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SPRINGFIELD BOARD OF EDUCATION
NOVEMBER 2, 2020
REGULAR MEETING

The Springfield Board of Education is committed to providing high quality, efficient educational programs through which all students achieve the New Jersey Core Curriculum Contents Standards. Every effort is made to ensure that the district's certificated and support personnel are among the best in their fields.
The staff and Board of Education are dedicated to maintaining excellence in the delivery of child-centered educational programs. Very simply stated, in Springfield…SCHOOLS ARE FOR KIDS!

A Regular Meeting of the Board of Education of the Township of Springfield in the County of Union, New Jersey, was held via electronic media through zoom on Monday, November 2, 2020 at 7:02 P.M.

President's Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on January 6, 2020 and revised on October 30, 2020. The public comment format for this meeting is as follows – attendees wishing to comment during the public sessions will enter their name and address in the Q&A. The President of the Board of Education will recognize the attendee at the appropriate time by allowing the attendee to use audio or audio and video function to ask a question or make a comment.

1. CALL TO ORDER
   The meeting was called to order by Board President, Mr. Marc Miller.

Present: Mr. Anthony Delia, Mrs. Laura Gamarekian, Mr. Hector Munoz, Mrs. Meredith Murphy, Mrs. Kristy Rubin, Mrs. Paula Saha, Mr. Scott Silverstein, Mrs. Hilary Turnbull, Mr. Marc Miller
Also Present:
Mrs. Rachel Goldberg, Superintendent
Mr. Matthew Clarke, Business Administrator/Board Secretary
Mrs. Erica Scudero, Assistant Superintendent for Curriculum, Instruction & Assessment
Mrs. Dana Kelly, Director of Human Resources

2. PLEDGE OF ALLEGIANCE

3. EMERGENCY REGULATIONS
   Moved by Mrs. Gamarekian, seconded by Mr.Munoz, approval of the resolution regarding emergency regulations:

WHEREAS, the New Jersey Department of Community Affairs enacted emergency regulations that require public bodies (e.g., municipalities, boards of education, etc.) to meet certain criteria if the public body is holding a remote public meeting during a state of emergency; and

WHEREAS, the Springfield Board of Education ("Board") is required by the aforementioned regulations to adopt procedures for public comment made during remote meetings during a state of emergency.

NOW THEREFORE, be it resolved that:

1. The Board Secretary shall announce publicly, and shall cause to be entered in the minutes of the meeting, an accurate statement to the effect that either: (1) both adequate and electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided; or (2) only electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided, and that discussion and effectuation of public business shall be limited to the matters included in *N.J.A.C.* 5:39-1.5(g);

2. In the event the Board conducts a remote meeting during a state of emergency, the Board shall allow members of the public to make comments via audio or audio and video. Individuals will be prompted to enter their name and address in the Q&A function, and the Board shall hear the comments in the order received. All of the Board's Policies and Regulations related to public participation in board meetings shall remain in effect, including, but not limited to, the presiding officer's ability to limit each statement made by a participant to a 3 minute duration;

3. If a member of the public becomes disruptive during any portion of the remote public meeting, the Board President shall mute, or direct appropriate staff to mute, the disruptive member of the public. The disruptive individual shall receive a warning that continued disruption may result in the individual being removed from the remote meeting or muted at future remote meetings. Disruptive conduct includes, but is not limited to, shouting, interruption, or use of profanity. If time permits, the Board may allow the disruptive individual to make a public comment at the conclusion of the public comment portion, but reserves the right to continue muting or remove the disruptive individual if the disruptive behavior persists.

4. These procedures and requirements for making public comment, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced by the Board President at the beginning of each remote public meeting during a state of emergency.

4. <u>COMMUNICATIONS</u>
   a. NJSBA
      i. Online Education and the digitial divide: NJSBA Special Report from Executive Director Dr. Lawerence Feinsod, October 23rd.
      ii. School Law Forum – November 12th.

iii. UPDATE: Overreaching Legislation on Personnel Decisions was pulled from Senate Vote, NJSBA's position – October 29th.
iv. School Board Notes- October 28th.
v. Mandated Training FY 2020 – you should have received an email from the Call Center regarding your online training for either governance II, III, or IV. Needs to be completed by 12/31.

b. GSCS – News and Notes – October 19th and 26th.
c. Food Service Notice –
i. Beginning this week pickup time is 11:30am – 2:00pm. Monday picking up for Monday thru Wednesday, and the pickup on Thursday for Thursday thru Sunday.

