



REGULAR SESSION MEETING of the Tenafly Board of Education

Monday, February 22, 2021

Tenafly Board of Education

Tenafly High School Media Center

19 Columbus Drive

Tenafly, NJ 07680

NOTICE OF REGULAR PUBLIC BOARD MEETING VIA ZOOM - Please Take Notice that the Regular Public Meeting of the Board of Education of February 22, 2021 will take place at THS Media Center and conducted as a virtual meeting. The meeting will directly go into a closed session at 7:15 p.m. At the conclusion of the closed session, the meeting will immediately adjourn into open session at the regularly scheduled time of 8:00 p.m. An attendee may raise their hand and they will be unmuted to present their comment or they may submit comments via Q&A which will be read during the Public Comment period. Any shared comment (spoken or written) must include the person's name and address in order to be recognized. Formal action will be taken.

The community may join the Zoom Meeting at <https://zoom.us/j/99734826177> from a computer or mobile device. The public may attend the meeting in person subject to space limitations caused by social distancing and the need to accommodate the Board members and district administrators. If the Board is not able to accommodate the number of people who present themselves to attend the public meeting, they will be offered the opportunity to observe and participate in the meeting live streamed to another designated location in the district. The public's presence at the livestream location will also require attendees to socially distant and wear a protective face covering during their presence in the school building. These requirements shall be strictly enforced.

Board of Education

Ms. Jocelyn Schwarz, President

Ms. Jane Juhng, Vice President

Mr. Mark Aronson

Ms. Inbal Israeli Miller

Ms. Michelle Merchant

Ms. Yelena Meytes

Ms. Paula Newman

Mr. Edward J. Salaski

Dr. Michael Wilderman

Administration

Ms. Shauna C. DeMarco, Superintendent

Dr. Evelyn Mamman, Assistant Superintendent of Curriculum and Instruction

Ms. Cheryl Nardino, Business Administrator/Board Secretary

Ms. Danielle Diaz, Human Resources Manager

2020-21 High School Students Representatives to the Board

Kira Baltaytis, Senior

Jessica Lee, Junior

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| 1. | CLOSED SESSION – 7:15 p.m. – Board will enter into Closed Session immediately | |
| 2. | OPEN SESSION – 8:00 p.m. – Regular Public Meeting – Formal action will be taken | |
| 3. | A. Call to Order B. Adequate Notice Statement C. Roll Call D. Pledge of Allegiance | J. Schwarz J. Schwarz C. Nardino J. Schwarz |
| 4. | 4a) <u>Closed Executive Meeting</u> of January 19, 2021 4b) <u>Work Session</u> of January 19, 2021 4c) <u>Closed Executive Meeting</u> of January 25, 2021 4d) <u>Regular Session</u> of January 25, 2021 | |
| 5. | BOARD CORRESPONDENCE • None | |
| 6. | PRESENTATIONS/REPORTS • Implementation of Gifted & Talented Legislation and Mandated Revisions to the State Standards in Select K-12 Content Areas | E. Mamman |
| 7. | <u>PUBLIC COMMENTS – AGENDA ITEMS</u> Guests may address the BoE on any item <i>listed on the agenda</i> . Public comments may be presented in 2 ways - by virtually raising your hand to speak or through the Zoom "Q&A" feature. If an attendee chooses to raise their hand, they will be called upon by a BoE trustee and will be unmuted to present their comment. The submitted comments via Q&A will be received by an assigned Board trustee who will then communicate them to the Board during the Public Comment period. Any shared comment (spoken or written) must include the person's name and address in order to be recognized. A time limit of three minutes per person and a total of 30 minutes for all communications are allowed. Large groups are urged to select someone to represent them. | |
| 8. | <u>PUBLIC COMMENTS – NON-AGENDA ITEMS</u> Guests may address the BoE on any item <i>not listed on the agenda</i> . Public comments may be presented in 2 ways - by virtually raising your hand to speak or through the Zoom "Q&A" feature. If an attendee chooses to raise their hand, they will be called upon by a BoE trustee and will be unmuted to present their comment. The submitted comments via Q&A will be received by an assigned Board trustee who will then communicate them to the Board during the Public Comment period. Any shared comment (spoken or written) must include the person's name and address in order to be recognized. A time limit of three minutes per person and a total of 30 minutes for all communications are allowed. Large groups are urged to select someone to represent them. | |
| 9. | Board President's Report | J. Schwarz |
| 10. | Superintendent Report | S. DeMarco |

