock provided an update on the district's spending analysis for ESSER II and ARP. She highlighted that the District received confirmation from the State confirming all ESSER II allocated to the District were expensed. She also advised that the District is on track to fully expense the ARP funds by the September 2024 deadline.

Budget Director Elvis Matos went over the Budget Calendar in preparation for SY24-25 budget reviews. He pointed out key dates including school budget reviews, budget submission, and public budget hearing.

Lastly, ASBA Whitlock advised the committee that in December 2022, the district was notified by the NJ Schools Development Authority Internal Audit Division that they were conducting an audit for the FY 2022 \$75 Million dollar grant distribution for the return of students. As a part their audit, NJSDA randomly selected the district for an evaluation to provide reasonable assurance that the grant funds



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were utilized appropriately and in a timely manner. Therefore, the district had to provide supporting documentation for all expenditures paid with these funds. As a result of the information the district submitted, the NJSDA confirmed that the internal audit for this grant did not identify any misuse of FY22 grant distribution funds based on the audit procedures performed.

The meeting successfully adjourned at 5:58 PM.

## Finance & Operations

**Item:** Authorization of District Travel

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

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

**Comments:**

The Newark Board of Education identifies professional development activities that are provided through conference, conventions, and workshops. 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 \$6,443.81.

**Item:** Acceptance of Kool Kids Foundation Award

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

**Priority:** 6.1  
**Strategy:** 6.1

**Comments:**

Kool Kids Foundation is a nonprofit organization with a mission that believes music and the arts have magical values and provide remedies to the ongoing disparity in education. Kool Kids Foundation has awarded Newark Board of Education \$14,000 for Malcolm X Shabazz High School Marching Band. The award letter is to be applied for Malcolm X Shabazz High School Marching Band’s uniforms and equipment. The grant period of funding is for the SY 2023-2024.



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**Item:** Approval to Apply for New Jersey Innovation Dual Enrollment Pilot

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

**Priority:** 6.1  
**Strategy:** 6.1

**Comments:**

The New Jersey Department of Education (NJDOE) announced the New Jersey Innovation Dual Enrollment Pilot Competitive Grant to expand this integral opportunity for New Jersey students to earn high school and college credits simultaneously. The Newark Board of Education is seeking permission to apply for the grant up to the total amount available \$150,000 for a one-year project period. This limited-competitive grant program is open to all operating New Jersey public school districts. The grant proposal will continue the partnership the District has with Essex County College.

**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 High Point Regional High School 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 High Point Regional High School 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 - November 2023

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

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

**Comments:**

We certify to the best of our knowledge that check numbers 661785 through 662722 dated November 1, 2023 through November 30, 2023 in the amount of \$74,921,261.73 represent obligations of the Newark School District and are being processed to expedite payment to the vendors.

**Item:** Secretary Report - October 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.



Roger León  
Superintendent

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**Item:** Treasurer Report - October 2023

<b>Lead(s):</b> Pablo Canela, Executive Controller	<b>Priority:</b> 1.2 <b>Strategy:</b> 1.2
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**Comments:**

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

**Item:** Transfer Report - October 2023

<b>Lead(s):</b> Pablo Canela, Executive Controller	<b>Priority:</b> 1.2 <b>Strategy:</b> 1.2
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**Comments:**

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

**Item:** Payroll Summary for 11/3/2023 and 11/17/2023

<b>Lead(s):</b> Pablo Canela, Executive Controller	<b>Priority:</b> 1.2 <b>Strategy:</b> 1.2
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**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:** Acceptance of New Jersey High-Impact Tutoring Grant

<b>Lead(s):</b> Sherelle Spriggs – Director of Support Services, Purchasing	<b>Priority:</b> 6.1 <b>Strategy:</b> 6.1
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**Comments:**

The Newark Board of Education was awarded \$768,000 from New Jersey Department of Education (NJDOE) for the New Jersey Learning Acceleration Program: High-Impact Tutoring Grant focusing on high-impact tutoring interventions for students that have been disproportionately affected by the pandemic. The grant will provide intensive tutoring support to enhance student learning and academic achievement for students in grades 2-5 in all elementary schools. Tutoring will be provided by qualified teachers and paraprofessionals with strong pedagogical knowledge aligned with the district's curricula. Tutoring sessions will be conducted in person and will take place three or more times per week, including Saturdays from January – June 2024.