5. MINUTES
Moved by Mrs. Gamarekian, seconded by Mr. Delia, to approve the following minutes:
Regular Meeting - October 19, 2020
Special Executive Meeting - October 26, 2020

Present: Mr. Anthony Delia, Mrs. Laura Gamarekian, Mr. Hector Munoz, Mrs. Meredith Murphy, Mrs. Kristy Rubin, Mrs. Paula Saha, Mr. Scott Silverstein, Mrs. Hilary Turnbull, Mr. Marc Miller MOTION CARRIED

6. SUPERINTENDENT'S REPORT
Moved by Mrs. Gamarekian, seconded by Mr.Munoz, to accept and approve the Superintendent's Report as presented –

1. Facilities Usage Update
2. Celebrating School Opening
3. Student/Staff Recognitions
   a. Technology Staff
4. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
5. Building Usage Request
6. Fund Raiser Request

Yeas: Unanimous by all Members present. MOTION CARRIED

7. PUBLIC SESSION (7:52 PM – 7:52 PM)
At this time, the public did not have any comments/questions regarding items on the Agenda or the Superintedent's Report.

8. TRANSFERS
Moved by Mrs. Rubin, seconded by Mr. Munoz, approval of the transfer of funds from and to the following line item accounts as designated. (Attachment A)

Yeas: Unanimous by all Members present. MOTION CARRIED

9. BOARD SECRETARY'S REPORT
Moved by Mrs. Rubin, seconded by Mr. Munoz, to approve the Board Secretary's Report dated September 30, 2020 and that it be received and placed on file.

Yeas: Unanimous by all Members present. MOTION CARRIED

10. TREASURER'S REPORT
Moved by Mrs. Rubin, seconded by Mr. Munoz, to approve the Treasurer's Report dated September 30, 2020 and that it be received and placed on file.

Yeas: Unanimous by all Members present. MOTION CARRIED

11. LEGAL SEPTEMBER 2020
Moved by Mrs. Rubin, seconded by Mr. Munoz, "Pursuant to N.J.A.C. 6:20-2.13 (e) and after review of the Board Secretary's and Treasurer's monthly financial reports and upon consultation with the appropriate district officials, I move the Board certify that to the best of its knowledge as of September 30, 2020 no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.13 (b) and that sufficient funds are available."

Yeas: Unanimous by all Members present. MOTION CARRIED

12. PERSONNEL APPOINTMENTS
Moved by Mrs. Gamarekian, seconded by Mr. Munoz, at the recommendation of the Superintendent, approval of the appointment of personnel on the attachment all such contracts being subject to future action on account of substantial reductions in State School Aid by virtue of the state of emergency and resulting Statewide Financial dislocation. (Attachment B)

Yeas: Unanimous by all Members present. MOTION CARRIED

13. SPECIAL EDUCATION PLACEMENTS
Moved by Mrs. Gamarekian, seconded by Mr. Munoz, at the recommendation of the Superintendent, that the Board of Education approve Special Education request for Related Services/Placements on the attachment. (Attachment C)

Yeas: Unanimous by all Members present. MOTION CARRIED

14. STUDENT TEACHER
Moved by Mrs. Gamarekian, seconded by Mr. Munoz, to approve the attached list of Student Teacher(s) for the 2020-2021 school year. (Attachment D)

Yeas: Unanimous by all Members present. MOTION CARRIED

15. TUITION GRANTS
Moved by Mrs. Gamarekian, seconded by Mr. Munoz, at the recommendation of the Superintendent, approval of the attached personnel for following courses as being eligible for Tuition Grant reimbursement and applicable for advancement on the guide. (Attachment E)

Yeas: Unanimous by all Members present. MOTION CARRIED

16. SPRINGFIELD POLICE DEPARTMENT MOA
Moved by Mrs. Gamarekian, seconded by Mr. Munoz, at the recommendation of the Superintendent, approval of the Memorandum of Agreement between the Springfield Board of Education and the Springfield Police Department for the 2020-21 school year.

Yeas: Unanimous by all Members present. MOTION CARRIED

17. COURSE TITLES
Moved by Mrs. Gamarekian, seconded by Mr. Munoz, at the recommendation of the Superintendent, to approve the following course revision (new, revised, title change, deletion) in the program of studies –

- Course Titles –
  - Visual/Performing Arts –
    - Music Production Lab 1 (title change)
    - Music Production Lab 2 (new)
  - Fine, Visual, Performing & Practical Arts
    - Chorale (revision)

Yeas: Unanimous by all Members present. MOTION CARRIED

18. COMPREHENSIVE MAINTENANCE PLAN
Moved by Mr. Delia, seconded by Mr. Munoz, approval to authorize the Business Administrator/Board Secretary to submit the attached Resolution for Submission of the Comprehensive Maintenance Plan for the Springfield School District in compliance with the State Department of Education requirements for the period of 2001-2021. (Attachment F)

Yeas: Unanimous by all Members present. MOTION CARRIED

19. 1st READING- POLICY AND REGULATIONS
Moved by Mr. Silverstein, seconded by Mrs. Saha, to approve the first reading of the following policy and regulation (Attachment G):

a. 8561 - Procurement Procedures for School Nutrition Programs

Yeas: Unanimous by all Members present. MOTION CARRIED

20. SIDEBAR AGREEMENT
Moved by Mr. Silverstein, seconded by Mrs. Gamarekian, at the recommendation of the Superintendent, to approve a Sidebar Agreement between the Springfield Board of Education and the Springfield Education Association for parent conferences during the 2020-2021 school year (July 2019 – June 2023), negotiated contract. (Attachment H)

Yeas: Unanimous by all Members present. MOTION CARRIED

21. PUBLIC SESSION
The following members of the public had questions or comments regarding:
Peter Lenz – notifications to the public.