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| JANUARY Security Drills | Bomb Threat | Shelter in Place/Bomb Threat Drill | Bomb Threat | Bomb Threat | Swatting/Bomb Threat | Swatting/Bomb Threat |
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MOTION TO ENTER INTO CLOSED SESSION ON FEBRUARY 22, 2021

WHEREAS, the Tenafly Board of Education has been formed pursuant to applicable New Jersey Statutes, and

WHEREAS, the Board is charged with the responsibility of performing all acts and doing all things, consistent with law and the rules of the State Board of Education, necessary for the lawful and proper conduct, equipment and maintenance of the public schools and public school property of the Tenafly Public School District, and

WHEREAS, Section 7 of the Open Public Meetings Act (N.J.S.A. 10-4-12) permits the exclusion of the public ("Closed Session") from a meeting of the Board in certain circumstances, and

WHEREAS, the Board has determined that circumstances exist for such a Closed Session, WHEREAS, the Board has found the action described below to be necessary and proper,

NOW, THEREFORE, BE IT RESOLVED by the Board on the date indicated above that:

- 1.) The public shall be excluded from discussion of and action on the Closed Session herein set forth.
- 2.) The confidential subject matter to be discussed is as follows:
 - ♦ Legal Matters
 - ♦ Personnel Matters
 - ♦ Student Matters
- 3.) The Board will return to Open Session at approximately 8:00 p.m.

Formal action will be taken.

The Superintendent of Schools recommends the following resolutions for the BOE Regular Meeting scheduled for February 22, 2021:

PERSONNEL

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| RESOLUTION P-1 | APPROVAL OF SUBSTITUTES |
| RESOLUTION P-2 | HIRES |
| RESOLUTION P-3 | STAFF/POSITION RECLASSIFICATIONS |
| RESOLUTION P-4 | APPROVAL OF EXTRA COMPENSATION APPOINTMENTS FOR 2020-2021 SCHOOL YEAR |
| RESOLUTION P-5 | LEAVE OF ABSENCE FOR TEACHER OF STUDENTS WITH DISABILITIES AT TMS |
| RESOLUTION P-6 | LEAVE OF ABSENCE FOR TEACHER OF ENGLISH AT THS |
| RESOLUTION P-7 | LEAVE OF ABSENCE FOR TEACHER OF BIOLOGY AT THS |

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| RESOLUTION P-8 | LEAVE OF ABSENCE FOR SUPERVISOR OF SECONDARY CURRICULUM AND INSTRUCTION |
| RESOLUTION P-9 | LEAVE OF ABSENCE FOR LUNCH PARAPROFESSIONAL AT TMS |
| RESOLUTION P-10 | APPROVAL OF SIXTH PERIOD ASSIGNMENTS |
| RESOLUTION P-11 | RETIREMENT |

ADMINISTRATION

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| RESOLUTION A-1 | APPROVAL TO AFFIRM THE SUPERINTENDENT'S DECISION IN HIB INVESTIGATIONS |
| RESOLUTION A-2 | APPROVAL OF THE DISTRICT STUDENT SAFETY DATA SYSTEM (SSDS) REPORT FOR PERIOD 1 (2020-2021) |

CURRICULUM

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| RESOLUTION C-1 | APPROVAL OF PROFESSIONAL DEVELOPMENT REQUESTS |
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SPECIAL EDUCATION

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| RESOLUTION S-1 | APPROVAL OF TUITION PROGRAMS AND EXTRAORDINARY SERVICES OF ONE TO ONE AIDES 2020-2021 |
| RESOLUTION S-2 | APPROVAL OF SEMI CORRECTIVE ACTION PLAN FY 2022 |

FINANCE

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| RESOLUTION F-1 | BOARD SECRETARY'S REPORT FOR JANUARY 2021 |
| RESOLUTION F-2 | TREASURER'S REPORT FOR JANUARY 2021 |
| RESOLUTION F-3 | TRANSFERS FOR JANUARY 2021 |
| RESOLUTION F-4 | APPROVAL OF BILLS FOR JANUARY 20, 2021 THROUGH JANUARY 31, 2021 |
| RESOLUTION F-5 | APPROVAL OF BILLS FOR FEBRUARY 1, 2021 THROUGH FEBRUARY 17, 2021 |
| RESOLUTION F-6 | PAYROLL FOR JANUARY 2021 |
| RESOLUTION F-7 | ACCEPTANCE OF THE 2019-2020 AUDIT |
| RESOLUTION F-8 | APPROVAL OF THE 2019-2020 CORRECTIVE ACTION PLAN |
| RESOLUTION F-9 | APPROVAL OF DONATION OF MULTI-PURPOSE ITEMS TO TMS |