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<b>Item:</b> Acceptance of NY Jets Donation	
<b>Lead(s):</b> Sherelle Spriggs – Director of Support Services, Purchasing	<b>Priority:</b> 6.1 <b>Strategy:</b> 6.1

**Comments:**

The New York Jets, located in Florham Park, NJ, has a mission to create impactful programming that leaves lasting legacies for their communities and fund initiatives that positively influence the lives of young people in the tri-state area and provide opportunity for disadvantaged communities. The New York Jets are excited to support the students of Newark Board of Education and their efforts to achieve success by donating 20 Microsoft Surface Laptops, 20 Surface Pens, and 1 Surface Studio Computer with an approximate monetary value in the amount of \$52,100. The donation is intended for the students at Newark School of Fashion and Design.

Purchasing	
<b>Item:</b> Award of Professional Development for Health Education, and Safe and Supportive Environments Contract 9836	
<b>Lead(s):</b> Sherelle Spriggs – Director of Support Services, Purchasing	<b>Priority:</b> 5.3 <b>Strategy:</b> 5.3

**Comments:**

Proposals were electronically received in accordance with N.J.S.A. 18A:18A-4.5 on Thursday, November 30, 2023 after public advertisement for Professional Development for Health Education, and Safe and Supportive Environments. Request for proposals were issued to four (4) vendors with two (2) vendors responding. The Newark Board of Education desires high quality professional development to support all health educators. The contract is for a two (2) year period commencing January 1, 2024 through December 31, 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.



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**Item:** Rejection of Tile Restoration Services Contract 9802

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

**Priority:** 1  
**Strategy:** 1.5

**Comments:**

Bids were electronically received on Tuesday, December 5, 2023 after public advertisement for Tile Restoration Services, request for bids were issued to thirty-one (31) vendors with one (1) vendor responding. The Newark Board of Education desires to reject the sole bid received in accordance with N.J.S.A. 18A:18A-22(a), as the sole bid received substantially exceeds our cost estimates. The Educational Services Commission of New Jersey Cooperative operates the State approved Cooperative Pricing System 65MCESCCPS for the provision of various goods and services to its members including tile restoration services. The Newark Board of Education shall utilize the Educational Services Commission of New Jersey Cooperative in addition to other cost saving State approved Cooperative Pricing Systems or State Contracts for the provision of tile restoration services. The recommendation for rejection of the sole bid received and utilization of a state-authorized cooperative to capitalize on cost savings was reviewed and approved by Carlos Edmundo, Acting Director of Facilities Management and Operations and Krystle Whitlock, Assistant School Business Administrator.

**Item:** Award of Masonry Restoration and Concrete Sidewalk Services Contract 9804

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

**Priority:** 1  
**Strategy:** 1.5

**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 January 1, 2024 through December 31, 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.





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**Item:** Award of Fire Alarm, Fire Suppression, Sprinkler System, Standpipe Systems, Fire Pumps and Portable Fire Extinguishers Service, Maintenance, and Repair Contract 9702R

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

**Priority:** 1  
**Strategy:** 1.2

**Comments:**

The Newark Board of Education originally advertised to receive bids on Friday, August 4, 2023 after public advertisement for Fire Alarm, Fire Suppression, Sprinkler System, Standpipe Systems, Fire Pumps and Portable Fire Extinguishers Service, Maintenance and Repair, request for bids were issued to sixteen (16) vendors with two (2) vendors responding. The Newark Board of Education approved the rejection of all bids during the August 24, 2023 Board Meeting in accordance with N.J.S.A. 18A:18A-22(d) to substantially revise the specifications for the goods and services. The Newark Board of Education re-advertised and received bids electronically on Thursday, October 12, 2023, request for bids were issued to seventeen (17) vendors with four (4) vendors responding, see award analysis. 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), pricing submitted by Johnson Controls is rejected and deemed unresponsive as the bidder failed to submit a signed bid. Rows 1 and 2 were awarded as a group to the lowest responsive and responsible bidder. In accordance with N.J.S.A. 18A:18A-37 the tie bid for row 8 was awarded to the vendor with the greater schedule of services to streamline repair diagnosis and repairs. The contract term is for a two (2) year period commencing January 1, 2024 through December 31, 2025 with an option to renew for one (1) successive two (2) year period. The recommendation for award of term contract was reviewed and approved by Carlos Edmundo, Acting Executive Director of Facilities Management and Krystle Whitlock, Assistant School Business Administrator.