22. NEW BUSINESS
a. Thank you to Debbie LoShiavo for her dedication to the district.

23. ADJOURNMENT
Moved by Mr. Munoz, seconded by Mrs. Gamarekian, to adjourn the regular meeting at 8:12 PM.

Yeas: Unanimous by all Members present. MOTION CARRIED

Upcoming Meetings:
1. Regular Meeting – November 16, 2020 at 7:30 PM in the IMC at JDHS
2. Regular Meeting – December 7, 2020 at 7:30 PM in the IMC at JDHS

_____
Matthew A. Clarke
Business Administrator/Board Secretary

Transfer
September 2020

Attachment (A)

Account Code	Description	To	From
11-000-213-600-72-14	HEALTH SERVICE SUPPLIES JDHS	1,020.00	
11-000-219-890-70-11	MEMBERSHIP/DUES/SPEC.SERVICES	300.00	
11-000-230-339-00-01	OTHER PROF SERV BOND RELATED		9,001.00
11-000-230-339-97-02	SUPERINTENDENT BOARD COACHING	9,000.00	
11-000-240-890-82-11	DUES FEES WKSPH SP SERV		300.00
11-190-100-610-14-09	LA SUPPLIES WAL	8,922.00	
11-190-100-610-22-14	TEACHER SUPPLIES SCIENCE JDHS	1,329.00	
11-190-100-610-80-04	TEACHER SUPPLIES CUR+STAFF DEV		700.00
11-190-100-610-82-14	TEACHER SUPPLIES OFFICE JDHS		2,349.00
11-190-100-640-14-14	TEXTBOOKS COMMUNICATION ARTS J		2,200.00
11-190-100-640-23-14	TEXTBOOKS SOCIAL STUDIES JDHS	2,200.00	
11-190-100-640-80-04	TEXTBOOKS CURR STAFF DEV	701.00	
12-120-100-730-12-09	EQUIPMENT EVW		8,922.00

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Certificated Staff								
Zavocki	Cristian	Elementary Teacher	JCS	---	---	---	Extended Leave	9/3/2020 - 2/26/2021
Marino	Jill	Leave Replacement Elementary Teacher	JCS	Step 1/MA	$61,930.00	---	Extended Leave for CZ	9/3/2020 - 2/26/2021
Martin	Maria	3 periods - full year	JDHS	---	$10,268.04	---	Revised	9/01/20 - 6/21/2021
Huang	Kevin	6 periods - September - October	JDHS	---	$2,717.04	---	Revised	9/01/20 - 10/31/20
Hill	Darlene	27 Summer Hours	JDHS	---	$58.91/hr.	---	Additional Hours	6/24/20 - 8/31/2020
D'Amore	Michelle	Physical Education Teacher	FMG	---	---	---	Updated Leave	10/22/2020 - 1/21/2021
Schmidt	Linda	Mentor Teacher	JCS	---	$550.00	---	MA	11/3/2020 - 3/7/2021
Silberto-Graham	Roxanne	Nurse	JDHS	---	$66.73/hr	---	Up to 30 Hours, Overtime to Assist with Contact Tracing	11/1/2020 - 6/30/2021

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Substitute/Home instructor/Volunteer								
Capalbo	Dylan	Substitute Teacher	District	---	---	New	---	11/3/2020 - 6/30/2021
Jackson	Rebecca	Substitute Teacher	District	---	---	New	Teaching Certificate	11/3/2020 - 6/30/2021
Jackson	William	Substitute Teacher	District	---	---	New	Teaching Certificate	10/26/2020 - 6/30/2021
Hargrove	Tachia	Substitute Teacher	District	---	---	New	County Sub Cert + BA	11/3/2020 - 6/30/2021
Jackson	Yvonne	Substitute Teacher	District	---	---	New	County Sub Cert	11/3/2020 - 6/30/2021
Simonelli	Christian	Substitute Teacher	District	---	---	New	County Sub Cert	11/3/2020 - 6/30/2021
Schubring	Vanessa	Substitute Teacher	District	---	---	New	Teaching Certificate	11/3/2020 - 6/30/2021

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Non-Certificated								
Javed	Farkhunda	Instructional Aide	TLS	---	---	---	Leave	10/22/2020 - 1/21/2021
Jackson	Yvonne	Instructional Aide	---	---	$19.42/hr	New	---	On or About 12/7/2020 - 6/30/2021
Lo Schiavo	Debra	Secretary	JDHS	---	---	---	Retirement	1/1/2021

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Before and After School Program/Childcare								

