Mountain Lakes School District

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MOUNTAIN LAKES BOARD OF EDUCATION
MINUTES OF REGULAR MEETING

May 11, 2026

The meeting was called to order at 6:38pm by Mrs. Barkauskas

STATEMENT OF ADEQUATE NOTICE
The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Mountain Lakes Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Mountain Lakes Municipal Building and sent to the following newspapers: *The Daily Record*, *The Citizen, and the District Website (www.mlschools.org)*.

PLEDGE OF ALLEGIANCE
Board President, Mrs. Barkauskas will lead those present in the Pledge of Allegiance

ROLL CALL

Board Member	Present	Absent
Dr. Don	X	
Mrs. Forman	X	
Dr. Hirschfeld	X (arrived at 8:06pm)	
Mr. Johnson	X	
Mrs. Kulkarni		X
Mrs. McVeigh	X	
Mrs. Parker *(Vice President)*	X (arrived at 6:41pm)	
Dr. Sheth		X
Dr. Silva McIntyre	X (departed at 8:54pm)	
Mrs. Barkauskas *(President)*	X	

Also present: Dr. Brad Siegel, Mr. Greg Brennan, Dr. Ivonne Ciresi

EXECUTIVE SESSION I
BE IT RESOLVED, that the Mountain Lakes Board of Education enter into Executive Session was made by Mrs. McVeigh seconded by Mr. Johnson, that the Board of Education adopt the following resolution.

The motion was approved 7-0-0.

BE IT RESOLVED, by the Mountain Lakes Board of Education on this 11th day of May 2026 at 6:41pm as follows:

6:41pm - Mrs. Parker arrived

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion including matters of personal confidentiality rights, including but not limited to staff and/or student discipline matters, and specifically: personnel and legal matters.

2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies. Although the Board cannot guarantee it, the length of the Executive Session is estimated to be 60 minutes after which the public meeting of the Board shall reconvene and proceed with business. Action may take place.

3. This resolution shall take effect immediately.
MOTION to leave executive session at 8:05pm was made by Dr. Don and seconded by Mr. Johnson.

The motion was approved 7-0-0 and the Board returned to public session at 8:05pm.

8:06pm - Dr. Hirschfeld arrived

- Mrs. Barkauskas announced that Motion #33 will be tabled

STUDENT GOVERNMENT REPORT - None

MOUNTAIN LAKES SCHOOL DISTRICT STUDENT COMMENT
(The accuracy of names and spelling contained in these minutes is subject to the quality and audibility of the person's statement and meeting recording.)

- The following students spoke on behalf of Megan Olenowski, Girls' Basketball Coach:
    - D. Horowitz
    - A. Johnson and Ashley (last name inaudible)
    - M. Campanaro
    - K. Wallace
    - S. Klein
    - Sienna (did not provide last name)
    - K. Ross
    - S. Sutter
    - S. Setter
    - R. Sillock

COMMENTS AND REQUESTS FROM THE MLEA CO-PRESIDENTS

- Mr. Alves commented:
    - Thanked the Board and all of the Administration for all of treats to celebrate Staff Appreciation Week.

MOTION to move up comments and requests from members of the public was made by Mrs. Forman and seconded by Mrs. Parker

The motion was approved 8-0-0

COMMENTS AND REQUESTS FROM THE PUBLIC

(The accuracy of names contained in these minutes is subject to the quality and audibility of the person's statement and meeting recording.)

- The following community members spoke on behalf of Megan Olenowski, Girls' Basketball Coach:
    - F. Esposito
    - J. Valolo (last name inaudible)
    - E. Frederick
    - K. Ashley
    - J. Topakas (former coach)
    - P. Bloodsa (last name inaudible), Montclair resident
    - J. Rosano
    - K. McCormick
    - A. Galloway
    - M. Lacopolas (last name not audible)
    - J. Sloke (last name inaudible)
    - L. Petrucelli
    - D. Ross
    - H. Sluck
- R. Sutter
    - Concerned about the HIB process
- R. Klein
    - Is a 15-year educator and Board of Ed member in another district; concerned about whether there were progressive discipline measures regarding Coach Olenowski.
- S. Sutter
    - Prior experiences on Girls' Basketball teams; concerns about the administrative process; spoke on behalf of Coach Olenowski.

8:59pm - Dr. McIntyre left

- K. Bednar
    - Concerned about the administrative process regarding Coach Olenowski.
- S. Horowitz
    - Concerned about the administrative process regarding Coach Olenowski.
- P. Bednard
    - Concerned regarding the HIB filed.
- Board Member Comments:
    - Mrs. Parker thanked the attendees for speaking at the meeting.
    - Mrs. Forman thanked the students for speaking up.
    - Dr. Siegel expressed admiration for everyone who came out to speak about their beliefs; no decision had been made, motion was made to table the agenda item; all comments will be taken into consideration.
    - Mrs. Barkauskas commended the students for telling us where they stand; thanked the families for coming.

MOTION to break at 9:48pm was made by Mrs. Forman and seconded by Mrs. Parker
The motion was approved 7-0-0

MOTION to return from break was made by Dr. Hirschfeld and seconded by Mrs. Forman
The motion was approved 7-0-0

PRESENTATIONS

- District Goals Update presented by Dr. Siegel & Dr. Ciresi

BOARD PRESIDENT REPORT

- Mrs. Barkauskas reflected on Staff Appreciation Week

SUPERINTENDENT / ASSISTANT SUPERINTENDENT UPDATE - None

SCHOOL BUSINESS ADMINISTRATOR UPDATE - None

APPROVAL OF MINUTES

Motion by Mrs. Forman and seconded by Mrs. McVeigh for motion
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following meeting minutes, as recommended by the Superintendent:

	Date	**Minutes**
1.	April 13, 2026	Regular and Executive Session Meeting
2.	April 27, 2026	Regular and Executive Session Meeting
3.	May 5, 2026	Special Meeting

1. District Roll Call 7-0-0
2. District Roll Call 7-0-0
3. District Roll Call 6-0-0 (A: J. Hirschfeld, C. Johnson, J. Parker)

COMMUNICATIONS - None

BOONTON TOWNSHIP REPORT

- Mr. Johnson commented on the BT budget approval

COMMITTEE REPORTS

- Facilities Committee, Mrs. Forman reviewed:
    - Beautification projects at Wildwood and Briarcliff. Lake Drive and MLHS will be next
    - Vestibules update, bids due May 27th
    - Turf update: still cleaning up debris, replacing stairs starts this week
    - Lake Drive and Wildwood playground inspections, no issues

LIAISON REPORTS

- Laker Sports Club, Mrs. Forman reviewed:
    - Cornhole Tournament on May 31st at 9:00am, email if you would like to be a sponsor

REPORT AND RECOMMENDATIONS OF THE SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY

A. FINANCE

- Dr. Siegel reviewed the Finance resolutions
- MOTION to table motion #25 was made by Mrs. Forman and seconded by Dr. Hirschfeld, the motion was approved 7-0-0

Motion by Mrs. Parker and seconded by Mrs. McVeigh for motions #1 - #26

1. Presentation of Bills
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following bills list and check journals as of April 24, 2026 - May 7, 2026, as recommended by the Superintendent:*

	Fund	Amount
1.	General Fund (10)	$147,164.13
2.	Special Revenue Fund (20)	$9,399.60
3.	Capital Project Fund (30)	N/A
4.	Debt Service Fund (40)	N/A
5.	Cafeteria Account Fund (60)	$76,944.22
6.	Total	$233,507.95

District Roll Call 7-0-0

2. Tuition Received: Non-resident, Individuals and other LEAs *Δ*
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following enrollment, as recommended by the Superintendent:

	Action	Student ID	School-Program	Start Date	End Date	Tuition	Extra Services
DISTRICT							
1.	New	2780	Lake Drive Regular	5/4/26	6/30/26	$13,899.08	$6,334.29
2.	New	IWO-2	Lake Drive Itinerant	5/1/26	6/30/26	$380	N/A
3.	Returning	NRSH01	MLHS	8/26/26	6/30/27	$500	N/A
4.	Returning	NRSH02	MLHS	8/26/26	6/30/27	$500	N/A
5.	Returning	NRSH03	MLHS	8/26/26	6/30/27	$500	N/A
6.	Returning	NRSH04	MLHS	8/26/26	6/30/27	$500	N/A
7.	Returning	NRSH05	MLHS	8/26/26	6/30/27	$500	N/A
8.	Returning	NRSH06	MLHS	8/26/26	6/30/27	$500	N/A
9.	Returning	NRSH07	MLHS	8/26/26	6/30/27	$500	N/A
10.	Returning	NRSH08	MLHS	8/26/26	6/30/27	$500	N/A
11.	Returning	NRSH09	MLHS	8/26/26	6/30/27	$500	N/A
12.	Returning	NRTH01	MLHS	8/26/26	6/30/27	$23,181	N/A
13.	Returning	NRTH02	MLHS	8/26/26	6/30/27	$23,181	N/A
14.	Returning	NRTH03	MLHS	8/26/26	6/30/27	$23,181	N/A
15.	New	NRTH04	MLHS	8/26/26	6/30/27	$23,181	N/A

16.	Returning	NRTH05	MLHS	8/26/26	6/30/27	$23,181	N/A
17.	Returning	NRTH06	MLHS	8/26/26	6/30/27	$23,181	N/A
18.	Returning	NRTH07	MLHS	8/26/26	6/30/27	$23,181	N/A
19.	Returning	NRTH08	MLHS	8/26/26	6/30/27	$23,181	N/A
IVY H/WW/BC							
20.	Change	MLPSD-7433	Ivy Hall Preschool	8/27/25	1/1/26	$7,545	N/A
21.	Change	IHP 53	Ivy Hall Preschool	8/27/25	6/30/26	$12,553	N/A
22.	Returning	NRSB01	Briarcliff	8/26/26	6/30/27	$500	N/A
23.	Returning	NRSB02	Briarcliff	8/26/26	6/30/27	$500	N/A
24.	Returning	NRSB03	Briarcliff	8/26/26	6/30/27	$500	N/A
25.	Returning	NRSB04	Briarcliff	8/26/26	6/30/27	$500	N/A
26.	New	NRSW01	Wildwood	8/26/26	6/30/27	$500	N/A
27.	New	NRSW02	Wildwood	8/26/26	6/30/27	$500	N/A
28.	New	NRSW03	Wildwood	8/26/26	6/30/27	$500	N/A
29.	New	NRSW04	Wildwood	8/26/26	6/30/27	$500	N/A
30.	New	NRSW05	Wildwood	8/26/26	6/30/27	$500	N/A
31.	Returning	NRSW06	Wildwood	8/26/26	6/30/27	$500	N/A
32.	Returning	NRSW07	Wildwood	8/26/26	6/30/27	$500	N/A
33.	Returning	NRSW08	Wildwood	8/26/26	6/30/27	$500	N/A
34.	Returning	NRSW09	Wildwood	8/26/26	6/30/27	$500	N/A
35.	Returning	NRSW10	Wildwood	8/26/26	6/30/27	$500	N/A
36.	Returning	NRSW11	Wildwood	8/26/26	6/30/27	$500	N/A
37.	Returning	NRSW12	Wildwood	8/26/26	6/30/27	$500	N/A
38.	Returning	NRTB01	Briarcliff	8/26/26	6/30/27	$18,645	N/A
39.	New	NRTB02	Briarcliff	8/26/26	6/30/27	$18,645	N/A
40.	New	NRTW01	Wildwood	8/26/26	6/30/27	$18,002	N/A
41.	Returning	NRTW02	Wildwood	8/26/26	6/30/27	$18,002	N/A

District Roll Call 7-0-0
IVY H/WW/BC Roll Call 6-0-0

3. Travel / Conferences Expenditures *Δ*

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following staff members to attend training and conferences in accordance with Policy 6471, as recommended by the Superintendent.