**Item:** Award of Online Tutoring Services Contract 9816

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

**Priority:** 3.4  
**Strategy:** 3.4

**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 Online Tutoring Services. Request for proposals were issued to twenty-four (24) vendors with ten (10) vendors responding. The Newark Board of Education desires high quality virtual tutoring services for students in grades kindergarten through twelve to effectively accelerate student learning. Proposals were evaluated by staff members of the Newark Board of Education and the committee selected the finalist identified below as the best qualified vendor based on their response to the District's request for proposal. The contract is for a two (2) year period of January 1, 2024 through December 31, 2025 with an option to renew for one (1) successive two (2) year period. The recommendation for award of term contract has been reviewed and approved by Mary Harvey, Director of Student Support Services.





Roger León  
Superintendent

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

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

**Priority:** 1.5  
**Strategy:** 1.5

**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 was approved during the November 21, 2023 Board Meeting in the amount of a \$308.00 credit. The Newark Board of Education desires to amend the current contract to increase the contingency allowance of \$65,180.00 to \$104,610.00 to encumber funds for change order two. Change order two provides for additional masonry repairs not included in the 2019 emergent repair study in the amount of \$104,610.00.

**Item:** Afterschool Enrichment and Recreational Programming with Meal Services Purchasing Reference 9833

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

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

**Comments:**

The Newark Board of Education seeks a contractor to provide afterschool recreational programming with meal services to improve student engagement, assist with food insecurity, and build social-emotional skills that will aid in the reduction of crime among students .on two separate occasions the Newark Board of Education advertised request for proposals that included a scope of work for afterschool recreational programming with meal services .proposals were electronically received in accordance with N.J.S.A. 18A:18A-4.5 on Friday, August 5, 2022 after public advertisement for 9559 High School Student Enrichment, Expanded Learning, and Teacher Professional Development Services. Request for proposals were issued to nine (9) vendors. A responsive proposal for afterschool recreational programming with meal services was not received. The District re-advertised for the receipt of proposals on Thursday, November 3, 2022 for 9598 High School Expanded Learning Services. The sole proposal received for afterschool recreational programming with meal services substantially exceeded our cost estimates. The District negotiated a contract with the West Side High School Alumni Association. The vendor’s proposal and the District’s terms and conditions will become the contract. The contract term is January 1, 2024 through June 30, 2025 with an option to renew for one (1) successive two (2) year period. The recommendation for award of term contract has been reviewed and approved by Dr. Maria Ortiz, Assistant Superintendent.



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<b>Item:</b> McKinney Vento Gift Cards Purchasing Reference 9851	
<b>Lead(s):</b> Sherelle Spriggs – Director of Support Services, Purchasing	<b>Priority:</b> 5.4 <b>Strategy:</b> 5.4

**Comments:**

The Newark Board of Education desires Shoprite and Walmart gift cards for students experiencing homelessness and crisis. The Newark Board of Education advertised request for proposal 9723 McKinney Vento Events and request for bid 9805 McKinney Vento Gift Cards with zero responsive responders for purchasing gift cards. The Newark Board of Education then negotiated a contract for the purchase of gift cards with the vendors recommended for award. The vendor's quotation, the purchase order, and the District's terms and conditions will become the contract. The contract term is January 1, 2024 through December 31, 2025. The recommendation for award of term contracts has been reviewed and approved by Mary Harvey, Director of Student Support Services.