" A school district or charter school …..may employ….for a period not to exceed 90 days pending review by the school district providing all the following are satisfied:
Applicant complied with providing list
School district has no knowledge or information that the applicant would be required to disclose under the law
School district determines special or emergent circumstances exist that justify the temporary employment of this applicant"

Springfield Board of Education Regular Meeting 11/2/2020
***Resignation subject to the requirements provided by law**

Special Education Request
Related Services/OOD Placements

Attachment (C)

RELATED SERVICES REQUEST					
Vendor	**Related Service**	**Rate**	**Hours/days/week**	**Term**	**Student**

OF DISTRICT PLACEMENT REQUEST				
School/Placement	**Student**	**Tuition**	**Term**	**Comments**
Lincoln Elementary School Cranford, NJ	2320	$3,219.00	20-21SY	Speech
Livingston Public School Livingston	0610	$30,900.00	20-21SY	

Student Teacher/Internships
Clinical Practice I and Clinical Practice II
(Junior Practicum and Student Teaching)

2020 - 2021 School Year

Board of Education Meeting: 11/2/2020

Student Teacher/Intern	**Anna Holland**
College / University	**Fairleigh Dickinson University**
Assignment Date	**12/1/2020 - 1/22/2021**
Field of Study	**Secondary Education, Self-Contained Special Ed, and ELA** ***10 days in total for teacher observation**
School	**Jonathan Dayton High School**
Cooperating Teacher/Counselor	**Virtually Observe:** 1. Maeve Hoffman, ELA/SS 2. Michael O'Brien, Math 3. Jen Mortensen, Science

Attachment (E)

Tuition Grants
Spring 2021

*Danielle Elia-EDIN554-The Kinesthetic II: Moving Across the Standards	Graduate
*Danielle Elia-EDUC 601-Models of Inquiry and Research	Graduate
*Danielle Elia-EDUC 602/700-Inquiry in Practice	Graduate
Allison Zale-Math 531 Abstract Algebra I	Graduate
Allison Zale-Math 574 Problem Analysis in Secondary Mathematics	Graduate
Derrick Gabene-CSP6050-Ethical and Legal issues in Counseling	Graduate
Derrick Gabene-CSP6080-Career Development	Graduate

For approval at the November 2, 2020 BOE Meeting

**Credit Only not for Reimbursement*

Attachment (E)

Tuition Grants
Summer 2021

Derrick Gabene-CSP6540-Clinical Supervision	Graduate
Derrick Gabene-CSP6420-Introducation Play and Creative Therapies	Graduate

For approval at the November 2, 2020 BOE Meeting

Springfield Board of Education

Resolution

Submission of Comprehensive Maintenance Plan

Whereas, the 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, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Springfield School District are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep their system warranties valid,

Now Therefore Be It Resolved, that the Springfield School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Springfield School District in compliance with Department of Education requirements.

NJ DEPARTMENT OF EDUCATION
SCHOOL FACILITIES

Form M-1

Annual Maintenance
Budget Amount Worksheet
Per N.J.A.C. 6A:26A

County	**Union**	**Current Area Cost Allowance per SF**	**$ 143.00**
District Name	**Springfield**	**District contact name**	Matthew A. Clarke
District Number	**5000**	**District contact phone**	(973) 376-1025
Filing Date	**27-Oct-20**	**District contact e-mail**	mclarke@springfieldschools.com

A	B	C	D	E	F	G
School Facility Name	**School Number**	**Gross Building Area (GSF)**	**Building Replacement Value**	**Prior Years Actual & Current Year Budgeted expenditure (See Detailed Sheet)**	**Min. Annual Target Expenditure for FY 19-20**	**Anticipated Budget for FY 20-21**
Jonathan Dayton High School	010	184,725	$ 26,415,675	$ 3,942,874	$ 52,831	$ 197,669
Edard V. Walton Elementary School	050	81,577	$ 11,665,511	$ 1,583,968	$ 23,331	$ 94,096
Florence M. Gaudineer Middle School	060	87,935	$ 12,574,705	$ 2,364,707	$ 25,149	$ 87,293
James Caldwell Elementary School	070	39,245	$ 5,612,035	$ 838,879	$ 11,224	$ 41,995
Thelma M. Sandmeier Elementary School	090	42,422	$ 6,066,346	$ 707,044	$ 12,133	$ 45,394
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District Total		435,904	$ 62,334,272	$ 9,437,473		
Min. Required amount for FY 19-20					$ 124,669	
Anticipated Budget amount for FY 20-21						$ 466,447

Max. Maintenance Reserve Amount (4% of column D)	$ 2,493,371
Current District Maintenance Reserve Amount	$ 250,000

Prepared by:

District School Business Administrator *Print* Matthew A. Clarke **Date** 10/27/20