PERSONNEL

RESOLUTION P-1 APPROVAL OF SUBSTITUTES

BE IT RESOLVED that the substitutes listed below with a NJ Instructional, NJ Educational Services or NJ Substitute Credential or those to serve as substitute secretaries, substitute custodians or substitute paraprofessionals be approved by the Board of Education for the

2020-2021 school year in accordance with N.J.S.A. 18A:6-7.1b pertaining to criminal history background check and at the district-established per diem rate as noted:

| NAME | CERTIFICATION | POSITION/RATE |
|------------------|--------------------------|---|
| Christopher Rota | NJ Substitute Credential | Substitute Teacher, \$150 per diem |
| Silvia Albarran | NJ Substitute Credential | Substitute Teacher, \$150 per diem and/or Substitute Secretary \$15.00 per hour |
| Theresa Flannery | NJ Substitute Credential | Substitute Teacher, \$150 per diem and/or Substitute Secretary \$15.00 per hour |
| Victoria Jursca | NJ Substitute Credential | Substitute Teacher, \$150 per diem |

RESOLUTION P-2 HIRES

BE IT RESOLVED that the following persons be employed to fill the positions listed for the length of time and compensation indicated and subject to all federal, state, county and local regulations governing said employment and in accordance with Senate Bill #851 regarding a criminal history background check:

| <u>Smith Elementary School</u> | | |
|--|---------------------|---|
| NAME/POSITION | EMPLOYMENT DATES | SALARY/CLASSIFICATION |
| Julie Saperstein Speech Language Specialist | TBD – 06/30/2021 | Standard: Speech Language Specialist MA, Line 7 \$69,229 pro rata |

| <u>Tenafly Middle School</u> | | |
|---|---------------------|---|
| NAME/POSITION | EMPLOYMENT DATES | SALARY/CLASSIFICATION |
| Erika Lorenzini 19-Hour Paraprofessional | TBD – 06/30/2021 | 19-Hour Paraprofessional 3.8 hrs per day, \$23.63 per hour |

RESOLUTION P-3 STAFF/POSITION RECLASSIFICATIONS

BE IT RESOLVED that the Board approves the following reclassifications:

| NAME | FROM | TO | EFFECTIVE DATES |
|--------------|--|---|-----------------|
| Isabel Park | School Occupational Therapist, Leave Replacement/ Non-Tenurable Start Date: TBD | School Occupational Therapist, Leave Replacement/Non-Tenurable Start Date: 02/01/21 | As noted. |
| Patrick Finn | Teacher of English, Leave Replacement/Non-Tenurable, THS 01/04/21 – 05/21/21 Per-Diem Substitute Teacher, District 05/24/21 – 06/30/21 | Teacher of English, Leave Replacement/ Non-Tenurable, THS 01/04/21 – 06/04/21 Per-Diem Substitute Teacher, District 06/07/21 – 06/30/21 | As noted. |

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|-----------------|--|---|-----------|
| Xavier Williams | Supervisor of Buildings and Grounds Start Date: TBD | Supervisor of Buildings and Grounds Start Date: 02/03/21 | As noted. |
|-----------------|--|---|-----------|

RESOLUTION P-4 APPROVAL OF EXTRA COMPENSATION APPOINTMENTS FOR 2020-2021 SCHOOL YEAR

BE IT RESOLVED that the Board approves the following individuals as extra-compensation appointments to the positions indicated for the 2020-2021 school year, as per the Sports Sidebar Agreement:

Spring 2021 Coaching Positions

| SPORT | NAME | STIPEND AMOUNT |
|------------------------------|--------------------|-----------------------|
| BASEBALL HEAD COACH | Andy Escala | \$9,460 |
| BASEBALL ASST. | David Gagliardotto | \$6,564 |
| BASEBALL ASST. | Peter Toale | \$6,564 |
| BASEBALL - HALF/TIME ASST. | TBA | \$3,282 |
| | | |
| GOLF COACH (BOYS) | Keith Larsen | \$4,839 |
| GOLF COACH (GIRLS) | John Nicolai | \$4,839 |
| | | |
| LACROSSE HEAD COACH (BOYS) | Eric Quaranti | \$9,460 |
| LACROSSE ASST. COACH (BOYS) | Mike Holl | \$6,564 |
| LACROSSE ASST. COACH (BOYS) | Mike Vicchio | \$6,564 |
| LACROSSE ASST. COACH (BOYS) | Matthew Brodley | \$6,564 |
| | | |
| LACROSSE HEAD COACH (GIRLS) | Devin Feeney | \$9,460 |
| LACROSSE ASST. COACH (GIRLS) | Samantha Levine | \$6,564 |
| LACROSSE ASST. COACH (GIRLS) | Mike Carrasquilla | \$6,564 |
| LACROSSE ASST. COACH (GIRLS) | TBA | \$6,564 |
| | | |
| OUTDOOR TRACK HEAD COACH | Dana Bianchi | \$9,922 |
| OUTDOOR TRACK - ASST. | Ray Belarmino | \$6,564 |
| OUTDOOR TRACK - ASST. | Christine Nobre | \$6,564 |
| OUTDOOR TRACK - ASST. | Aziza Solis | \$6,564 |
| OUTDOOR TRACK - ASST. | Nicole Abbatemarco | \$6,564 |
| OUTDOOR TRACK - ASST. | Daniel Nyfenger | \$6,564 |
| | | |
| SOFTBALL COACH | Jeff Koehler | \$9,460 |
| SOFTBALL ASST. | Lauren Brown | \$6,564 |
| SOFTBALL ASST. | Leigh-Ann Cusak | \$6,564 |
| SOFTBALL - HALF/TIME ASST. | TBA | \$3,282 |
| | | |
| TENNIS HEAD COACH (BOYS) | Anthony Zorovich | \$6,514 |

| | | |
|---------------------|---------------|---------|
| TENNIS ASST. (BOYS) | Mike Hegarty | \$4,281 |
| TENNIS ASST. (BOYS) | Rachel Barker | \$4,281 |

BE IT FURTHER RESOLVED that the TMS Reaching All Peer to Peer (Advisor: Mary McKenna) program was originally approved through January 2021 and will continue through the academic year.

RESOLUTION P-5 LEAVE OF ABSENCE FOR TEACHER OF STUDENTS WITH DISABILITIES AT TMS

BE IT RESOLVED that the Board, in accordance with Article VI., C. of the Teachers' Contract and inclusive of NJFLA, grants Matthew Eliscu, Teacher of Students with Disabilities at Tenafly Middle School, a paid leave of absence, utilizing personal and family illness days, effective, April 15, 2021, followed by an unpaid personal leave of absence through June 30, 2021.

RESOLUTION P-6 LEAVE OF ABSENCE FOR TEACHER OF ENGLISH AT THS

BE IT RESOLVED that the Board, in accordance with Article VI., B. and C. of the Teachers' contract, grants Alexandra Helmis, Teacher of English, a paid maternity/disability leave of absence, using accumulated sick days, effective, on or about, December 24, 2020, to be followed by a paid disability/child-rearing leave of absence, using accumulated sick days, followed by an unpaid child-rearing leave of absence, inclusive of FMLA/FLA, through June 4, 2021.

RESOLUTION P-7 LEAVE OF ABSENCE FOR TEACHER OF BIOLOGY AT THS

BE IT RESOLVED that the Board, in accordance with Article VI., B. and C. of the Teachers' contract, grants Jennifer Halliwell, Teacher of Biology, a paid maternity/disability leave of absence, using accumulated sick days, effective, on or about, May 27, 2021, to be followed by a paid disability leave of absence, using accumulated sick days, through the June 30, 2021.

RESOLUTION P-8 LEAVE OF ABSENCE FOR SUPERVISOR OF SECONDARY CURRICULUM AND INSTRUCTION

BE IT RESOLVED that the Board, in accordance with the New Jersey Family Leave Act (NJFLA), grants Miriam D'Adolf, Supervisor of Secondary Curriculum and Instruction, a continuous unpaid leave of absence from January 4, 2021 – January 29, 2021..

RESOLUTION P-9 LEAVE OF ABSENCE FOR LUNCH PARAPROFESSIONAL AT TMS

BE IT RESOLVED that the Board, in accordance with the New Jersey Family Leave Act (NJFLA), grants Anna Bartolomeo, Lunch Paraprofessional at TMS, an unpaid leave of absence from January 4, 2021 – February 19, 2021.