	Name	School	Location	Date	Event Name	Cost
DISTRICT						
1.	Alfonso, Diana	DW	Virtual	6/25/26 & 6/26/26	2026 June Advanced Google Workshops	$0
2.	Alfonso, Diana	DW	Virtual	6/29/26 & 6/30/26	2026 Canva for Administrative Staff and School Secretary	$0
3.	Brennan, Greg	DW	Atlantic City, NJ	6/2/26-6/5/26	2026 NJASBO Annual Conference	$403
4.	Hogan, Lisa	DW	Virtual	6/25/26	Intermediate Google Calendar & Mail	$0

5.	Hogan, Lisa	DW	Virtual	6/26/26	Advanced Google Docs	$0
6.	Hogan, Lisa	DW	Virtual	6/26/26	Advanced Google Sheets & Forms	$0
7.	Petric, Lindsay	MLHS	Boonton, NJ	7/1/26-6/30/27	Provident Bank for all deposits (Mileage Reimbursement @ $0.47/mile)	NTE $160
8.	Siegel, Brad	DW	Lincroft, NJ	5/29/26	Law Seminar	$52
9.	Starita, Robert	DW	Paramus, NJ	7/22/26 - 7/23/26	2026 Data Forward Summer Institute (LinkIt!)	$350
IVY H/WW/BC						
10.	Mosera, Caitlin	BC	Denville, NJ	6/1/26	ELA Valleyview Middle School Site Visit	$0
11.	Pecarific, Melissa	BC	Denville, NJ	6/1/26	ELA Valleyview Middle School Site Visit	$0
12.	Peifly, Jennifer	BC	Denville, NJ	6/1/26	ELA Valleyview Middle School Site Visit	$0
13.	Questa, Alexandra	BC	Denville, NJ	6/1/26	ELA Valleyview Middle School Site Visit	$0
14.	Shortt, Sharon	BC	Virtual	6/26/26	Intermediate Google for School Secretaries and Administrative Assistants	$0
15.	Shortt, Sharon	BC	Virtual	6/29/26	2026 Canva for Administrative Staff and School Secretary	$0
16.	Tartaglia, Jacquelyn	BC	Denville, NJ	6/1/26	ELA Valleyview Middle School Site Visit	$0
17.	Van Teyens, Merrily	BC	Virtual	6/26/26	Google Sheets and Forms	$0
18.	Van Teyens, Merrily	BC	Virtual	6/30/26	2026 Advanced Canva for Administrative Staff and School Secretary	$0

District Roll Call 7-0-0
IVY H/WW/BC Roll Call 6-0-0

4. Disposition of Property ***Δ***
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following disposition of property, as recommended by the Superintendent:

	Property	**School / Department**
DISTRICT		
1.	(87) 2008 Copyright Textbook (outdated)	History Department
2.	(45) 2015 Copyright Non-fiction books (outdated)	Library
3.	(50) 2013 Copyright Non-fiction books (outdated)	Library
4.	(24) 2011 Copyright Non-fiction books (outdated)	Library
5.	(411) Media Center DVD & Video Collection (outdated)	Library
6.	(2729) Media Center Reference Collection & News Week and National Geographic Volume Sets by Year (print books) (outdated)	Library
IVY H/WW/BC		
7.	GBC Shred Master Jam Free Series (outdated)	Briarcliff

District Roll Call 7-0-0
IVY H/WW/BC Roll Call 6-0-0

5. Facilities Use
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following request(s) for use of district facilities and grounds, as recommended by the Superintendent:

	Request	Purpose of Use	Facilities	Date	Time	Fee Type
DISTRICT						
1.	Heart Hustle Hockey	Field Hockey Practice	Flynn Field	Tuesdays & Thursdays 7/14/26 - 8/20/26	5:00 pm - 6:30 pm	Class IV Fee
2.	Lakeland YMCA	Soccer Clinic	Halsey Field A	Saturdays 7/11/26, 7/25/26 & 8/8/26	8:45 am - 12:00 pm	Class IV Fee
3.	Mountain Lakes Borough Rec	Boys Lacrosse	Flynn Field	5/7/26 & 5/13/26	6:00 pm - 8:00 pm	Class III Fee
4.	Towermen LAX	Lacrosse Games	Flynn Field	5/30/26	8:00 am - 11:00 am	Class V Fee

District Roll Call 7-0-0

6. Chart of Accounts
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the New Jersey Department of Education Uniform Minimum Chart of Accounts as the minimum Chart of Accounts for use, and

BE IT FURTHER RESOLVED, that the business office is authorized to add additional sub-accounts designated as the School Business Administrator may deem necessary, as recommended by the Superintendent.

District Roll Call 7-0-0

7. Stale Outstanding Checks
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the cancellation of the following stale outstanding checks issued prior to June 30, 2025, as recommended by the Superintendent.*

District Roll Call 7-0-0

8. Facsimile Signatures
BE IT RESOLVED, that the Mountain Lakes Board of Education approves the use of facsimile signatures for the Board President, Board Secretary, Treasurer and Superintendent for ensuing term of the board on warrants, paychecks, and contracts for the 2026-2027 school year, as recommended by the Superintendent.

District Roll Call 7-0-0

9. Purchasing Manual
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the 2026-2027 Mountain Lakes School District Purchasing Manual, as recommended by the Superintendent.*

District Roll Call 7-0-0

10. School Depositories and Signatures
BE IT RESOLVED, that the Mountain Lakes Board of Education approves that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below (N.J.S.A. 18A:19-1), as recommended by the Superintendent:

	Account	Signature	Bank	Account
1.	Briarcliff School Activities	Principal Administrative Secretary	Provident	xxxxxx632
2.	Cafeteria Account	Board Secretary	Provident	xxxxxx829
3.	Electronic Payment Account	Board Secretary	Provident	xxxxxx786
4.	Flexible Spending Account	Board Secretary	Provident	xxxxxx608
5.	General Checking Account	Board Secretary, Board President, Treasurer	Provident	xxxxxx616
6.	Lake Drive School Activities	Principal Administrative Secretary	Provident	xxxxxx667
7.	Mountain Lakes Scholarship Fund	Principal Administrative Secretary	Provident	xxxxxx853
8.	Mountain Lakes Scholarship Fund Escrow	Principal Administrative Secretary	Provident	xxxxxx329
9.	Mountain Lakes HS Activities	Principal Administrative Secretary	Provident	xxxxxx675
10.	Payroll Account	Treasurer	Provident	xxxxxx691
11.	Payroll Agency Account	Treasurer	Provident	xxxxxx640
12.	Unemployment Account	Treasurer	Provident	xxxxxx802
13.	Wildwood School Activities	Principal Administrative Secretary	Provident	xxxxxx624

District Roll Call 7-0-0

11. Petty Cash Funds and Custodians of Funds
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the designation of the following Petty Cash funds and Custodians of the funds for the 2026-2027 fiscal year, as recommended by the Superintendent:

	Account Title	Custodian(s)	Amount
1.	Board of Education Office & Superintendent's Office	School Business Administrator / Board Secretary or Designee	$250
2.	Briarcliff School Office	Principal or Designee	$200
3.	High School Office	Principal or Designee	$250
4.	Lake Drive Office	Principal or Designee	$200
5.	Special Services	Principal or Designee	$200
6.	Wildwood School Office	Principal or Designee	$200

District Roll Call 7-0-0
IVY H/WW/BC Roll Call 6-0-0

12. Appointment of Board Secretary Pro Tem
BE IT RESOLVED, that the Mountain Lakes Board of Education hereby appoints Ivonne Ciresi as the Board Secretary pro tem for May 1, 2026 - June 30, 2026, as recommended by the Superintendent.

District Roll Call 7-0-0

13. Authorized Signatures / Annual Appointments
BE IT RESOLVED, that the Mountain Lakes Board of Education extends the following appointments and authorized signatures for the following accounts for the period of July 1, 2026 – June 30, 2027, as recommended by the Superintendent:

	Service	Title
1.	504 Officer	Raymond Searles
2.	Affirmative Action & Title IX Officer	Ivonne Ciresi
3.	Asbestos Hazardous Emergency Response Act (AHERA) Coordinator	Ryan Dunn
4.	Attendance Officer	Lisa Cortese
5.	Board Secretary Pro Tem	Ivonne Ciresi
6.	Bond Counsel	McCarter & English
7.	Claims Auditor	Greg Brennan
8.	Continuing Disclosure Agent	Phoenix Advisors
9.	Custodian of Records	Greg Brennan
10.	Depository of School Funds	Provident Bank
11.	District Engineer	Anderson & Denzler Associates, Inc.
12.	District Physician	Changebridge Medical Associates
13.	Environmental Consultants	Lew Environmental Services
14.	Federal Credit Union (MLEA approved via contract)	Visions Federal Credit Union
15.	Integrated Pest Management Officer	Gilbert Snowden
16.	OPRA Officer	Greg Brennan
17.	Policy Manual	Strauss Esmay Associates, LLP
18.	Pre-Payment Authorization	Greg Brennan, Brad Siegel
19.	Public Agency Compliance Officer (PACO)	Greg Brennan
20.	Qualified Purchasing Agent	Greg Brennan
21.	Representative Requesting Grant Funds	Ivonne Ciresi
22.	Representative Educational Services Commission	Brad Siegel
23.	Right to Know Officer	Lisa Cortese
24.	Section 125 Cafeteria Plan Flexible Spending Account	Baker Tilly
25.	Third-Party Administrator for 403(b) / 457(b)	TSA Consulting Group
26.	Transportation Contract Agent/Officer	Greg Brennan
27.	Treasurer of School Monies	Lisa Palmieri
28.	Workers Compensation Insurance Company	Morris Essex Insurance Group (“MEIG”)

District Roll Call 7-0-0

14. Tax Shelter Annuity Programs
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following Tax Shelter Annuity Programs (403b & 457b) for the 2026-2027 school year, as recommended by the Superintendent:

1.	Equitable
2.	Brighthouse Life Insurance Company
3.	Invesco Oppenheimer Funds
4.	Lincoln Investment Planning, LLC
5.	Lincoln National Life Insurance Company
6.	Metropolitan Life Insurance Company
7.	Orion Portfolio Solutions
8.	Security Benefit Group

District Roll Call 7-0-0

15. Disability Insurance Companies
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following Disability Insurance Companies for the 2026-2027 school year, as recommended by the Superintendent:

1.	AFLAC
2.	Prudential Insurance Co. of America

District Roll Call 7-0-0

16. Use of State Contracts
WHEREAS, Title 18A:18A-10 provides that, "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property"; and

WHEREAS, the Mountain Lakes School District Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the Mountain Lakes School District Board of Education desires to authorize its purchasing agent for the 2026-2027 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year; and

THEREFORE, BE IT RESOLVED, that the Mountain Lakes School District Board of Education in the county of Morris, New Jersey does hereby authorize the District Purchasing Agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors as indicated on the State of New Jersey website, as recommended by the Superintendent.

District Roll Call 7-0-0

17. Cooperative Purchasing
BE IT RESOLVED, that the Mountain Lakes Board of Education, as provided by N.J.S.A. 18A:18A-4.1, approves the following as Cooperative Purchasing agents for the Mountain Lakes School District 2026-2027 school year, as recommended by the Superintendent:

1.	Educational Data Services
2.	Educational Services Commission of Morris County
3.	Educational Services Commission of NJ

4.	Hunterdon County Educational Services
5.	Interlocal Purchasing Cooperative
6.	Keystone Purchasing Network
7.	Morris County Cooperative Pricing Council
8.	New Jersey Cooperative Purchasing Alliance
9.	NJEdge Cooperative Pricing System
10.	NJSBA Cooperative Pricing System
11.	OMNIA Partners
12.	PEPPM Cooperative Purchasing Network
13.	Sussex County Regional Cooperative

District Roll Call 7-0-0

18. Proprietary Computer Hardware/Software
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following proprietary computer hardware/software companies for the Mountain Lakes School District 2026-2027 school year, as recommended by the Superintendent:

	Company	Service	SY 27 Amount
1.	Atlas (Rubicon West LLC)	Curriculum Management System	$8,684.03
2.	Canvas / Instructure	Canvas Cloud Subscription	$22,450
3.	FinalSite	Website	$8,000
4.	Frontline Education	Employee Evaluation Management Absence & Substitute Management Applicant Tracking & Proactive Recruiting Central IEP-Direct Professional Learning Management	$70,000
5.	Genesis Educational Services	Student Information System ASP Services	$34,000
6.	School Messenger / Intrato	Unified Communications and Website	$4,750
7.	Systems 3000 Inc.	Fund Accounting Personnel Payroll Modules	$35,590

District Roll Call 7-0-0

19. NJSIAA Membership
BE IT RESOLVED, that the Mountain Lakes Board of Education approve that the Mountain Lakes School District in Mountain Lakes, New Jersey Hereby enrolls as a member of the New Jersey State Interscholastic Athletic Association (NJSIAA), a non-profit association of the public and non-public high schools in the State of New Jersey and is authorized to participate in the approved athletic activities sponsored by the NJSIAA. The Board of Education of Mountain Lakes hereby adopts as its own policy and agrees to be governed by the Constitution, Bylaws, Rules and Regulations of the NJSIAA. Administrative Responsibility – NJSIAA must rely upon the voluntary compliance by its member schools in enforcing the eligibility standards set forth in NJSIAA Bylaws, Article V. Toward that end, the Principal of each member school has the affirmative obligation to report to the NJSIAA any violation will not relieve the affected school of sanctions that may be imposed against it, pursuant to Article X of the NJSIAA Bylaws, including the forfeiture of games or events. However, the failure to disclose an eligibility violation may be grounds for imposing additional sanctions upon

the offending school. In addition, a school must maintain a status of "Member in Good Standing" as outlined in the Principal's Affidavit to remain eligible for NJSIAA activities and tournaments, with a membership fee of $2,725 (includes DAANJ membership), as recommended by the Superintendent.