Sign

Detailed Actual Expenditures by Year by Building Worksheet

District Name	Springfield																						District Number	5000
			Actual Expenditure by Building																					
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
			Prorated Actual	Prorated Actual	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Budgeted Amount	
A. School Facility Name	**School Number**	**Gross Building Area (GSF)**	**FY 01-02**	**FY 02-03**	**FY 03-04**	**FY 04-05**	**FY 05-06**	**FY 06-07**	**FY 07-08**	**FY 08-09**	**FY 09-10**	**FY10-11**	**FY11-12**	**FY12-13**	**FY13-14**	**FY14-15**	**FY15-16**	**FY16-17**	**FY17-18**	**FY18-19**	**FY19-20**	**FY20-21**	**Total**
Jonathan Dayton High School	010	184,725	$ 9,391	$ 161,042	$ 162,342	$ 270,227	$ 236,185	$ 229,467	$ 190,070	$ 222,593	$ 432,319	$ 274,443	$ 278,924	$ 589,134	$ 479,866	$ 333,975	$ 594,751	$ 331,147	$ 343,255	$ 236,831	$ 282,878	$ 197,669	$ 3,942,874
Edard V. Walton Elementary School	050	81,577	$ (48,395)	$ 27,529	$ 27,751	$ 46,192	$ 104,303	$ 101,336	$ 90,480	$ 105,962	$ 190,918	$ 130,644	$ 132,777	$ 260,169	$ 204,848	$ 162,000	$ 156,978	$ 92,619	$ 135,463	$ 104,670	$ 109,704	$ 94,096	$ 1,583,968
Florence M. Gaudineer Middle School	060	87,935	$ 4,471	$ 76,661	$ 77,280	$ 128,637	$ 112,432	$ 109,234	$ 83,938	$ 98,300	$ 205,797	$ 121,198	$ 123,177	$ 280,446	$ 221,514	$ 652,215	$ 207,192	$ 252,614	$ 169,120	$ 145,443	$ 104,494	$ 87,293	$ 2,364,707
James Caldwell Elementary School	070	39,245	$ 1,995	$ 34,214	$ 34,490	$ 57,410	$ 50,178	$ 48,750	$ 40,381	$ 47,290	$ 91,847	$ 58,306	$ 59,258	$ 125,162	$ 64,535	$ 78,875	$ 55,703	$ 32,505	$ 79,291	$ 56,428	$ 186,822	$ 41,995	$ 838,879
Thelma M. Sandmeier Elementary Sch	090	42,422	$ (7,669)	$ 28,832	$ 29,065	$ 48,380	$ 54,240	$ 52,697	$ 43,650	$ 51,118	$ 99,282	$ 63,026	$ 64,055	$ 135,294	$ 51,803	$ 50,785	$ 76,513	$ 47,192	$ 49,187	$ 56,419	$ 67,376	$ 45,394	$ 707,044
0	000	0																					$ -

FINAL

CMP - 2019-20 Revised - October 27, 2020

	TOTAL	District	Total Schools	Dayton	Gaudineer	Caldwell	Sandmeier	Walton
Asbestos	52,849.00	-	52,849.00	2,650.00	8,800.00	39,500.00	1,899.00	-
Asphalt/Concrete	13,087.06	-	13,087.06	-	-	4,720.94	8,366.12	-
Bells	1,017.20	-	1,017.20	-	-	-	-	1,017.20
Boiler Maint./Repr	51,804.29	-	51,804.29	12,697.50	4,945.53	3,130.00	6,602.27	24,428.99
Boiler Room Maint.	17,790.00	-	17,790.00	17,790.00	-	-	-	-
Controls	5,508.36	-	5,508.36	4,793.36	-	-	-	715.00
Ed Data	2,297.50	-	2,297.50	459.50	459.50	459.50	459.50	459.50
Electrical	17,204.00	-	17,204.00	12,302.00	455.00	4,447.00	-	-
Elevators. (D&W)	4,080.00	-	4,080.00	2,040.00	-	-	-	2,040.00
ERM (Environmental)	25,458.01	-	25,458.01	2,803.30	4,279.30	15,832.41	1,703.00	840.00
Fire	20,217.49	-	20,217.49	6,430.96	1,688.96	2,237.96	5,286.46	4,573.15
Flooring	44,946.77	-	44,946.77	13,805.01	16,415.67	8,428.56	1,502.00	4,795.53
Generator & Inspectic	2,820.00	-	2,820.00	2,280.00	540.00	-	-	-
Glass	475.00	-	475.00	475.00	-	-	-	-
Grease P/U. (D&G)	1,382.80	-	1,382.80	630.66	752.14	-	-	-
HVAC	27,770.47	-	27,770.47	9,324.17	1,194.88	283.20	7,098.75	9,869.47
HVAC Rental	4,741.00	-	4,741.00	-	4,741.00	-	-	-
Kitchen Equip Repair	11,252.08	-	11,252.08	7,564.39	3,687.69	-	-	-
Painters	37,082.69	-	37,082.69	-	-	37,082.69	-	-
Pest Control	6,940.00	-	6,940.00	1,038.00	1,038.00	1,038.00	2,788.00	1,038.00
Plumbing	60,482.79	-	60,482.79	39,740.00	1,336.12	18,631.64	775.03	-
Roofing	3,207.50	-	3,207.50	2,007.50	1,200.00	-	-	-
Security	31,048.96	-	31,048.96	14,592.56	4,118.68	3,004.68	5,228.18	4,104.86
Sewer B/U	15,839.19	-	15,839.19	8,379.37	1,890.82	4,703.90	-	865.10
ScoreBoard	217.08	-	217.08	217.08	-	-	-	-
Steam Pipes	19,850.00	-	19,850.00	-	-	19,850.00	-	-
Sprinklers	520.00	-	520.00	-	-	-	-	520.00
Water Tank/Treatme	17,995.00	-	17,995.00	14,315.00	920.00	920.00	920.00	920.00
(420)	497,884.24	-	497,884.24	176,335.36	58,463.29	164,270.48	42,628.31	56,186.80