RESOLUTION P-10 APPROVAL OF SIXTH PERIOD ASSIGNMENTS

BE IT RESOLVED that the Board approves the following teachers to receive a Sixth Period Assignment with a stipend based on one-sixth of their annual salaries:

Stillman Elementary School (01/25/21- 02/05/21)

- Carol Lee and Stacey Bailey

RESOLUTION P-11 RETIREMENT

BE IT RESOLVED that the Board accepts with regret the following:

| NAME, POSITION, LOCATION | REASON | EFFECTIVE DATE |
|--|------------|----------------|
| Moia Packer, Teacher of English, Tenafly High School | Retirement | June 30, 2021 |

ADMINISTRATION

RESOLUTION A-1 APPROVAL TO AFFIRM THE SUPERINTENDENT’S DECISION IN HIB INVESTIGATIONS

BE IT RESOLVED that the Tenafly Board of Education (hereinafter referred to as the “Board”) hereby affirms the Superintendent’s decision in HIB Investigation Numbers 2020-21/6, THS-3N and 2020-21/5, ST-1N for the reasons set forth in the Superintendent’s decision to the students’ parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board’s decision to the affected students’ parents forthwith.

RESOLUTION A-2 APPROVAL OF THE DISTRICT STUDENT SAFETY DATA SYSTEM (SSDS) REPORT FOR PERIOD 1 (2020-2021)

BE IT RESOLVED that the Tenafly Board of Education approve the district **Student Safety Data Report** for Period 1 of the 2020-2021 school year.

CURRICULUM

RESOLUTION C-1 APPROVAL OF PROFESSIONAL DEVELOPMENT REQUESTS

BE IT RESOLVED that the Tenafly Board of Education approve the **professional development requests**, as per the attached report.

SPECIAL EDUCATION

RESOLUTION S-1 APPROVAL OF TUITION PROGRAMS AND EXTRAORDINARY SERVICES OF ONE TO ONE AIDES 2020 – 2021

BE IT RESOLVED that the Board of Education approve the placement for the following pupil.

| STUDENT | SCHOOL | TYPE | TUITION | AIDES |
|-----------------------------|-----------|--------|--|-------|
| 10 Month Students | | | | |
| #912 | Cresskill | Public | \$34,466.00 Pro-Rated 01/04/2021 | |
| 12 Month Students | | | | |
| None | | | | |
| Extended School Year | | | | |
| None | | | | |

RESOLUTION S-2 APPROVAL OF SEMI CORRECTIVE ACTION PLAN FY 2022

BE IT RESOLVED by the Tenafly Board of Education to approve the SEMI Corrective Action Plan.

FINANCE

RESOLUTION F-1 BOARD SECRETARY’S REPORT FOR JANUARY 2021

BE IT RESOLVED that the **Board Secretary’s** report for the month of January 2021 be accepted as submitted (or amended if changes are made during the meeting) and filed in the official minutes of this meeting. Pursuant to N.J.A.C. 6A:23-2.11, we certify that as the Board Secretary’s monthly financial report (appropriations section) did not reflect an over expenditure in any of the major accounts or funds, and based on the appropriation balances reflected in this report and the advice of district officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year.

RESOLUTION F-2 TREASURER’S REPORT FOR JANUARY 2021

BE IT RESOLVED that the **Treasurer’s report** for the month of January 2021, be accepted as submitted and filed in the official minutes of this meeting.

RESOLUTION F-3 TRANSFERS FOR JANUARY 2021

BE IT RESOLVED that the Board of Education approves transfers for the 2020-2021 school budget in a report dated January 31, 2021, as submitted and filed in the Business Administrator/Board Secretary’s office.

BE IT FURTHER RESOLVED that the **transfer list be attached** to the official minutes of the Board.

RESOLUTION F-4 APPROVAL OF BILLS FOR JANUARY 20 THROUGH JANUARY 31, 2021

BE IT RESOLVED that bills properly certified as to validated purchase orders and receiving documentation and approved in the total sum of **\$1,157,652.56** for January 20 through January 31, 2021, as shown on **the list of bills** submitted to the Board of Education and which shall be made a part of the resolution be and hereby are approved for payment and are to be charged to the following fund accounts:

| | Fund | Totals |
|------|-------------------------|-----------------------|
| (11) | General Current Expense | \$956,353.26 |
| (12) | Capital Outlay | \$63,940.63 |
| (20) | Special Revenue Funds | \$135,914.67 |
| (30) | Capital Projects Funds | \$1,300.00 |
| (50) | Enterprise Fund | \$144.00 |
| | TOTAL | \$1,157,652.56 |