District Roll Call 7-0-0

20. Athletic Memberships and Schedules
BE IT RESOLVED, that the Mountain Lakes Board of Education approve memberships in the following leagues and conferences for 2026-2027 school year, as recommended by the Superintendent:

	Conference	Membership Fees*
1.	MCSSADA - Morris County Secondary School Athletic Directors Association	$3,550
2.	MCSSIHL- Morris County Secondary Schools Ice Hockey League	$2,200
3.	NJAC - Northwest Jersey Athletic Conference	$2,900
4.	NJIGLL - North Jersey Interscholastic Girls Lacrosse League	$125
5.	NJILL - North Jersey Interscholastic Lacrosse League	$300
6.	NJISRA - New Jersey Interscholastic Ski Racing Association	$2,100
7.	NJSFC - North Jersey Super Football Conference	$400
8.	NJSIAA - New Jersey State Interscholastic Athletic Association (includes DAANJ Membership)	$2,725

*Membership fees are estimated

District Roll Call 7-0-0

21. Professional Services
WHEREAS, the Mountain Lakes Board of Education ("Board") has decided to secure the professional services to support the instructional programs of the district; and

WHEREAS, the Board is permitted, pursuant to the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., to contract with vendors providing professional services, without advertising bids; and

NOW THEREFORE, BE IT RESOLVED, that the Board hereby awards the following contracts with vendors providing professional services, as recommended by the Superintendent:

	Contractor	Start Date	End Date	Nature / Service	Rate	Contract / Not to Exceed
1.	Becoming Your Best Global Leadership, LLC	6/22/26	6/30/27	Leadership Training and Consulting		NTE $9,800
2.	Bartky Healthcare Center	7/1/26	6/30/27	Psychiatric and Neurological Evaluations	$1,700	NTE $6,800
4.	Changebridge Medical Associates	7/1/26	6/30/27	District Physician	$20,000	N/A
5.	Educational Services Commission of Morris County	7/1/26	6/30/27	Nonpublic Services/ Professional Support	See attached sheet	As set forth by the NJDOE Nonpublic Aid Notices
6.	Educational Services Commission of Morris County	7/1/26	6/30/27	Professional Support Services Evaluations	$422 per evaluation	NTE $5,064

7.	Educational Services Commission of Morris County	7/1/26	6/30/27	Speech Therapist - MLHS	$118 per hour	NTE $15,000
8.	Educational Services Commission of Morris County	7/1/26	6/30/27	Joint Transportation Agreement	N/A	NTE $305,000
9.	Employment Horizons	7/1/26	6/30/27	Vocational Evaluation	$900 per evaluation	NTE $4,500
10.	DC Fagan Psychological Services	7/1/26	6/30/27	Neuropsychological Evaluations	$4,500 per evaluation	NTE $13,500
11.	Dr. Richard Kleinmann	7/1/26	6/30/27	Psychiatric Evaluations	$1,850 per evaluation	$18,500
12.	Dr. Marilyn Kubichek	7/1/26	6/30/27	Neurological	$725	NTE $10,875
13.	Neuropsychology Specialists, LLC	7/1/26	6/30/27	Neuropsychological	$6,045 per evaluation	NTE $12,090
14.	NJSBA (New Jersey School Boards Association)	7/1/26	6/30/27	Membership Dues for 2026-27	$16,023.12	N/A
15.	Phoenix Advisors	7/1/26	6/30/27	Continuing Disclosure Agent	N/A	$1,600
16.	Strauss Esmay Associates, LLP	7/1/26	6/30/27	Policy Manual	N/A	$5,015
17.	Sussex County Regional Cooperative	7/1/26	6/30/27	Joint Transportation Agreement	N/A	NTE $265,000
18.	The Madison Institute (TMI)	7/1/26	6/30/27	Strategic Plan Consulting Group	N/A	NYE $20,000

District Roll Call 7-0-0

22. Transportation Contract
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the renewal of the transportation contract with O'Dowd Transportation Company of Montville to provide student transportation for the Mountain Lakes School District for the 2026-2027 school year in the amount of $108,907.20, as recommended by the Superintendent.

District Roll Call 7-0-0

23. Subscription Busing
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the subscription busing process for students under the mandated requirements of 2.0/2.5 with a rate of $813 for the 2026 - 2027 school year, as recommended by the Superintendent.

District Roll Call 7-0-0

24. Food Service Management Company
BE IT RESOLVED, that the Mountain Lakes Board of Education approve Pomptonian Food Service to provide food services for the 2026-2027 school year. The Food Service Management Company shall receive, in addition to the costs of operation, a management fee of $.0561 for each $1.00 of sales to compensate the Food Service Management Company for administrative and management costs. This fee shall be billed monthly as a cost of operation. The district guarantees the payment of such costs and fee to the Food Service Management Company. The FSMC guarantees the district a no cost of operation for the district for school year 2026-2027, as recommended by the Superintendent.

District Roll Call 7-0-0

26. Out of District Placements *Δ*
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the updated list of out-of-district placements for the 2026 extended school year and the 2026-2027 school year, as recommended by the Superintendent:

	Student ID	Placement	Start Date	End Date	Tuition
DISTRICT					
1.	7077	The Garmon School	7/6/26	8/14/26	$15,450
2.	7077	The Garmon School	9/3/26	6/22/27	$96,730
3.	8743	Sage Alliance	6/29/26	7/31/26	$8,216.70
4.	8743	Sage Alliance	9/2/26	6/18/27	$82,553.31
5.	0601	Cornerstone Day School	7/6/26	6/25/27	$108,240
IVY H/WW/BC					
6.	9621	Lakeland Hills YMCA	6/22/26	7/31/26	$3,030
7.	6418	Lakeland Hills YMCA	6/22/26	7/31/26	$2,640
8.	6361	Lakeland Hills YMCA	6/22/26	7/31/26	$2,640
9.	2767	Lakeland Hills YMCA	6/22/26	7/31/26	$2,640
10.	4686	Lakeland Hills YMCA	6/22/26	7/31/26	$2,640
11.	9120	Lakeland Hills YMCA	6/22/26	7/31/26	$2,640
12.	3958	Lakeland Hills YMCA	6/22/26	7/31/26	$3,030
13.	4784	Reed Academy	7/6/26	8/14/26	$19,444.5
14.	4784	Reed Academy	9/8/26	6/17/27	$116,667
15.	0949	The Center School	7/6/26	7/31/26	$10,046.20
16.	0949	The Center School	9/2/26	6/15/27	$90,415.80
17.	9947	Settlement Agreement	7/1/26	6/30/27	$22,000
18.	7251	Settlement Agreement	7/1/26	6/30/27	$20,000

District Roll Call 7-0-0
IVY H/WW/BC Roll Call 6-0-0

B. MISCELLANEOUS

REPORT AND RECOMMENDATIONS OF THE SUPERINTENDENT

A. PERSONNEL
- Dr. Siegel reviewed:
  - Personnel agenda resolutions
  - Board discussion to table motion #33

Motion by Dr. Don and seconded by Mrs. McVeigh for motions #27 - #32

27. Position Creation/Modifications
WHEREAS, that the Mountain Lakes Board of Education approved the 2026-2027 budget on April 27, 2026; and

WHEREAS, the balancing of the 2026-2027 budget required adjustments to personnel positions; and

NOW THEREFORE, BE IT RESOLVED, that the Mountain Lakes Board of Education approve the revision of the following personnel position as listed below; and

	UPC Number	FTE	Status
1.	CUST-DW-CUST-06	0.25 to 1.0	Revise
2.	SPS-CST-AID-O30-05	1.0 to 0.97	Revise

BE IT FURTHER RESOLVED, that the Mountain Lakes Board of Education approve said personnel changes effective July 1, 2026, as recommended by the Superintendent.

District Roll Call 7-0-0

28. Appointments / Amendments/ Resignations / Rescission / Retirements / RIF's *Δ*
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, amendments, resignations, rescissions, retirements and RIFs, for all regular employees with base pay, be approved, as recommended by the Superintendent:*
(Staff Appointments for 26-27 school year are included in backup, pursuant to the terms of collective bargaining agreements and employment contracts.)

	Name	Action	UPC	Position	School	FTE	Degree / Step	Rate of Pay	Start Date	Term Date
DISTRICT										
1.	Barrett, Elizabeth	Revise	TCH-HS-BUS-01	Teacher	MLHS	1.0	BA/Step 2	$66,795	8/24/26	6/30/27
2.	Chen, Brandon	Appoint	TCH-HS-MATH-07	Teacher	MLHS	1.0	BA/Step 1	$65,395	8/24/26	6/30/27
3.	EE #5714	Term	MNT-DIST-GR-02	Groundskeeper	DW	1.0	Step 4	49,665	4/1/25	5/15/26
4.	Joyce, Stacey	Revise	SEC-CST-SPS-02	Secretary-10 Mth	CST	1.0	Step 13	$64,483	8/24/26	6/30/27
5.	Moran, Caroline	Appoint	TCH-LR-TCH-19	Teacher	LD	1.0	MA+30/ Step 7	$85,345	8/24/26	6/30/27
6.	Najarro, Lourdes	Revise	SEC-CO-BUS-02	BOE Non Unit	DW	1.0	N/A	$75,099	7/1/26	6/30/27
7.	Phillips, Melissa	Appoint	SPT-HS-NRS-01	School Nurse	MLHS	1.0	MA/ Step 12	$95,855	8/24/26	6/30/27
8.	Velarde, Brenda	Appoint	LTS-LR-TCH-03	LTR-Occupational Therapist (5544)	LD	1.0	MA/ Step 3	$75,205 (prorated/ per diem rate)	5/12/26 (pending paperwork)	6/30/26
IVY H/WW/BC										
9.	Chara, Susan	Revise	SPS-CST-AID-O30-05	Paraprofessional P/T	BC	0.97	Step 9	$28,739.70	8/24/26	6/30/27
10.	Kabous, Kristen	Appoint	LTS-WW-TCH-03	LTR- Guidance	WW	1.0	MA/ Step 1	$73,495 (prorated)	8/24/26	9/22/26

District Roll Call 7-0-0
IVY H/WW/BC Roll Call 6-0-0

29. Additional Compensation Δ
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following additional compensation, for extra earnings not listed in contract, as recommended by the Superintendent:

	Name	Action	Position	School	Rate of Pay	Start Date	Term Date
DISTRICT							
1.	Banks, Kathleen	Appoint	Chaperone - Senior Service Project	MLHS	N/A	5/27/26	5/27/26
2.	Blake, David	Revise	Irrigation Systems Maintenance	DW	$3,000 (pro-rated)	7/1/25	5/4/26
3.	Blood, Dara	Appoint	Chaperone - Senior Service Project	MLHS	N/A	5/20/26	5/20/26
4.	Dorney, Bridgett	Appoint	Chaperone - Senior Service Project	MLHS	N/A	5/20/26	5/20/26
5.	Elfers, Robert	Appoint	Chaperone - Senior Service Project	MLHS	N/A	5/14/26	5/14/26
6.	Elfers, Robert	Appoint	Chaperone- National History Bowl Championships	MLHS	$125/night (NTE 2 nights)	4/23/26	4/26/26
7.	Fiorina, Teresa	Appoint	Chaperone - Senior Service Project	MLHS	N/A	5/27/26	5/27/26
8.	Gates, Kristin	Appoint	Chaperone - Senior Service Project	MLHS	N/A	5/14/26	5/14/26
9.	Goldstein, Debbie	Appoint	Chaperone - Senior Service Project	MLHS	N/A	5/27/26	5/27/26
10.	Hodic, Catherine	Appoint	Additional Hours (Graduation)	MLHS	Hourly Rate (NTE 5 hrs.)	6/17/26	6/17/26
11.	Humphreys, Ryan	Appoint	Chaperone - Senior Service Project	MLHS	N/A	5/14/26	5/14/26
12.	Lindsay, Maria	Appoint	Val/Sal Dinner	MLHS	$50/hr. (NTE 2 hrs.)	6/2/26	6/2/26
13.	Petric, Lindsay	Appoint	Additional Hours (Graduation)	MLHS	Hourly Rate (NTE 5 hrs.)	6/17/26	6/17/26
14.	Politano, Cristina	Appoint	Chaperone - Senior Service Project	MLHS	N/A	5/14/26	5/14/26
15.	Spence-Reid, Trish	Appoint	Home Instruction SID: 6612	MLHS	$50/hr. (NTE 20 hrs.)	5/7/26	6/30/26
16.	Stolarczuk, Kayla	Appoint	Chaperone - Senior Service Project	MLHS	N/A	5/20/26	5/20/26
17.	Terzis, Patrick	Appoint	Chaperone - Senior Service Project	MLHS	N/A	5/14/26	5/14/26
18.	Walter, Dana	Appoint	Additional Hours (Graduation)	MLHS	Hourly Rate (NTE 5 hrs.)	6/17/26	6/17/26
19.	Vecchio, Christine	Appoint	Chaperone - Senior Service Project	MLHS	N/A	5/20/26	5/20/26
20.	Weinroth, Gail	Appoint	Chaperone - Senior Service Project	MLHS	N/A	5/27/26	5/27/26
21.	Weinroth, Gail	Appoint	Val/Sal Dinner	MLHS	$50/hr. (NTE 2 hrs.)	6/2/26	6/2/26
22.	Yaiser, Ryan	Appoint	Chaperone - Senior Service Project	MLHS	N/A	5/20/26	5/20/26
IVY H/WW/BC							
23.	Alves, Michael	Appoint	Incoming 6th Gr./New Student Orientation & Activities Fair Presenter	BC	$50/hr. (NTE 2 hrs.)	6/2/26	6/2/26
24.	Bogucz, Kelly	Appoint	Incoming 6th Gr./New Student Orientation & Activities Fair Presenter	BC	$50/hr. (NTE 2 hrs.)	6/2/26	6/2/26
25.	Buzzelli, Vincent	Appoint	Incoming 6th Gr./New Student Orientation & Activities Fair Presenter	BC	$50/hr. (NTE 2 hrs.)	6/2/26	6/2/26