	TOTAL	District	Total Schools	Dayton	Gaudineer	Caldwell	Sandmeier	Walton
Building Supplies	30,347.85	29,914.04	433.81	327.11	-	106.70	-	-
Electrical Supplies	2,126.77	53.36	2,073.41	512.77	101.88	-	1,028.00	430.76
Doors & Hardware	1,205.95	471.14	734.81	519.81	215.00	-	-	-
Filters	571.90	-	571.90	571.90	-	-	-	-
Hardware	679.95	184.03	495.92	52.23	443.69	-	-	-
ID Badges & ACC	12,677.85	12,677.85	-	-	-	-	-	-
Lighting	5,957.26	5,069.62	887.64	-	-	887.64	-	-
Locks	25.96	-	25.96	25.96	-	-	-	-
Monitors	834.31	834.31	-	-	-	-	-	-
Paint	3,277.83	163.55	3,114.28	2,634.79	85.81	209.15	-	184.53
Plumbing Supplies	8,091.12	5,191.85	2,899.27	1,479.87	353.96	-	711.47	353.97
Signage	618.83	535.11	83.72	83.72	-	-	-	-
CHP	4,871.60	-	4,871.60	-	-	-	-	4,871.60
2-Way Radios	-	-	-	-	-	-	-	-
(610)	71,287.18	55,094.86	16,192.32	6,208.16	1,200.34	1,203.49	1,739.47	5,840.86

569,171.42	55,094.86	514,076.56	182,543.52	59,663.63	165,473.97	44,367.78	62,027.66

District	55,094.86		23,305.13	10,412.93	4,958.54	5,344.20	11,074.07
Salary	182,102.00		77,029.15	34,417.28	16,389.18	17,663.89	36,602.50
			100,334.27	44,830.21	21,347.72	23,008.10	47,676.57
TOTAL	751,273.42		282,877.79	104,493.84	186,821.69	67,375.88	109,704.23
Audit	569,171.42	(182,102.00)	-	-			-
	751,273.42	-	282,877.79	104,493.84	186,821.69	67,375.88	109,704.23
-							
			42.30%	18.90%	9.00%	9.70%	20.10%
		569,171.42	240,759.51	107,573.40	51,225.43	55,209.63	114,403.46