RESOLUTION F-5 APPROVAL OF BILLS FOR FEBRUARY 1 THROUGH FEBRUARY 17, 2021

BE IT RESOLVED that bills properly certified as to validated purchase orders and receiving documentation and approved in the total sum of **\$951,023.34** for February 1 through February 17, 2021, as shown on **the list of bills** submitted to the Board of Education and which shall be made a part of the resolution be and hereby are approved for payment and are to be charged to the following fund accounts:

| | Fund | Totals |
|------|-------------------------|---------------|
| (11) | General Current Expense | \$830,142.19 |
| (20) | Special Revenue Funds | \$120,396.05 |

| | | |
|------|------------------------|---------------------|
| (60) | Trust and Agency Funds | \$485.10 |
| | TOTAL | \$951,023.34 |

RESOLUTION F-6 PAYROLL FOR JANUARY 2021

BE IT RESOLVED that the regular payroll for January 2021 be and hereby is approved for payment as follows:

| PAYROLL | |
|-----------|----------------|
| Date | Amount |
| 1/15/2021 | \$2,244,227.75 |
| 1/29/2021 | \$2,113,245.33 |

RESOLUTION F-7 ACCEPTANCE OF THE 2019-2020 AUDIT

BE IT RESOLVED that the Tenafly Board of Education accepts the 2019-2020 Annual Audit as prepared by the District’s audit firm of Lerch, Vinci & Higgins, LLP.

RESOLUTION F-8 APPROVAL OF THE 2019-2020 CORRECTIVE ACTION PLAN

BE IT RESOLVED that the Tenafly Board of Education accepts and approves the following Corrective Action Plan for the 2019-2020 Annual Audit and authorizes the Business Administrator/Board Secretary to submit the plan to the Executive County Superintendent of Schools.

| CORRECTIVE ACTION PLAN FOR THE YEAR ENDED JUNE 30, 2020 | | | |
|--|---|--|-----------------------------------|
| RECOMMENDATION | CORRECTIVE ACTION APPROVED BY THE BOARD | PERSON RESPONSIBLE FOR IMPLEMENTATION | COMPLETION DATE OF IMPLEMENTATION |
| Internal controls over financial accounting and reporting procedures be reviewed and enhanced to ensue financial transactions are properly recorded and reported in the District’s internal accounting records | Internal controls over financial accounting and reporting procedures are being reviewed. Procedures will be implemented to ensure that all subsidiary reports, records, etc., are in agreement with the general ledger. | Business Administrator and Assistant to the Business Administrator | March 2021- June 2021 |
| Professional Service contracts for occupational and physical therapy services be approved by Board resolution and advertised in accordance with N.J.S.A. 18A:18A | Professional Service contracts for occupational and physical therapy services will be approved by Board resolution and advertised in accordance with N.J.S.A. 18A:18A. | Business Administrator and Assistant to the Business Administrator | March 2021-June 2021 |
| Two signatures be obtained on all checks issued from the Middle School account | Appropriate personnel will verify that there are two authorized signatures on checks issued from the school account. | Principal Business Administrator | March 2021 -June 2021 |
| Prior years’ outstanding checks and other reconciling items on student activity accounts reconciliations be reviewed and cleared of record | Secretary will run a report to identify outstanding checks and have them cleared or canceled. The respective school records will be adjusted accordingly. | Principal Business Administrator | March 2021-June 2021 |

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| <p>Gate receipt reports detailing ticket sales be maintained and reconciled to deposits. All deposits for the Athletic account be made in a timely manner.</p> | <p>Gate receipt reports completed and submitted to the Business Administrator. Deposits made to bank within 48 hours of the date of the game.</p> | <p>Athletic Director Business Administrator</p> | <p>March 2021-June 2021</p> |
| <p>Capital asset report be reviewed and reconciled to audit balances</p> | <p>An independent appraisal company will be contracted to provide the District with a capital asset inventory report. The capital assets will be updated and maintained in the District's financial accounting system</p> | <p>Business Administrator Assistant to the B.A.</p> | <p>March 2021-June 2021</p> |

RESOLUTION F-9 APPROVAL OF DONATION OF MULTI-PURPOSE ITEMS TO TMS

BE IT RESOLVED that the Board of Education approve the anonymous donation to the TMS of three multi-purpose 3-piece folding bench and table sets, 2 benches and 6 x 2.5 foot table, for indoor or outdoor multi-purpose use.

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