26.	DeCaprio, Marylou	Appoint	Stem Night Facilitator	WW	$50/hr.(NTE 2 hrs.)	4/28/26	4/28/26
27.	Doolittle, Christina	Appoint	Incoming 6th Gr./New Student Orientation & Activities Fair Presenter	BC	$50/hr. (NTE 2 hrs.)	6/2/26	6/2/26
28.	Ficara, Lauren	Appoint	Incoming 6th Gr./New Student Orientation & Activities Fair Presenter	BC	$50/hr. (NTE 2 hrs.)	6/2/26	6/2/26
29.	Fleming, Marissa	Appoint	Incoming 6th Gr./New Student Orientation & Activities Fair Presenter	BC	$50/hr. (NTE 2 hrs.)	6/2/26	6/2/26
30.	Hill, Theresa	Appoint	Incoming 6th Gr./New Student Orientation & Activities Fair Presenter	BC	$50/hr. (NTE 2 hrs.)	6/2/26	6/2/26
31.	Mattia, Jacquelyn	Appoint	Incoming 6th Gr./New Student Orientation & Activities Fair Presenter	BC	$50/hr. (NTE 2 hrs.)	6/2/26	6/2/26
32.	McNeill, Nicole	Rescind	Stem Night Facilitator	WW	$50/hr. (NTE 2 hrs.)	4/28/26	4/28/26
33.	Miele-Motyka, Susan	Appoint	Incoming 6th Gr./New Student Orientation & Activities Fair Presenter	BC	$50/hr. (NTE 2 hrs.)	6/2/26	6/2/26
34.	Peifly, Jennifer	Appoint	Incoming 6th Gr./New Student Orientation & Activities Fair Presenter	BC	$50/hr. (NTE 2 hrs.)	6/2/26	6/2/26
35.	Petrucci, Kristen	Appoint	Incoming 6th Gr./New Student Orientation & Activities Fair Presenter	BC	$50/hr. (NTE 2 hrs.)	6/2/26	6/2/26
36.	Walters, Mark	Appoint	Incoming 6th Gr./New Student Orientation & Activities Fair Presenter	BC	$50/hr. (NTE 2 hrs.)	6/2/26	6/2/26

Summer Additional Compensation Hours/Days

	Name	Action	Position	School	Rate of Pay	Start Date	Term Date
DISTRICT							
1.	DeFilippo, Michael	Appoint	Behaviorist	DW	Hourly rate (NTE 10 hrs.)	6/18/26	6/30/26
2.	DeFilippo, Michael	Appoint	Behaviorist	DW	Hourly rate (NTE 90 hrs.)	7/1/26	8/21/26
3.	Distell, Jennifer	Appoint	Speech & Language Evaluations	DW	$414/eval. (NTE 2 evals.)	6/18/26	6/30/26
4.	Distell, Jennifer	Appoint	Speech & Language Evaluations	DW	$422/eval. (NTE 6 evals.)	7/1/26	8/21/26
5.	Goldstein, Debbie	Appoint	Case Mgmt. & Summer Meetings	DW	Hourly rate (NTE 10 hrs.)	6/18/26	6/30/26
6.	Goldstein, Debbie	Appoint	Case Mgmt. & Summer Meetings	DW	Hourly rate (NTE 60 hrs.)	7/1/26	8/21/26
7.	Goldstein, Debbie	Appoint	Social History Report - Evaluations	DW	$414/eval. (NTE 2 evals.)	6/18/26	6/30/26
8.	Goldstein, Debbie	Appoint	Social History Report - Evaluations	DW	$422/eval. (NTE 6 evals.)	7/1/26	8/21/26
9.	Gonzalez, Elizabeth	Appoint	Case Mgmt. & Summer Meetings	DW	Hourly rate (NTE 10 hrs.)	6/18/26	6/30/26
10.	Gonzalez, Elizabeth	Appoint	Case Mgmt. & Summer Meetings	DW	Hourly rate (NTE 40 hrs.)	7/1/26	8/21/26
11.	Gonzalez, Elizabeth	Appoint	Educational Evaluations	DW	$414/eval. (NTE 2 evals.)	6/18/26	6/30/26
12.	Gonzalez, Elizabeth	Appoint	Educational Evaluations	DW	$422/eval. (NTE 6 evals.)	7/1/26	8/21/26
13.	Hodic, Catherine	Appoint	Secretary Summer Hours	MLHS	Hourly Rate (NTE 4 hrs.)	7/1/26/26	8/21/26
14.	Joy, Melba	Appoint	Psychological Evaluations	DW	$414/eval. (NTE 2 evals.)	6/18/26	6/30/26
15.	Joy, Melba	Appoint	Psychological Evaluations	DW	$422/eval. (NTE 6 evals.)	7/1/26	8/21/26
16.	Joy, Melba	Appoint	Teacher Summer Meetings	DW	Hourly rate (NTE 4 hrs.)	6/18/26	6/30/26
17.	Joy, Melba	Appoint	Teacher Summer Meetings	DW	Hourly rate (NTE 20 hrs.)	7/1/26	8/21/26

18.	Joyce, Stacey	Appoint	Summer Office hours	DW	Hourly rate (NTE 20 hrs.)	6/18/26	6/30/26
19.	Joyce, Stacey	Appoint	Summer office hours	DW	Hourly rate (NTE 70 hrs.)	7/1/26	8/21/26
20.	Landwehrle, Amanda	Appoint	Teacher Summer Meetings	DW	Hourly rate (NTE 4 hrs.)	6/18/26	6/30/26
21.	Landwehrle, Amanda	Appoint	Teacher Summer Meetings	DW	Hourly rate (NTE 20 hrs.)	7/1/26	8/21/26
22.	Landwehrle, Amanda	Appoint	Psychological Evaluations	DW	$414/eval. (NTE 2 evals.)	6/18/26	6/30/26
23.	Landwehrle, Amanda	Appoint	Psychological Evaluations	DW	$422/eval. (NTE 6 evals.)	7/1/26	8/21/26
24.	Lindsay, Maira	Appoint	Guidance - Summer Hours	MLHS	NTE 2 days	6/18/26	6/30/26
25.	Lindsay, Maira	Appoint	Guidance - Summer Hours	MLHS	NTE 5 days	7/1/26	8/21/26
26.	Macko, Lauren	Appoint	Guidance - Summer Hours	MLHS	NTE 2 days	6/18/26	6/30/26
27.	Macko, Lauren	Appoint	Guidance - Summer Hours	MLHS	NTE 5 days	7/1/26	8/21/26
28.	Monastero, Carlyn	Appoint	Teacher Summer Meetings	DW	Hourly rate (NTE 2 hrs.)	6/18/26	6/30/26
29.	Monastero, Carlyn	Appoint	Teacher Summer Meetings	DW	Hourly rate (NTE 15 hrs.)	6/18/26	6/30/26
30.	O'Melia, Katherine	Appoint	Teacher Summer Meetings	DW	Hourly rate (NTE 2 hrs.)	6/18/26	6/30/26
31.	O'Melia, Katherine	Appoint	Teacher Summer Meetings	DW	Hourly rate (NTE 15 hrs.)	7/1/26	8/21/26
32.	Pelchat, Cara	Appoint	Guidance - Summer Hours	MLHS	NTE 3 days	6/18/26	6/30/26
33.	Pelchat, Cara	Appoint	Guidance - Summer Hours	MLHS	NTE 4 days	7/1/26	8/21/26
34.	Perez, Ryan	Appoint	Teacher Summer Meetings	DW	Hourly rate (NTE 2 hrs.)	6/18/26	6/30/26
35.	Perez, Ryan	Appoint	Teacher Summer Meetings	DW	Hourly rate (NTE 15 hrs.)	7/1/26	8/21/26
36.	Petric, Lindsay	Appoint	Secretary Summer Hours	MLHS	Hourly Rate (NTE 60 hrs.)	7/1/26	8/21/26
37.	Posner, Dennis	Appoint	Media Center/Librarian - Summer Hours	MLHS	Hourly Rate (NTE 20 hrs)	6/17/26	6/30/26
38.	Posner, Dennis	Appoint	Media Center/Librarian - Summer Hours	MLHS	Hourly Rate (NTE 40 hrs)	7/1/26	8/21/26
39.	Roselli, Francesca	Appoint	Occupational Therapy Evaluations	DW	$414/eval. (NTE 2 evals.)	6/18/26	6/30/26
40.	Roselli, Francesca	Appoint	Occupational Therapy Evaluations	DW	$422/eval. (NTE 6 evals.)	7/1/26	8/21/26
41.	Roselli, Francesca	Appoint	Occupational Therapist Summer Meetings	DW	Hourly rate (NTE 2 hrs.)	6/18/26	6/30/26
42.	Roselli, Francesca	Appoint	Occupational Therapist Summer Meetings	DW	Hourly rate (NTE 15 hrs.)	7/1/26	8/21/26
43.	Spence-Reid, Trish	Appoint	Case Mgmt. & Summer Meetings	DW	Hourly rate (NTE 10 hrs.)	6/18/26	6/30/26
44.	Spence-Reid, Trish	Appoint	Case Mgmt. & Summer Meetings	DW	Hourly rate (NTE 40 hrs.)	7/1/26	8/21/26
45.	Spence-Reid, Trish	Appoint	LDT-C Evaluations	DW	$414/eval. (NTE 2 evals.)	6/18/26	6/30/26
46.	Spence-Reid, Trish	Appoint	LDT-C Evaluations	DW	$422/eval. (NTE 6 evals.)	7/1/26	8/21/26
47.	Weinroth, Gail	Appoint	Guidance - Summer Hours	MLHS	NTE 2 days	6/18/26	6/30/26
48.	Weinroth, Gail	Appoint	Guidance - Summer Hours	MLHS	NTE 5 days	7/1/26	8/21/26
49.	Winget, Abbey	Appoint	Teacher Summer Meetings	DW	Hourly rate (NTE 2 hrs.)	6/18/26	6/30/26
50.	Winget, Abbey	Appoint	Teacher Summer Meetings	DW	Hourly rate (NTE 15 hrs.)	7/1/26	8/21/26

Special Services Summer School							
	Name	**Action**	**Position**	**School**	**Rate of Pay**	**Start Date**	**Term Date**
DISTRICT							
1.	Gonzalez, Elizabeth	Appoint	Teacher Summer School	MLHS	Hourly rate (NTE 50 hrs.)	7/6/26	7/31/26
IVY H/WW/BC							
2.	Jennifer Distell	Appoint	Speech Therapist Summer School	WW	Hourly rate (NTE 15 hrs.)	7/6/26	7/31/26
3.	Gonzalez, Elizabeth	Appoint	Teacher Summer School	BC	Hourly rate (NTE 15 hrs.)	7/6/26	7/31/26
4.	Perez, Ryan	Appoint	Teacher Summer School	WW	Hourly rate (NTE 32 hrs.)	7/6/26	7/31/26
5.	Roselli, Francesca	Appoint	Occupational Therapist Summer School	WW	Hourly rate (NTE 15 hrs.)	7/6/26	7/31/26
6.	Winget, Abbey	Appoint	Teacher Summer School	WW	Hourly rate (NTE 50 hrs.)	7/6/26	7/31/26

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IVY H/WW/BC Roll Call 6-0-0

30. Substitutes, Volunteers and Intern Appointments
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, as recommended by the Superintendent:

	Name	**Action**	**Position**	**School**	**Rate of Pay**	**Start Date**	**Term Date**
DISTRICT							
1.	Hussein, Amal	Appoint	Per Diem Substitute	DW	Board Approved Rate	5/12/26 (pending paperwork)	6/30/26
2.	Lechleiter, Jennifer	Appoint	Per Diem Substitute	DW	Board Approved Rate	5/12/26 (pending paperwork)	6/30/26
3.	Shuhet, Emma	Appoint	Per Diem Substitute	DW	Board Approved Rate	5/12/26 (pending paperwork)	6/30/26

District Roll Call 7-0-0

31. Field Trips
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following field trips for the 2025-2026 school year, as recommended by the Superintendent:

	School	**Destination**	**Reason**	**Date**
DISTRICT				
1.	MLHS	Boonton, NJ	Community Connections Club - Bowling	5/26
2.	MLHS	Rockaway, NJ	Community Connections Club - Escape Rooms	5/26
3.	MLHS	Morristown, NJ	Community Connections Club - Farm Trip	5/26
4.	MLHS	Randolph, NJ	Noches de Columbia	5/26
5.	MLHS	Ewing, NJ	ASL Fun Day 2026	5/26
6.	LD	Franklin, NJ	Mineral Museum Trip	6/26

District Roll Call 7-0-0

32. Tuition Reimbursement *Δ*
BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following course(s) for tuition reimbursement when the course has been completed and the transcripts received by the Superintendent's office, as recommended by the Superintendent:

	Name	School	College/University	Course Title / #	Credits
DISTRICT					
1.	Cook, Denis	MLHS	Montclair State University	Special Topics in Mathematics Education: Qualitative Methods for Mathematics and Statistics Education Research/MATH 744	3.0
2.	Kelly, Christine	MLHS	Univ. of CA, San Diego	Classroom Management Strategies for HS Teachers 102T02 Educ40140	3.3
3.	Zanziper, Tamar	LD	Walden University	Advanced Clinical SW Practice I /SOCW6111	5.0
4.	Zanziper, Tamar	LD	Walden University	Social Work Practice Research II /SOCW 6311	5.0
IVY H/WW/BC					
5.	Doolittle, Christina	BC	Univ. of CA, San Diego	Leading and Managing a Differentiated Classroom/EDUC42649	3.3

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IVY H/WW/BC Roll Call 6-0-0

B. CURRICULUM / SPECIAL SERVICES

C. MISCELLANEOUS

UNFINISHED BUSINESS - None

NEW BUSINESS - None

Board members commended Mr. Santos's quick response to remove a bad email

PENDING LEGISLATION - None

COMMENTS AND REQUESTS FROM THE PUBLIC
- J. Oliver expressed concerns with the Boys' Basketball program

EXECUTIVE SESSION II
MOTION to enter into Executive Session was made by Mrs. Forman seconded by Mr. Johnson, that the Board of Education adopt the following resolution.

The motion was approved 8-0-0. .