PROJECTION (Based on submitted budget + C/O)					CMP - 2019-20	July 1, 2020 - June 30, 2021		
	TOTAL	District	Total Schools	Dayton	Gaudineer	Caldwell	Sandmeier	Walton
Asbestos	5,000.00	-	5,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Boiler Maintenance	17,500.00	-	17,500.00	2,920.00	4,375.00	2,915.00	2,915.00	4,375.00
Brick Façade	5,000.00	-	5,000.00	5,000.00	-	-	-	-
Concrete	5,000.00	-	5,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Doors & Hardware	1,000.00	-	1,000.00	-	-	-	-	1,000.00
Drapery	500.00	-	500.00	500.00	-	-	-	-
Duct Repair	1,000.00	-	1,000.00	1,000.00	-	-	-	-
Dumbster	500.00	-	500.00	500.00	-	-	-	-
Ed Data	5,600.00	5,600.00	-	-	-	-	-	-
Electrical	35,000.00	-	35,000.00	12,000.00	6,250.00	5,250.00	5,250.00	6,250.00
Elevators	3,000.00	-	3,000.00	1,500.00	-	-	-	1,500.00
Engineering Service	5,000.00	5,000.00	-	-	-	-	-	-
Equipment Repair	8,500.00	8,500.00	-	-	-	-	-	-
ERM (Environmental)	5,000.00	-	5,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Fire	10,000.00	-	10,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Grease P/U	500.00	500.00	-	-	-	-	-	-
Gym Floors	15,000.00	-	15,000.00	7,500.00	7,500.00	-	-	-
HVAC	15,000.00	-	15,000.00	7,500.00	2,000.00	1,500.00	1,500.00	2,500.00
Kitchen Equip Repair	2,500.00	-	2,500.00	2,000.00	500.00	-	-	-
Lockers	4,700.00	-	4,700.00	-	4,700.00	-	-	-
Pest Control	5,000.00	-	5,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Plumbing	35,000.00	-	35,000.00	12,000.00	6,250.00	5,250.00	5,250.00	6,250.00
Roof Repairs	10,000.00	-	10,000.00	-	5,000.00	-	2,500.00	2,500.00
Seal Coat	4,500.00	-	4,500.00	-	2,500.00	-	-	2,000.00
Security	7,500.00	-	7,500.00	2,500.00	1,500.00	1,000.00	1,000.00	1,500.00
Springler Inspections	1,200.00	-	1,200.00	-	-	1,200.00	-	-
Tile	4,000.00	-	4,000.00	-	1,000.00	1,000.00	1,000.00	1,000.00
	212,500.00	19,600.00	192,900.00	60,920.00	47,575.00	24,115.00	25,415.00	34,875.00
Bathroom Material	4,400.00	-	4,400.00	-	-	1,000.00	1,675.00	1,725.00
Batteries	500.00	500.00	-	-	-	-	-	-
Boiler Pump	1,000.00	-	1,000.00	-	1,000.00	-	-	-
Brick & Concrete	10,000.00	-	10,000.00	10,000.00	-	-	-	-
Building Supplies	19,200.00	-	19,200.00	8,385.00	3,745.00	1,540.00	1,785.00	3,745.00
Electrical Supplies	500.00	500.00	-	-	-	-	-	-
Elevator Equip	500.00	-	500.00	250.00	-	-	-	250.00
Equipment	4,000.00	4,000.00	-	-	-	-	-	-
Film	100.00	100.00	-	-	-	-	-	-
Filters	2,800.00	-	2,800.00	1,225.00	545.00	225.00	260.00	545.00
Hardware	7,500.00	7,500.00	-	-	-	-	-	-
HVAC Unit	2,500.00	-	2,500.00	2,500.00	-	-	-	-
ID Badges & ACC	2,500.00	-	2,500.00	2,500.00	-	-	-	-
Lighting	1,000.00	1,000.00	-	-	-	-	-	-
Locks	2,000.00	-	2,000.00	1,000.00	1,000.00	-	-	-
Lumber	500.00	-	500.00	500.00	-	-	-	-
Paint	5,000.00	-	5,000.00	2,185.00	975.00	400.00	465.00	975.00
Paper Towels	2,000.00	-	2,000.00	875.00	390.00	160.00	185.00	390.00
Plummbing Supplies	6,500.00	6,500.00	-	-	-	-	-	-
	72,500.00	20,100.00	52,400.00	29,420.00	7,655.00	3,325.00	4,370.00	7,630.00
	285,000.00	39,700.00	245,300.00	90,340.00	55,230.00	27,440.00	29,785.00	42,505.00

8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

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The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358 - Appendix. Formal procurement procedures will be used as required by 2 CFR 200.318 through .326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.

2. The following procedures will be used for all purchases:

Product/ Services	Estimated Dollar Amount	Procurement Method	Evaluation	Contract Award Type	Contract Duration/ Frequency

B. Micro-Purchase Procedures

1. Public/Charter Schools

Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

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2. Non-Public Schools

Purchases of supplies or services, within the Federal micro-purchase threshold (the aggregate amount does not exceed the Federal micro-purchase threshold as set by 2 CFR 200.67 will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

3. Formal bid procedures will be applied on the basis of:

- centralized system;
- individual school;
- multi-school system; and/or
- State contract.

4. Because of the potential for purchasing more than public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

C. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.

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2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:

   a. A general description of items to be purchased;

   b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;

   c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;

   d. The deadline for submission of sealed bids or proposals; and

   e. The address of the location where complete specifications and bid forms may be obtained.

3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.

4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.

5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:

   a. Contract period for the base year and renewals as permitted;

   b. The Board of Education is responsible for all contracts awarded (statement);

   c. Date, time, and location of IFB/RFP opening;

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d. How the vendor is to be informed of bid acceptance or rejection;

e. Delivery schedule;

f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;

g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;

h. Statement assuring positive efforts will be made to involve small and minority businesses, women's business enterprises, and labor surplus area firms;

i. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board of Education's nonprofit school food service account;

j. Contract provisions as required in Appendix II to 2 CFR 200~~;~~**:**

(1) Termination for cause and convenience – contracts in excess of $10,000;

(2) Equal Opportunity Employment – "federally assisted construction contracts";

(3) Davis-Bacon Act – construction contracts in excess of $2,000;

(4) Contract work Hours and Safety Standards – contracts in excess of $100,000;

(5) Right to inventions made under a contract or agreement – if the contract meets the definition of a "funding agreement" under 37 CFR 401.2(a);

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(6) Clean Air Act – contracts in excess of $150,000;

(7) Debarment and Suspension – all Federal awarded contracts;

(8) Byrd Anti Lobbying Amendment – contracts in excess of $100,000; and

(9) Contracts must address administrative, contractual , or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;

l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;

m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;

n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The "index rate" means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;

o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);

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p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);

q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;

r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;

s. Method of shipment or delivery upon contract award;

t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;

u. Description of process for enabling vendors to receive or pick up orders upon contract award;

v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);

w. Signed statement of non-collusion;

x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);

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y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017, including specific instructions for prior approval and documentation of utilization of non-domestic food products only;

z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested~~.~~**;** and

aa. The Board of Education's Electronic Signature Policy.