<b>Item:</b> Renewal of Contracts 9393AR2 Medical Benefits and 9393BR2 Pharmacy Benefit Manager Insurance Coverages	
<b>Lead(s):</b> Sherelle Spriggs – Director of Support Services, Purchasing	<b>Priority:</b> 1.4 <b>Strategy:</b> 1.4

**Comments:**

The Newark Board of Education (Board) is required to secure medical and prescription drug insurance coverage for eligible employees and their qualified dependents. Pursuant to N.J.S.A. 18A:18A-5a (10), the Board is authorized to award a contract for insurance coverage by resolution adopted at a public meeting in accordance with the requirements for contracts for extraordinary unspecifiable services. On September 17, 2021, in response to the Board's Request for Proposal 9393A Medical Benefits, the Board received proposals submitted by two (2) vendors proposing to provide medical insurance coverage. On September 17, 2021, in response to the Board's Request for Proposal 9393B Pharmacy Benefit Manager, the Board received proposals submitted by four (4) vendors proposing to provide prescription drug insurance coverage. All of the two (2) proposals for medical insurance coverage were found to meet the minimum requirements of request for proposal 9393A, and all of the four (4) proposals for prescription drug coverage were found to meet the minimum requirements of request for proposal 9393B. The Newark Board of Education approved the award of contract during the October 28, 2021 Board Meeting for a contract term of January 1, 2022 through December 31, 2022. The Newark Board of Education approved the first renewal of contract during the January 26, 2023 Board Meeting for a contract term of January 1, 2023 through December 31, 2023. The Newark Board of Education desires to renew the current contracts for medical insurance coverage and prescription drug coverage for a contract term of January 1, 2024 through December 31, 2024. Attached to this Resolution is an Extraordinary Unspecifiable Services Certification signed by the Assistant Superintendent of Human Resources, describing the nature of the work to be done and the vendor selection process noted above. The recommendation for renewal of term contracts were reviewed and approved by Dr. Yolanda Mendez, Assistant Superintendent of Human Resources. The Newark Board of Education desires Shoprite and



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Walmart gift cards for students experiencing homelessness and crisis. The Newark Board of Education advertised request for proposal 9723 McKinney Vento Events and request for bid 9805 McKinney Vento Gift Cards with zero responsive responders for purchasing gift cards. The Newark Board of Education then negotiated a contract for the purchase of gift cards with the vendors recommended for award. The vendor's quotation, the purchase order, and the District's terms and conditions will become the contract.

<b>Item:</b> Vision and Dental Insurance Coverage Purchasing Reference 9455R2	
<b>Lead(s):</b> Sherelle Spriggs – Director of Support Services, Purchasing	<b>Priority:</b> <b>Strategy:</b>

**Comments:**

The Newark Board of Education is required to secure vision and dental insurance coverage for eligible employees and their qualified dependents pursuant to N.J.S.A. 18A:18A-5a(10), the Board is authorized to award a contract for insurance coverage by resolution adopted at a public meeting in accordance with the requirements for contracts for extraordinary unspecifiable services .attached to this Resolution is an Extraordinary Unspecifiable Services Certification signed by the Assistant Superintendent of Human Resources describing the nature of the work to be done . The contract term shall not exceed a one (1) year period of January 1, 2024 through December 31, 2024. The recommendation for renewal of term contracts were reviewed and approved by Dr. Yolanda Mendez, Assistant Superintendent of Human Resources.

<b>Item:</b> Award of Category 6A Cabling for Surveillance System Contract 9729	
<b>Lead(s):</b> Sherelle Spriggs – Director of Support Services, Purchasing	<b>Priority:</b> 1.3 <b>Strategy:</b> 1.3

**Comments:**

Bids were electronically received on Thursday, September 28, 2023 after public advertisement for Category 6A Cabling for Surveillance System. Request for bids were issued to twenty-five (25) vendors with three (3) vendors responding, see award analysis. In accordance with N.J.S.A.18A:18A-2(y), the pricing submitted by Avatar Tech LLC is rejected and deemed non-responsive due to the fact that this vendor failed to submit a signed bid as well as other required documents. In accordance with N.J.S.A.18A:18A-2(y), the bid submitted by Johnston Communications is rejected and deemed non-responsive due to the fact that this vendor's bid did not comply with several material aspects of the bid specifications .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 maximum two (2) year period commencing January 1, 2024 through December 31, 2025. The recommendation for award of term contract was reviewed and approved by Abdullah Ansari, Executive Director of Information Technology.



Roger León  
Superintendent

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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>• Budget Calendar</li><li>• NJSDA Internal Audit of FY2022</li></ul>
<b>Adjournment Time</b>	5:58 PM
<b>Minutes Submitted By</b>	Nicole Krenz-Malacre