BE IT RESOLVED, by the Mountain Lakes Board of Education on this 11th day of May 2026 at 11:01pm as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion including matters of personal confidentiality rights, including but not limited to staff and/or student discipline matters, and specifically: personnel and legal matters.

2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies. Although the Board cannot guarantee it, the length of the Executive Session is estimated to be 60 minutes after which the public meeting of the Board shall reconvene and proceed with business. Action may take place.

3. This resolution shall take effect immediately.

MOTION, to leave executive session at 12:06am was made by Mr. Johnson and seconded by Mrs. Forman.
The motion was approved 7-0-0 and the Board returned to public session at 12:06am.

ADJOURNMENT
MOTION to adjourn the meeting at 12:07am was made by Mr. Johnson and seconded by Mrs. Forman.

District Roll Call 7-0-0

Respectfully Submitted,

Mr. Greg Brennan
Interim Business Administrator / Board Secretary

Δ *Indicates matters not relating to MLHS, the Boonton Township district Representative of the Board of Education will refrain from voting on such matters, pursuant to Board Policy 0141.2.*
******* *Indicates a motion/resolution will have supporting documentation*

2025-2026 District Goals

Goal Statement	Goal Area
1. Expand students' active learning in PreK-12 classrooms through effective use of small group instruction, questioning strategies, and problem-solving activities.	Ensuring success of all students Ensuring success of all staff Supporting the whole child
2. Identify, develop, and implement plans to enrich STEM learning in all four schools by enhancing facilities, resources, curricula, and experiences outside of the classroom aligned to a clearly defined district vision.	Ensuring success of all students Ensuring success of all staff Finance / infrastructure / technology Strong family/school/community partnerships
3. Increase horizontal and vertical articulation practices and outcomes among staff members in the Mountain Lakes School District and between staff members of the district and Rockaway Valley School through structured professional collaboration opportunities.	Ensuring success of all students Ensuring success of all staff Strong family/school/community partnerships
4. Review and analyze programs, models, and research related to "social-emotional learning" for the classroom and make a formal recommendation to the Board of Education for the 2026-27 school year.	Ensuring success of all students Ensuring success of all staff Supporting the whole child Strong family/school/community partnerships

2025-2026 Board Goals

Board Goal	Committee Support
1. The Mountain Lakes Board of Education will work collaboratively to promote a culture of safety and security by establishing clear policies, providing ongoing training, and implementing systems that protect the well-being of all stakeholders.	Facilities, Finance, Long Range Planning
2. Through collective efforts as a full Board and in Committees, the Mountain Lakes Board of Education commits to working transparently and equitably to support the growth, success, and well-being of all students and staff members in all four schools in the District.	Curriculum, Instruction & Assessment, Long Range Planning, Special Education
3. The Mountain Lakes Board of Education will improve the efficiency and effectiveness of communication by ensuring timely access to key information, including committee meeting minutes and superintendent updates, to support informed decision-making and Board transparency.	Curriculum, Instruction & Assessment, Facilities, Finance, Long Range Planning, Negotiations, Personnel, Policy, Special Education, Shared Services
4. The Mountain Lakes Board of Education will collectively develop and utilize a long-range facilities plan to enhance the current and future educational, structural, and operational needs of the Mountain Lakes School District.	Facilities, Finance, Long Range Planning

Mountain Lakes Board of Education
Bills And Claims Report By Vendor Name

va_bill5.032923
04/01/2026

1

Vendor # / Name / PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check # Check Amount
Pending Payments					
A.M.E. INC./ 9489					
26-0082	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	408142	CF	REQ MAINT-CLN/REPAIR/MNT	1,760.00
26-1321	11-000-261-610-DW-0730B-/ REQ MAINT-SUPPLIES	408256	CF	REQ MAINT-SUPPLIES	1,366.03
26-1514	11-000-261-610-DW-0730B-/ REQ MAINT-SUPPLIES	408143	CF	REQ MAINT-SUPPLIES	1,760.00
				Total for A.M.E. INC./ 9489	**$4,886.03**
AC DAUGHTRY, INC/ 4813					
26-0594	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	8202317	CF	REQ MAINT-CLN/REPAIR/MNT	149.85
ACCESS/ 6086					
26-0397	11-000-251-500-AD- -/ MISCELLANEOUS PURCHASED	12157442	CF	MISCELLANEOUS PURCHASED	2,012.97
AMAZON CAPITAL SERVICES, INC./ 7036					
26-1469	11-213-100-610-CS-1106A-64/ RESOURCE RM-SUPPLIES	114-4340054-3770647	CF	RESOURCE RM-SUPPLIES	152.80
ARROW ELEVATOR INC./ 5261					
26-0087	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	127498	CF	REQ MAINT-CLN/REPAIR/MNT	455.00
B&H PHOTO/ 6282					
26-1486	11-190-100-610-TD-0730A-/ REG PROG UND-SUPPLIES	243982073-243995326	CF	REG PROG UND-SUPPLIES	742.67
BAKER TILLY VANTAGEN, LLC/ 7916					
26-0032	11-000-230-339-AD-0120D-/ GEN ADMIN-OTH PROF SERV	55334	CF	GEN ADMIN-OTH PROF SERV	297.13
BLUE MOUNTAIN DISTRIBUTION, LLC / TWIN ROCKS WATER/ 9567					
26-0667	11-000-251-500-AD- -/ MISCELLANEOUS PURCHASED	7613801	CF	MISCELLANEOUS PURCHASED	60.94
26-0638	11-000-240-500-BC- -/ SCH ADMIN-OTH SERVICE	7613789	CF	SCH ADMIN-OTH SERVICE	38.96
26-0107	11-190-100-500-HS- -/ REG PROG UND-OTH SERVICE	7613802	CF	REG PROG UND-OTH SERVICE	2.95
				Total for BLUE MOUNTAIN DISTRIBUTION, LLC / TWIN ROCKS WATER/ 9567	**$102.85**
BOROUGH OF MOUNTAIN LAKES/ 1290					
26-0078	11-000-262-490-DW-0640A-/ CUSTODIAL-OTH PROP SERVI	JAN-MARCH26 WATER	CF	CUSTODIAL-OTH PROP SERVI	6,948.69
CABLEVISION LIGHTPATH, INC./ 8745					
26-0160	11-190-100-500-TD-0720C-/ REG PROG UND-OTH SERVICE	1000109-260501 MAY26	CF	REG PROG UND-OTH SERVICE	4,906.32
CANON FINANCIAL SERVICES, INC/ 8659					

** CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial*

Mountain Lakes Board of Education
Bills And Claims Report By Vendor Name

1

Vendor # / Name / PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check # Check Amount
Pending Payments					
26-0165	11-000-252-500-TD- -/ IT-OTH PUR SERVICES	43127346	CF	IT-OTH PUR SERVICES	619.56
	11-190-100-440-TD- -/ REG PROG UND-RENTALS	43127346	CF	REG PROG UND-RENTALS	2,477.70
				Total for CANON FINANCIAL SERVICES, INC/ 8659	**$3,097.26**
CAPITAL SUPPLY COMPANY/ 1252					
26-1506	11-000-262-610-DW-0620C-/ CUSTODIAL-SUPPLIES	839078	CF	CUSTODIAL-SUPPLIES	599.95
26-1488	11-000-262-610-DW-0620C-/ CUSTODIAL-SUPPLIES	838798	CF	CUSTODIAL-SUPPLIES	1,493.85
				Total for CAPITAL SUPPLY COMPANY/ 1252	**$2,093.80**
CARSON 1994 CORP/ 9438					
26-1507	11-000-262-420-DW-0620A-/ CUSTODIAL-CLN/REPAIR/MNT	584167	CF	CUSTODIAL-CLN/REPAIR/MNT	3,200.00
COMBUSTION SERVICE CORP./ 5011					
26-1489	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	11179	CF	REQ MAINT-CLN/REPAIR/MNT	375.00
DCS, LLC/ 9664					
26-1484	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	2195	CF	REQ MAINT-CLN/REPAIR/MNT	6,475.00
DIRECT ENERGY BUSINESS/ 9391					
26-0621	11-000-262-622-BC-0640B-/ CUSTODIAL-ELECTRICITY	03/20-04/20 2026SERV	CF	CUSTODIAL-ELECTRICITY	2,281.68
	11-000-262-622-HS-0640B-/ CUSTODIAL-ELECTRICITY	03/20-04/20 2026SERV	CF	CUSTODIAL-ELECTRICITY	1,598.24
	11-000-262-622-LR-0640B-/ CUSTODIAL-ELECTRICITY	03/20-04/20 2026SERV	CF	CUSTODIAL-ELECTRICITY	351.00
	11-000-262-622-WW-0640B-/ CUSTODIAL-ELECTRICITY	03/20-04/20 2026SERV	CF	CUSTODIAL-ELECTRICITY	4,026.45
				Total for DIRECT ENERGY BUSINESS/ 9391	**$8,257.37**
FERGUSON ENTERPRISES, LLC/ 4312					
26-0402	11-000-261-610-DW-0730B-/ REQ MAINT-SUPPLIES	4272977 - 4286733	CF	REQ MAINT-SUPPLIES	672.33
FLORHAM PARK SCHOOL DISTRICT/ 9425					
26-1406	11-207-100-890-DW- -/ AUD IMP-OTH OBJECTS	23-24TUITIONR EBILL06	CF	AUD IMP-OTH OBJECTS	3,615.00
JCP&L/ 2181					
26-0622	11-000-262-622-BC-0640B-/ CUSTODIAL-ELECTRICITY	03/27 TO 04/24 2026	CF	CUSTODIAL-ELECTRICITY	1,260.33

** CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial*

Mountain Lakes Board of Education
Bills And Claims Report By Vendor Name

1

Vendor # / Name / PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check # Check Amount
Pending Payments					
	11-000-262-622-HS-0640B-/ CUSTODIAL-ELECTRICITY	03/27 TO 04/24 2026	CF	CUSTODIAL-ELECTRICITY	800.00
	11-000-262-622-LR-0640B-/ CUSTODIAL-ELECTRICITY	03/27 TO 04/24 2026	CF	CUSTODIAL-ELECTRICITY	1,025.97
	11-000-262-622-WW-0640B-/ CUSTODIAL-ELECTRICITY	03/27 TO 04/24 2026	CF	CUSTODIAL-ELECTRICITY	1,209.10
		Total for JCP&L/ 2181			**$4,295.40**
KENVIL POWER MOWER/ 6240					
26-1496	11-000-263-420-DW-0720A-/ GROUNDS-CLN/REPAIR/MNT	264998	CF	GROUNDS-CLN/REPAIR/MNT	45.98
KRISTA SWEER/ 8791					
26-0979	11-190-100-500-HS- -/ REG PROG UND-OTH SERVICE	04-22-26 INV	CF	REG PROG UND-OTH SERVICE	200.00
LAKELAND HILLS YMCA/ 2270					
26-0636	11-402-100-500-HS- -/ ATHLETICS-SERVICES	AGREEMENT POOL RENTA	CF	ATHLETICS-SERVICES	8,050.00
LAKESHORE LEARNING MATERIALS/ 1345					
26-0451	11-213-100-610-CS-1106A-64/ RESOURCE RM-SUPPLIES	91363961	CF	RESOURCE RM-SUPPLIES	35.99
	11-213-100-610-CS-1106A-64/ RESOURCE RM-SUPPLIES	91659208	CF	RESOURCE RM-SUPPLIES	17.99
26-1034	11-190-100-610-BC-0730A-/ REG PROG UND-SUPPLIES	92788901	CF	REG PROG UND-SUPPLIES	197.98
		Total for LAKESHORE LEARNING MATERIALS/ 1345			**$251.96**
LOCALIQ NEW YORK/NEW JERSEY GANNETT/ 5595					
26-0939	11-000-251-890-AD-0130L-/ CENTRAL SERV-OTH OBJECTS	0007668528	CF	CENTRAL SERV-OTH OBJECTS	452.51
MARY OSBORNE/ 4428					
26-0490	11-000-213-330-LR-0430A-/ HEALTH-OTH PUR PROF SERV	APRIL2026 SERVICES	CF	HEALTH-OTH PUR PROF SERV	7,322.50
MORRIS COUNTY HARDWARE & PAINT/ 1123					
26-0400	11-000-261-610-DW-0730B-/ REQ MAINT-SUPPLIES	APRIL2026 INVOICES	CF	REQ MAINT-SUPPLIES	312.00
MORRIS-UNION JOINTURE COMM./ 2566					
26-1465	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	39538	CF	HEALTH-OTH PUR PROF SERV	230.00
NATIONAL EDUCATIONAL MUSIC CO./ 7657					
26-0975	11-190-100-610-BC-0240A-/ REG PROG UND-SUPPLIES	58290	CF	REG PROG UND-SUPPLIES	127.92

** CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial*

Mountain Lakes Board of Education
Bills And Claims Report By Vendor Name

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Pending Payments					
26-0951	11-190-100-610-HS-0240A-G/ REG PROG UND-SUPPLIES	58296	CF	REG PROG UND-SUPPLIES	1,308.83
				Total for NATIONAL EDUCATIONAL MUSIC CO./ 7657	**$1,436.75**
NORTON SEWER & DRAIN INC/ 6744					
26-1505	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	17522-17523-17 546	CF	REQ MAINT-CLN/REPAIR/MNT	825.00
O'DOWD TRANSPORTATION/ 8993					
26-0527	11-000-270-511-DW-0520A-/ TRANSP-CONTR H/S VENDORS	MAY 2026	CF	TRANSP-CONTR H/S VENDORS	10,514.34
PATRICIA FILIACI/ 9290					
26-0488	11-000-213-330-LR-0430A-/ HEALTH-OTH PUR PROF SERV	2526-21 04/27-04/28	CF	HEALTH-OTH PUR PROF SERV	1,700.00
	11-000-213-330-LR-0430A-/ HEALTH-OTH PUR PROF SERV	2526-23 22 27	CF	HEALTH-OTH PUR PROF SERV	1,025.00
				Total for PATRICIA FILIACI/ 9290	**$2,725.00**
PIONEER MANUFACTURING COMPANY/ 7545					
26-1394	11-000-263-610-DW- -/ GROUNDS-SUPPLIES	287374	CF	GROUNDS-SUPPLIES	797.29
PLAYGROUND MAINTENANCE CORP/ 9434					
26-1391	11-000-263-420-DW-0720A-/ GROUNDS-CLN/REPAIR/MNT	23-1986	CF	GROUNDS-CLN/REPAIR/MNT	2,250.00
POMPTONIAN, INC./ 6640					
26-0559	60-910-310-870-DW-000 -/ CAFE-COST OF SALES	MUL 574 042426	CF	CAFE-COST OF SALES	7,677.12
	60-910-310-870-DW-000 -/ CAFE-COST OF SALES	MUL 574 050126	CF	CAFE-COST OF SALES	29,292.28
	60-910-310-870-DW-000 -/ CAFE-COST OF SALES	MUL 574-041726	CF	CAFE-COST OF SALES	39,974.82
				Total for POMPTONIAN, INC./ 6640	**$76,944.22**
PRO-ED, INC/ 2937					
26-1342	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	3123174	CF	AUD IMP-SUPPLIES	99.00
QUADIENT FINANCE USA, INC/ 9409					
26-1305	11-000-251-500-AD- -/ MISCELLANEOUS PURCHASED	04/29/2026 INVOICE	CF	MISCELLANEOUS PURCHASED	367.63
REED ACADEMY/ 9298					
26-0427	20-250-100-560-CS-1411T-/ IDEA B-OTH PURCH SERVICE	11558 JUNE2026	CF	IDEA B-OTH PURCH SERVICE	9,399.60

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Mountain Lakes Board of Education
Bills And Claims Report By Vendor Name

1

Vendor # / Name / PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check # Check Amount
Pending Payments					
SAGE THRIVE INC/ 6766					
26-0767	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	182382 APRIL 2026	CF	HEALTH-OTH PUR PROF SERV	13,081.00
	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	178242 MARCH2026	CF	HEALTH-OTH PUR PROF SERV	13,081.00
				Total for SAGE THRIVE INC/ 6766	**$26,162.00**
SCHOOL ACCOUNTING SERVICES LLC/ 9633					
26-1530	11-000-230-339-AD-0120D-/ GEN ADMIN-OTH PROF SERV	APRIL2026 SERVICES	CF	GEN ADMIN-OTH PROF SERV	4,637.50
SCHOOL SPECIALTY, LLC/ 9170					
26-1502	11-190-100-610-BC-0730A-/ REG PROG UND-SUPPLIES	208136974483	CF	REG PROG UND-SUPPLIES	250.89
SONOVA USA INC./ 9568					
26-1471	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	5406410558	CF	AUD IMP-SUPPLIES	1,064.99
26-1472	11-207-100-610-LR-0240 -/ AUD IMP-SUPPLIES	5406429886	CF	AUD IMP-SUPPLIES	1,797.59
				Total for SONOVA USA INC./ 9568	**$2,862.58**
STAPLES/ 7945					
26-1425	11-000-240-610-HS-0250A-/ SCH ADMIN-SUPPLIES	6059389491	CF	SCH ADMIN-SUPPLIES	19.39
	11-000-240-610-HS-0250A-/ SCH ADMIN-SUPPLIES	6059389492	CF	SCH ADMIN-SUPPLIES	8.10
	11-000-240-610-HS-0250A-/ SCH ADMIN-SUPPLIES	6059389494	CF	SCH ADMIN-SUPPLIES	383.02
26-1512	11-000-240-105-WW-0215A-/ SCH ADMIN-SAL CLERICAL	6062340985	CF	SCH ADMIN-SAL CLERICAL	384.76
				Total for STAPLES/ 7945	**$795.27**
SYSTEMS 3000, INC./ 3872					
26-1513	11-000-251-600-AD-0130I-/ CENTRAL SERV-SUPPLIES	P270140933	CF	CENTRAL SERV-SUPPLIES	294.00
T-MOBILE/ 9239					
26-0161	11-190-100-500-TD-0720C-/ REG PROG UND-OTH SERVICE	03-21TO04-20 2026	CF	REG PROG UND-OTH SERVICE	60.00
TCNJ/ 8679					
26-1516	11-000-230-820-AD- -/ GEN ADMIN-JUDGE	4345	CF	GEN ADMIN-JUDGE	150.00
TEACHER/ 3320					
26-0834	11-219-100-530-LI-0641 -/ SP ED HOME INSTR-COMMUNI	MARCH2026 REIMB MP	CF	MEREDITH PERKINS	40.00
26-0840	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	MARCH26 MILEAGE MP	CF	MEREDITH PERKINS	211.59

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Mountain Lakes Board of Education
Bills And Claims Report By Vendor Name

1

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Pending Payments					
26-0864	11-190-100-610-HS-0240A-F/ REG PROG UND-SUPPLIES	1177 7 253 7 REIMB T	CF	TERESA FIORINA	30.46
26-0836	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	JAN-APRIL2026 MILEAG	CF	JOBI SCHWARTZ	101.99
26-0822	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	APRIL26 MILEAGE DR	CF	DEANNA RICHTER	40.48
26-0823	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	APRIL26 MILEAGE EP	CF	ELISE PASTOR	28.91
26-1182	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	APRIL26 MILEAGE RW	CF	RYLEY WHITE	126.62
26-0720	11-000-223-580-CS-0250B-/ INSTR TRAIN-TRAVEL	SEPT25-MARCH26 MILEA	CF	DEBBIE GOLDSTEIN	178.60
26-0831	11-219-100-530-LI-0641 -/ SP ED HOME INSTR-COMMUNI	APRIL26 PHONEREIMBJB	CF	JENNIFER BECHT	40.00
26-0830	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	APRIL26 MILEAGE JB	CF	JENNIFER BECHT	232.65
		Total for TEACHER/ 3320			**$1,031.30**
THE CENTER SCHOOL/ 9613					
26-0785	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	JUNE 2026-59	CF	TUIT TO PRIV SCH INSTATE	6,934.62
THE MUSIC SHOP, LLC/ 2563					
26-1497	11-190-100-500-BC- -/ REG PROG UND-OTH SERVICE	198776	CF	REG PROG UND-OTH SERVICE	90.00
TIOGA SOLAR MORRIS COUNTY 1, LLC/ 8054					
26-0562	11-000-262-622-HS-0640B-/ CUSTODIAL-ELECTRICITY	MLSD APRIL 2026	CF	CUSTODIAL-ELECTRICITY	2,355.49
TK ELEVATOR CORP./ 5481					
26-0088	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	3009448905	CF	REQ MAINT-CLN/REPAIR/MNT	1,613.16
UNION TWP BD. OF ED./ 6793					
26-1451	11-207-100-890-DW- -/ AUD IMP-OTH OBJECTS	23-24TUITIONREBILL51	CF	AUD IMP-OTH OBJECTS	3,615.00
VIKING TERMITE & PEST CONTROL, LLC/ 9571					
26-0254	11-000-263-420-DW-0720A-/ GROUNDS-CLN/REPAIR/MNT	903906914 - 06916	CF	GROUNDS-CLN/REPAIR/MNT	180.00

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Mountain Lakes Board of Education
Bills And Claims Report By Vendor Name

1

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Pending Payments					
	11-000-263-420-DW-0720A-/ GROUNDS-CLN/REPAIR/MNT	903911777 - 11778	CF	GROUNDS-CLN/REPAIR/MNT	180.00
				Total for VIKING TERMITE & PEST CONTROL, LLC/ 9571	**$360.00**
VISUAL COMPUTER SOLUTIONS, INC/ 9304					
26-1504	11-000-263-890-DW-0660A-/ GROUNDS-OTHER OBJECTS	136000318 136000321	CF	GROUNDS-OTHER OBJECTS	981.15
	11-000-266-300-DW- -/ SECURITY-PUR TECH SERVIC	136000318 136000321	CF	SECURITY-PUR TECH SERVIC	505.74
				Total for VISUAL COMPUTER SOLUTIONS, INC/ 9304	**$1,486.89**
WEATHERTITE SOLUTIONS LLC/ 8684					
26-1487	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	0426-043	CF	REQ MAINT-CLN/REPAIR/MNT	5,850.00
				Total for Pending Payments	**$233,507.95**

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ISSUE	CHECK #	AMOUNT
7/31/2024	100450	$ 4,653.28
9/4/2024	100512	$ 30.00
10/15/2024	100928	$ 36.61
11/29/2024	101031	$ 21.20
11/29/2024	101056	$ 68.98
11/29/2024	101058	$ 68.98
11/29/2024	101059	$ 37.71
11/29/2024	101060	$ 26.98
11/29/2024	101061	$ 26.98
11/29/2024	101064	$ 68.98
11/29/2024	101076	$ 600.00
12/20/2024	101215	$ 135.00
12/20/2024	101270	$ 23.12
12/20/2024	101288	$ 20.00
1/28/2025	101389	$ 21.20
3/18/2025	101630	$ 212.79
3/18/2025	101697	$ 17.34
4/15/2025	101818	$ 7.71
5/20/2025	101948	$ 60.00
6/24/2025	102090	$ 1,631.36
6/30/2025	102179	$ 9.40

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Mountain Lakes Board of Education

Purchasing Manual
2026-2027

INTRODUCTION AND PURPOSE

The purpose of this Purchasing Manual is to assist all Board of Education employees in the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contracts Law N.J.S.A. 18A:18A-1 et seq.;
- New Jersey Administrative Code N.J.A.C. 5:34-1 et seq.;
- Board of Education Purchasing Policies;
- Federal Procurement Code - 2 CFR 200.317 et seq., when applicable;
- NJQSAC Fiscal DPR Indicator #15;
- Local Finance Notices – NJ Division of Local Government Services; and
- Other laws and administrative code when applicable.

The Purchasing Manual is designed to achieve three (3) goals:

1. Compliance with the law, code and board policy on purchasing;
2. Promote efficiency in the purchasing practices; and
3. Achieve cost savings through proper purchasing practices.

Planning for Purchases

School purchasing is a deliberative process that requires planning, time and patience.

Please allow enough time between generating a purchase order and the actual date materials or services are needed. Plan for items needed on an annual basis as proper planning can eliminate much of the frustration that is encountered with public school purchasing procedures.

Who Should Review this Manual?

This manual should be reviewed with all administrators, department heads, teachers, administrative assistants, and any others who are involved in the purchasing process. It is imperative that all users adhere to purchasing laws and guidelines.

If you have any questions concerning the following guidelines, please do not hesitate to contact the Business Office.

PURCHASING AND THE LAW

Compliance with Law; Code; Board Policy

Public school purchasing is a deliberative process, designed to ensure compliance with the Public School Contracts Law, appropriate New Jersey Administrative Code, board of education policy and when applicable, Federal Procurement Code.

Limit Fraud

The deliberative process also encompasses checks and balances and internal controls designed to limit fraudulent activities.

Legal Authority for Public School Purchasing

Authority to Purchase

The purchase of goods and/or services by a Board of Education is governed by state statutes, administrative code and Board policy. New Jersey State Law 18A:18A-2(b) assigns the legal authority to the Purchasing Agent (School Business Administrator) to make purchases for the Board of Education.

The Purchasing Agent is the only individual in the school district that has the authority to make purchases for the Board of Education. The terms "Purchasing Agent" and "School Business

Administrator will be used interchangeably throughout the manual.

Authorized Purchases

All requests for purchases of goods and/or services must be made through an approved purchase order signed by the Purchasing Agent, prior to the goods or services to be received.

Purchase Order Definition

A purchase order, pursuant to N.J.S.A. 18A:18A-2 (v), is a document issued by the Purchasing Agent authorizing goods or materials to be ordered for the school district or work/service to begin. No goods or materials may be ordered or work/service be authorized to begin by any other individual in the school district other than the Purchasing Agent.

Unauthorized Purchases

Any school district employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Unauthorized purchases are a violation of State Law and Board Policy.

Penalties and sanctions for unauthorized purchases may be assigned by the Superintendent of Schools, which may include for the employee to pay for the unauthorized purchase.

Corrective Action for Non-Compliance

Memo to Administrator

If the Purchasing Agent has determined that an unauthorized purchase has been made, a memo will be sent to the responsible administrator advising the administrator of the unauthorized purchase. The Superintendent of Schools shall receive a copy of the memo.

Memo to Superintendent

The responsible administrator shall prepare a memo explaining the reasons why proper purchasing procedures were not followed. The memo will be attached to the purchase order and a copy of the memo will be sent to the Superintendent of Schools.

Letter to Vendor

The Purchasing Agent will also send a letter to the vendor who provided either unauthorized services or goods. The letter will advise the vendor that payment may not be made for the unauthorized purchase. The Board Attorney will be copied on the letter.

District Sanctions for Violations

All district employees are reminded that the school district may receive sanctions because of unauthorized (confirming) purchases. Employees are to note the following consequences of such actions:

1. Withholding of State Aid—N.J.A.C. 6A:23A-5.4
   The Commissioner of Education may withhold State funds from any school district that fails to obey the provisions of the Public School Contracts Law—N.J.S.A. 18A:18A-1 et seq.