6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary or designee's and will specify the deadline for all questions.

a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.

b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.

c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.

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7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.

   a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.

   b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.

   c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.

   d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.

   e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.

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f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.

g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

D. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – See Appendix, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.

2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.

3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.

4. The price quotes will receive appropriate confidentiality before award.

5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.

6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.

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7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.

8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.

9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

E. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.

2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.

3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.

4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.

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5. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than the applicable Federal or State micro-purchase threshold to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.

6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

F~~E~~. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.

2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.

3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)

4. Specifications will be updated as needed.

5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

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G. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

H. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 through .326 and applicable program regulations and guidance.

2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:

a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;

b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;

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c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;

d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;

e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;

f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;

g. The Buy American provisions are included in the procurement of food and agricultural products; and

h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

I. Records Retention

1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:

a. Written rationale for the method of procurement;

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b. A copy of the original solicitation;

c. The selection of contract type;

d. The bidding and negotiation history and working papers;

e. The basis for contractor selection;

f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;

g. The basis for award cost or price;

h. The terms and conditions of the contract;

i. Any changes to the contract and negotiation history;

j. Billing and payment records;

k. A history of any contractor claims;

l. A history of any contractor breaches; and

m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

J. Code of Conduct for Procurement

1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.

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2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.

K. Food Service Management Company (FSMC)

1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.

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2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.

3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law
New Jersey Department of Agriculture
"Procurement Procedures for School Food Authorities" Model Policy – September 2018

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APPENDIX

FEDERAL FUNDS PROCUREMENT METHOD SELECTION CHART		
THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.		
NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below $4,350 without QPA	N.J.S.A 18A:18A-3	Sound Business Practice *
Below $6,000 with QPA	APPLIES TO PURCHASES BELOW THE QUOTATION THRESHOLDS	
SMALL PURCHASE QUOTATION PROCEDURES		
$4,351 OR $6,001 up to $29,000 or $40,000	N.J.S.A. 18A:18A–37 ANY PURCHASE EXCEEDING QUOTATION THRESHOLDS REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF $29,000 (without a QPA*) OR $40,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE: ANNUAL AGGREGATE AMOUNTS		
FORMAL PROCUREMENT		
$29,000 or $40,000 and above	N.J.S.A. 18A:18A–37 Bid Threshold without a QPA* - $29,000 Bid Threshold with a QPA* - $40,000	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
* QUALIFIED PURCHASING AGENT		
NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below $10,000 *	Micro - purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than $10,000	Sound Business Practice *
* Or LESS than $10,000 if local SFA Procurement Policies are more restrictive		
$10,001 - $249,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
FORMAL PROCUREMENT		
$250,000 and above	As per Federal requirements in 2 CFR Parts 200.317 - 200.326	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)

Note: The Federal Funds Procurement Method Selection Chart is subject to change in accordance with the schedule set forth in N.J.S.A. 18A:18A-3 "Public School Contracts Law". A "Qualified Purchasing Agent" must be qualified in accordance with N.J.S.A. 40A:11-9. In order to track updates to this Chart, the source document can be located on the New Jersey Department of Agriculture's website under "Forms and Publications" it is titled, "State Agency Form #358."

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POLICY

SPRINGFIELD
BOARD OF EDUCATION

Adopted:

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Sidebar Agreement between the
Springfield Education Association and the
Springfield Board of Education
Regarding Holidays for Custodians

Both parties enter into this Sidebar Agreement on _____.

1. The Parties have agreed that, in response to the scheduling changes made in response to the COVID-19 outbreak, the language regarding the parent conferences in Part III, Article 23, Section D.3, as agreed upon in the contract, shall be changed for the conferences scheduled November 23, 2020 and November 24, 2020 to read as follows:

   Conferences shall consist of two days as follows: (i) the first day shall consist of an early dismissal for students with afternoon conferences through the end of the school day and evening conferences which shall run from 6:00 p.m. until 8:00 p.m.; (ii) the second day shall consist of an early dismissal for students with conferences through the end of the school day.

2. This agreement shall be in effect during the 2020-2021 academic year only.
3. All of the remaining terms and conditions in the Parties Collective Bargaining Agreement not specifically modified herein shall remain in full force and shall not be impacted by the terms of this Sidebar Agreement.

For the Board of Education	For the Association
_____	_____
_____	_____
_____	_____
_____	_____