2. NJQSAC Fiscal DPR Indicator #15
   The school district is subject to a penalty of four (4) NJQSAC points by not being in compliance with the Fiscal District Performance Review Item #15, which prohibits confirming or unauthorized orders.

3. Audit Finding and Recommendations
   All financial transactions are subject to audit review. The district may receive an audit finding and recommendation for unauthorized (confirming) purchases. Repeat audit findings may lead to sanctions against the school district.

4. Employee Sanctions
   The Superintendent of Schools may recommend to the Board of Education the filing of sanctions against any employee who does not comply with federal and state purchasing laws and code, board policy and district purchasing procedures. The sanctions may include, but are not limited to, paying for any unauthorized purchase, withholding of increment, suspension or tenure charges.

Purchasing Prohibitions

Employees Prohibited from Signing Contracts

Board of Education employees are ***prohibited from signing any contract or agreement*** offered by a vendor.

The power to sign and execute contracts after Board of Education approval lies with the Board President and the Board Secretary. This *includes free trial contracts* signed by clicking online.

Personal Liability-Contracts signed by an employee shall be considered non-binding by the Mountain Lakes Board of Education with the employee accepting ***full responsibility for the costs*** of the contract.

Reimbursements: Employee- Prohibited

The Board of Education only recognizes an employee reimbursement purchase order when it pertains to tuition reimbursement, pre-approved travel, meals and conferences. The Board will not reimburse employees for items and goods personally purchased by the employee.

Student Activity Accounts - Prohibited

Purchases made through Student Activity Accounts may not be reimbursed with Board funds. Purchase orders made payable to Student Activity Accounts for the aforementioned purpose will not be signed by the Purchasing Agent.

Private Purchases - Prohibited

Goods and services procured by the Mountain Lakes Board of Education are exclusively for the use of the Board and if applicable, other public and non-public schools. These goods and services are purchased through the signed purchase order process.

Employees of the Mountain Lakes Board of Education are prohibited from purchasing privately goods and/or services off the bid prices and quotation prices offered by the vendors to the Board of Education.

ETHICS AND CONDUCT IN PURCHASING; VENDOR RELATIONS

All district employees are to practice exemplary ethical behavior in the purchasing process. Employees are to avoid any action that may be considered a conflict with their position with the district and those dealings with vendors who provide goods and services to the district. All district employees should adhere to the following terms and conditions of the Board's policy on Ethics and Conduct in Purchasing; Vendor Relations.

Federal Code of Standards of Conduct

The Board of Education, pursuant to **Federal Regulation 2 CFR 200.318 (c) (1),** hereby acknowledges the Ethics and Conduct in Purchasing section to be applicable to the selection, award and administration of contracts using federal funds. The code of conduct also applies to all purchases, notwithstanding the source of funding.

Financial Interest in any Contract with the Board of Education - Prohibited

No employee or Board member may have a direct interest in any contract or agreement for the sale of goods and services to the Board of Education, nor receive any benefit, compensation or reward from any contract for the sale of goods and services to the Board of Education. Reference—N.J.S.A. 18A:6-8.

Solicitation/Receipt of Gifts from Vendor - Prohibited

School Board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or other thing of value from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from the district, or a potential bidder, or an applicant for any contract with the district, based upon an understanding that what is solicited or offered was for the purpose of influencing the Board member or school employee in the discharge of their official duties. This policy shall be consistent with the School Ethics Act—N.J.S.A. 18A:12-21 et seq.

School District Responsibility - Favoritism; Family Members; Businesses

School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

School officials and employees are to avoid recommending purchases from members of their families, businesses that employ members of their families and from businesses in which the official, employee or members of their immediate family have a direct financial interest.

School officials and employees who are authorized to sign off on purchase orders and/or to recommend purchases or business transactions by virtue of their signature on the purchase order certify that their actions are consistent with this policy and all applicable statutes.

Vendor Responsibility - Doing Business with the Board of Education

Any vendor doing business or proposing to do business with the Mountain Lakes Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer

any gift, gratuity, or other thing of value of any kind to any official or employee of the Mountain Lakes Board of Education or to any member of the official's or employee's immediate family.
No vendor shall cause to influence or attempt to influence, any official or employee of the Mountain Lakes Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Vendor Certification

Vendors will be asked to certify that no official or employee of the Mountain Lakes Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Mountain Lakes Board of Education.

Disciplinary Actions for Employee Violation of the Policy - Sanctions

In accordance with N.J.S.A. 18A:6-8, any school district employee who violates the terms of this policy may be subject to withholding of annual increments, suspension, demotion, school ethics complaint, termination and/or revocation of license to teach or to administer.

Conflict of Interest Certification

No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of any contract, 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. Ref. 2 CFR 200.318 (c) (1)

School district employees who are part of an evaluation committee to review responses to Request for Proposals (RFP) and/or to Competitive Contracting proposals will be required to complete a Conflict of Interest certification in accordance with N.J.A.C. 5:34-4.3 (e) (f).

Possible Conflict of Interest - Contact the School Business Administrator

Any school employee who thinks there may be a potential conflict of interest with a recommendation of award with any vendor doing business with the district, is encouraged to contact the School Business Administrator for guidance.

Criminal Code Citations

All school employees are reminded of the following New Jersey Criminal Code citations:

2C:27-9 Unlawful Official Business Transaction
"A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of the government entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant or an immediate family member has an interest." (N.J.S.A. 2C:27-9)

2C:27-10 - Acceptance or Receipt of Unlawful Benefit by Public Servant for Official Behavior
"A public servant commits a crime in the fourth degree...if the public servant directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit, whether the benefit inures to the public servant on another person, to influence the performance of an official duty or to commit a violation of an official duty." (N.J.S.A. 2C:27-10)

PURCHASING GUIDANCE AND RULES

Mandatory Training

All school personnel involved in the requisition and purchasing process shall attend an annual mandatory training session concerning proper purchasing procedures. The training will be presented in two (2) sessions:

Session I—Purchasing Procedures
All administrators, supervisors and principals, pursuant to N.J.A.C. 5:34-1.1(b), shall attend a mandatory training session on purchasing procedures.

Session II—Requisition and Purchase Order Process
All school personnel involved in the preparation of requisitions and purchase orders shall attend a mandatory training session.

Administration Purchasing Recommendation Rationale

Administrators who recommend purchases should be able to explain and defend the need of the purchase and why the purchase is essential to the school district. Administrators who sign off on requisitions/purchase orders may have to provide an educational or operational rationale for the purchase based on the following:

- How will students learn or benefit from the purchase?
- What educational achievement or program may be linked to the purchase?
- How is the purchase of operational value to your school/office?
- Are the goods/services purchased useful for the long term rather than immediate need?
- Have inventories been checked to determine whether there is a real need for the purchase?

Administrators may have to justify the need for the purchase and if so required, explain the need at a Board of Education meeting. All Requisitions should contain a Rationale in the body of the PO.

Purchase Order Requirements

CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE)	AFFIRMATIVE ACTION EVIDENCE (AA)	BUSINESS REGISTRATION CERTIFICATE (BRC)	CHAPTER 271 PCD (PAY TO PLAY) (271)
Up to $ 6,600	(a)	No	No
$ 6,600 - $17,499	(a)	**YES**	No
$17,500 - $43,999	(a)	**YES**	**YES**
$44,000 – and over	**YES**	**YES**	**YES**

Affirmative Action Evidence Exemptions	Business Registration Certificate Exemptions	Chapter 271 Exemptions
Contracting Units Subject to Title 40A:11	Contracting Units Subject to Title 40A:11	Contracting Units Subject to Title 40A:11
State of New Jersey Contract Purchases	State of New Jersey Contract Purchases	State of New Jersey Contract Purchases
Boards of Education including Educational Services Commissions	Boards of Education including Educational Services Commissions	Boards of Education including Educational Services Commissions
Other contracting units: e.g. County and State Colleges and local authorities, boards, etc.	Other contracting units, e.g. County and State Colleges and local authorities, boards, etc.	Other contracting units: e.g. County and State Colleges and local authorities, boards, etc.
	Non-profit Organizations	Non-profit Organizations
	Exempt Situations Emergency Purchases: No payment unless BRC is on file	New Jersey School Boards Association
	Employee settlements paid to attorneys	Contract Renewals
	Establishments that are out of state & business being conducted takes place out of state, e.g. hotels, camps, seminars, theatres, etc.	Public Utilities, e.g. PSE&G
	Purchase made entirely through School Student Activity Funds.	**Exempt Situations** Emergency purchases
		Litigation payments to parties through court order.

It is suggested that Affirmative Action evidence be on file from vendors and contractors. It is suggested that school districts request from all vendors the Iran Disclosure Form!

Cancellation of Purchase Orders

All requests to cancel purchase orders must be made in writing to the Business Office. Reasons explaining the need to cancel the purchase order must be outlined. The Purchasing Agent maintains the sole right to cancel purchase orders.

Credit Card Use Prohibited

Pursuant to the New Jersey Department of Education Audit Program page I-5.11, a school district is not permitted to use a credit card for the purchase of goods and services. All purchases are to be made through the purchase order process in compliance with the Public School Contracts Law.

Preview of Materials

All staff members must receive permission from administrators, supervisors, or principals to preview materials. After the preview process has been completed, the item must be returned.

Required Forms for New Vendors						
Contract/PO Thresholds (Aggregate)	W-9	Business Registration (BRC)	Chapter 271 Pay to Play (271)	Iran Disclosure (Contract/Bid only)	Russia/Belarus Financial Disclosure Form	Affirmative Action (AA) (Contract/Bid only)
Up to $ 6,600	Yes	Yes	No	Yes	Yes	
$6,600 - $17,499	Yes	Yes	No			
$17,500 - $43,999	Yes	Yes	Yes			
$44,000 – and over	Yes	Yes	Yes			Yes

VENDOR INFORMATION

New Vendors

The Business Office must enter new vendor information in SYSTEMS3000 prior to using the services or goods of that new vendor. The Business Office also must receive from vendors certain legal documents prior to issuing a purchase order. Depending on the amount of the purchase order in the aggregate the following documents must be in the possession of the Business Office:

Vendor Performance- Unsatisfactory

Vendors used by the school district must provide goods and services in accordance with the terms and conditions of the contract. If any school official does not receive goods or services in a satisfactory manner, it is important the Purchasing Agent be informed.

Debarment, Suspension or Disqualification– (N.J.A.C. 17:19-1.1 et seq.)

The Board of Education will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report (www.state.nj.us/treasury/debarred) or the Federal System for Award—SAM.gov.

Renewal of Contracts—Services

Any vendor contract for services other than professional services, may be extended or renewed by the Board of Education pursuant to the terms and conditions of N.J.S.A. 18A:18A-42(o). The major conditions are as follows:

- Renewal contract is awarded by Board resolution;
- No contract shall be extended so that it exceeds five (5) consecutive years;
- Any price increase shall not exceed the quarterly Index Rate; and

- Terms and conditions of the contract remain substantially the same.

The Business Office will notify all administrators in March of the preceding fiscal year of any vendor contracts that are eligible for renewals.

BIDS AND REQUESTS FOR PROPOSALS

Bids

(Advertise for Purchases that exceed the bid threshold - $44,000)

This method is used for procuring goods, materials, services and public work projects that exceed the aggregate* of the board of education approved bid threshold of $44,000.

Examples of Bidding		
Athletics Footwear Supplies/Equipment Phys Ed Supplies/Equipment	**District** AV Equipment Calculators Furniture	**Technology** Computers/Printers Computer Supplies/Equipment Interactive Whiteboards
Building Services Department Custodial Supplies Electrical HVAC Plumbing Public Works Projects	**Food Services Department** * Canned Goods Grocery Goods Kitchen Equipment Pest Control Services	**Title I Testing** Test Scoring Services

Award of Contract - Lowest Responsible Bidder

The common thread of all these bids is that the district must award the contract pursuant to N.J.S.A. 18A:18A-4 (a) to the lowest responsible bidder.

*N.J.S.A. 18A:18A-2 (l). "Aggregate" means the sums expended or to be expended for the provision or performance of any goods or services in connection with the same immediate purpose or task, or the furnishing of similar goods or services, during the same contract year through a contract awarded by a purchasing agent.

Bids and Purchasing:

Bid Limit - $44,000

The Mountain Lakes Board of Education is restricted by New Jersey state law on how much money can be spent by the district for the entire year on materials, supplies and services.

This restriction is called the **bid threshold** or **bid limit**. The bid limit is $44,000. This means that any specific item, class of items and/or services of a similar nature, purchased by the school district totaling in the aggregate more than $44,000 for the entire year, must be competitively contracted or advertised for bid. This restriction is for the entire district and not by location or schools.

School officials **cannot circumvent the law by splitting purchases to be under the $44,000** bid limit. Administrators that have purchases that may exceed the $44,000 bid limit, are to contact the Business Office to begin planning the bid process.

Bidding: Time Frame

The formal bidding process usually takes about 6-8 weeks from start to finish. Please plan appropriately.

Exceptions to the Bid Limit

New Jersey State Law allows for some exceptions to the bid requirements. There are approximately twenty (20) exceptions where a Board of Education does not have to go to bid for goods and services. Some of them are:

- Purchasing through New Jersey State Contract;
- Professional services as outlined by New Jersey law;
- Textbooks, kindergarten supplies, student produced publications, library and educational goods
- Contracts with other government entities; county and state colleges, and
- Legal notices, food supplies, milk, utilities, insurance, election expenses, travel and conferences;

* These purchases may be subject to the quotation process pursuant to N.J.S.A. 18A:18A-37(a) if practicable. The Business Office should be contacted concerning exceptions to bidding.

Annual Bids- N.J.S.A. 18A:18A-9

The Board of Education, to be in compliance with N.J.S.A. 18A:18A-9, requests administrators/supervisors and school principals start to plan and prepare for Annual Bids. The proposed time lines are as follows:

Annual Bid Timeframe	
February-March	Administrators/Supervisors prepare technical specifications to be reviewed by the Purchasing Agent.
April	Purchasing Agent prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding. Bids are advertised pursuant to the Public School Contracts Law.
May/June	Annual bids are received, opened and tabulated by the Purchasing Agent.
May/June	Bid resolutions are prepared by the Purchasing Agent for Board of Education review and approval.
June	Purchase orders are generated by Administrators/Supervisors and presented to the Purchasing Agent for services to begin on July 1st.
June/July	Purchase orders are generated for goods and materials to be delivered to the schools for August delivery.

Quotations (Purchases that fall between $6,600 and $43,999)

This method of procurement is used for contracts for goods, materials, services and public works projects that in the aggregate are between $6,600 and $43,999.

Examples	
Athletic Trainer Supplies	Musical Supplies
Athletic Wear	Repair Supplies
Fitness Equipment	Tech Supplies
Grounds Equipment	

Award of Contract—Price and Other Factors

The Board of Education is obligated to **solicit** at least two (2) competitive quotations and award the contract pursuant to N.J.S.A. 18A:18A-37(a), to the vendor whose response is most advantageous, price and other factors included.

Quotations and Purchasing

Quotation Limits - $6,600 through $43,999

The quotation limit (threshold) is $6,600. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than $6,600 and less than $44,000 for the entire year, must be competitively quoted or advertised for bid at the discretion of the Purchasing Agent.

School officials cannot circumvent the law by splitting purchases to be under the quote threshold.

Quotation Process

All quotations shall be in writing and will be coordinated by the Business Office. When a quotation is deemed necessary, the Administrator or Principal is asked to contact the Business Office. The Business Office will review these quotation specifications to determine whether they are set up to provide open and competitive quotations.

Please note: The formal quotation process could take about 2-4 weeks from start to finish.
There will be no telephone quotations except in a case of extreme urgency.

Receipt of Two (2) Quotations

Pursuant to N.J.S.A 18A:18A-37(a) the school district shall solicit two (2) quotations, if practicable. Evidence of the quotation process shall be kept on file. A copy of all of the quotations should be scanned, uploaded and attached to the PO in SYSTEMS3000.

Request for Proposal—RFP

This method is preferred for the following contracts:

Examples	
Professional Services	**Contracts less than $44,000**
Accounting/Auditing	Educational Consultants
Architectural/Engineering	Instructional Improvement
Legal	Professional Development
Medical	
Special Education Related Services	

Award of Contract—Evaluative Criteria

The RFP method is designed to award the contract to the vendor based upon a list of criteria which include as recommended by the New Jersey State Comptroller's Office with the Best Practices in Awarding Service Contracts:

- Technical
  - Submission of narrative how firm will provide services; planned approach; measurable results
  - Understanding how services will be provided

- Management
  - Business organization; staffing
  - Experience; and
  - Knowledge of district

- Cost
  - Fee proposal submission; cost analysis

The contract for an RFP contract does not have to be given to the respondent who submits the lowest price. The evaluative criteria process is designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

Competitive Contracting (Certain Contracts over $44,000)

This procurement method is used for certain contracts over $44,000.

The district can only use this method for contacts that are outlined in NJ State Law 18A:18A-4.1. Some of the examples that are permitted are:

- Proprietary Computer Software for Board Use
  - Student Data Warehousing
  - Student Information System
  - Business Office; Human Resources Software
- Professional Development Services
- Educational Consultant Services
- Instructional Improvement Services

The award of contract is similar to the RFP award of contract. It is based upon the same evaluative criteria which are designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

The administrative process of Competitive Contracting as outlined in N.J.S.A. 18A:18A-4.1 et seq. and N.J.A.C. 5:34-4.1 et seq. is a rather lengthy process and may take 6-8 weeks to complete.

State Contract—NJ Start - Purchasing

Pursuant to N.J.S.A. 18A:18A-10(a), a Board of Education may purchase goods and services through New Jersey Start (NJSTART) contract vendors. If the purchase exceeds the bid threshold, the Board of Education must adopt a resolution awarding the contract.

It is the recommendation of the Purchasing Agent to procure the following equipment and supplies from New Jersey START (NJSTART) or other Cooperative Contract vendors.

Office Supplies and School Supplies

The Purchasing Agent will distribute separate memos highlighting State Contract vendors who sell Office Supplies and School Supplies. Please review these memos with your staff.

If you plan to purchase Office Supplies and School Supplies from the State Contract vendor, please follow the instructions on the memo.

Computers

If you plan to purchase computers, please adhere to the following process prior to completing purchase orders for computers.

Please contact the Director of Technology to assist you with the technical aspects and the State Contract requirements of purchasing computers.

Other State Contract NJ START Purchasing

The School Business Administrator is required to have Board of Education approval for all NJSTART Contract purchases that exceed the bid threshold. All NJSTART Contract purchases will be verified by the Business Office prior to processing.

Purchase Order Requirements - State Contract

All purchase orders made through NJSTART Contract vendors shall include the following:

1. State Contract Number;

2. State Contract System Identifier—1 NJCP
3. Notification of Award attached to the purchase order
4. Approved State Contract price list
5. Shipping and Handling included

Formal Bid / RFP Process

Process	Timeline
Initial request to bid made by Administrator/Supervisor. Certification that funds exist.	One Day
Review of specifications, fully outlining items, materials or services to be bid by the Purchasing Agent.	One Week
Return of reviewed specifications to Administrator/Supervisor for final approval. Administrator/Supervisor signs off final approval.	One Week
Bid package prepared by the Purchasing Agent.	One Week
Legal advertisement sent to the newspaper.	Three Day Advance Notice
Bid Date/Time - must be at least 10 days after the legal ad appears in the newspaper. Bids are opened and read publicly.	10-20 Days
Bid results are reviewed by: a. Administrator/Supervisor b. Purchasing Agent	One Week
Administrator/Supervisor prepares spreadsheet showing lowest bidders and recommends award of bid. Purchasing Agent reviews bids. Resolution is prepared.	One-Two Weeks
Bids are reviewed at Board Agenda, Committee of the Whole, and Regular Public Meetings.	One Week
Contracts reviewed by Board Attorney, if needed	Three Weeks
Purchase orders are prepared by the Administrator/Supervisor.	One Week

The formal bidding process takes about 6-8 weeks from start to finish.

Please note: Bids for Public Works/Construction Projects take longer as a request for wage determination must be formally made to the State of New Jersey.

CONTRACTS

Authorization

The only person authorized to sign a contract, agreement, or proposal is the Business Administrator.

Contract Submission

All contact and agreements should be submitted to the Business Office pre-signed by the vendor. A Business Registration Certificate and a recent W-9 should be included, as well.

Attorney Contract Review

At the discretion of the Business Administrator, contracts will be sent to the Board Attorney for review. Please allow up to 30 days for this review.

Deposits & Prepayments

There is no pre-payment of contracts. There can be no non-refundable deposits made on any type of contract/agreement.

Contracts; Purchase Order Required

The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor. N.J.S.A. 18A:18A-2(v). **Please Note: When a contract has been signed with a vendor for a purchase, please upload and attach the contract to the Vendor Entry screen and to the purchase order in SYSTEMS3000 Budgetary Accounting.**

Purchase orders entered into SYSTEMS3000 without proper signatures and/or documentation will not be approved.

COOPERATIVE PURCHASING

Cooperative Purchasing

The Mountain Lakes Board of Education may use the services of an authorized cooperative purchasing entity to purchase goods and services. Recognized cooperative purchasing groups are, but not limited to:

- Boards of Education
- Educational Services Commissions
- Regional Services Commissions
- County Special Services Districts
- NJ Division of Purchase and Property (NJSTART State Contract)
- National Cooperative Vendors

Cooperative Purchasing System Identifiers - Include on Purchase Orders

School districts are required by administrative code to identify the cooperative group and include the identification number on the purchase order. Please include the cooperative or NJSTART contract name and number within the body of the purchase order.

Purchasing Cooperative List

ACES Cooperative Purchasing System
Bergen County Cooperative Purchasing Alliance
Educational Services Commission of New Jersey
Hunterdon County Educational Services Commission
Keystone Purchasing Network
Morris County Cooperative Pricing Council
National Cooperative Purchasing Alliance (NCPA)
National Purchasing Cooperatives
New Jersey Cooperative Pricing System
New Jersey Educational Computing Cooperative (NJECC)
NJEdge Market

EMERGENCY CONTRACTS (18A:18A-7)

Emergency Contracts

Emergency contracts are strictly regulated by N.J.S.A. 18A: 18A-7. A situation must exist affecting the health or safety of the occupants of school property that requires the immediate delivery of articles or the performance of a service to alleviate the emergency.

The Superintendent of Schools must be notified **first** of all emergency purchase requests. Only the School Business Administrator may award an emergency contract.

Background

An actual emergency must exist. An "emergency" is not to be created as a result of inadequate planning, delay, failure to take into account construction season or administrative convenience.

Definition of Emergency

An emergency is a situation affecting the health or safety of occupants of school property that requires the immediate delivery of the articles or performance of a service to alleviate the emergency. Federal and State of New Jersey Declarations of Emergencies may also apply. The school business administrator will contact the board attorney for guidance on such declarations.

Process in Declaring an Emergency

1. Superintendent of Schools Notified
   The Superintendent of Schools is notified by the employee/supervisor/administrator requesting a declaration of emergency.

2. School Business Administrator/Purchasing Agent Notified
   The official in charge of the building or facility, wherein the emergency occurred shall notify the Business Administrator/Purchasing Agent of the following:

   a. Nature of the emergency;
   b. Time of the occurrence; and
   c. The need for the performance of a contract.

   Such notification shall be prepared in writing and filed with the Purchasing Agent as soon as possible.

3. Awarding of Contract by School Business Administrator/Purchasing Agent
   If the School Business Administrator/Purchasing Agent is satisfied the emergency exists, the Business Administrator/Purchasing Agent is authorized by State Law to award the contract.

4. Filing of State & County Documents by Board Secretary/School Business Administrator
   In accordance with N.J.A.C. 5:34-6.1, the following documents must be filed with the County Superintendent within three (3) days after awarding the contract or agreement:

   a. A copy of the contract or agreement; and
   b. A copy of the written requisition.

5. Acknowledgement by Board of Education
   The Board of Education, at its next regular Board of Education Public Meeting, shall review and acknowledge said emergency purchase. This may be done by board resolution.

EXTRAORDINARY UNSPECIFIABLE SERVICES (EUS)

The EUS procurement method is used for the procurement of insurance and insurance consultant services. The School Business Administrator will coordinate all EUS activities pursuant to N.J.S.A. 18A:18A-5(a)(10) and N.J.A.C. 5:34-2.1 et seq.

FEDERAL FUND PURCHASING

Procuring Goods and Service When Using Federal Funds

All non-federal entities (school districts) are to follow NJ Public School Contracts Law when procuring goods and services using federal funds except where the federal standards detailed in 2 CFR Part 200.317 et seq. are in conflict or more restrictive.

School districts, when procuring goods and services using federal funds, are to comply with the Federal Procurement Code 2 CFR 200.317 et seq. A more detailed explanation of procuring goods and services when using federal funds is found in the Appendix Section of this manual.

Examples of Federal Funding Sources—Every Student Succeeds Act (ESSA)

- Title I, Part A – Improving Basic Programs Operated by LEA's
- Title II, Part A – Teacher and Principal Training and Recruiting
- Title III– English Language Acquisition and Language Enhancement
- Title III—Immigrant Education Program
- Title IV, Part A – Student Support and Academic Enrichment Program

Other Examples of Federal Funding Sources

- I.D.E.A. Part B Handicapped
- Perkins Vocational Education
- National School Lunch Program
- National School Breakfast Program
- ESSER I, II Act—Elementary and Secondary School Emergency Relief Act
- CARES Act—Coronavirus Aid, Relief and Economic Security Act 2020

Federal Procurement Guidelines—Federal Regulations 2 CFR Part 200.318 et seq.

School districts, when procuring goods and services using federal funds, shall comply with Federal Regulations Procurement Standards 2 CFR 200.318 et seq., and the New Jersey Public School Contracts Law.

Methods of Procurement

All procurement transactions must be conducted in a manner providing full and open competition. (2 CFR 200.319). Examples of procurement methods to be used:

Micro-purchases—Purchases less than $6,600.00

The Purchasing Agent shall use sound business practices for purchases in the aggregate that do not exceed $6,600.00. Reference - 2 CFR 200.320(a) and 2 CFR 200.67

Small Purchase Procedures—$6,600 through $43,999

The Purchasing Agent shall use the competitive quotation process as outlined in N.J.S.A. 18A:18A-37(a) or the Request for Proposal process, when applicable, in procuring goods and services in the aggregate of more than $6,600.00 and less than $43,999. Reference - 2 CFR 200.320(b) and 2 CFR 200.88

Sealed Bids—$44,000 or more

The Purchasing Agent shall use the competitive bid process to procure those contracts which in the aggregate exceed the $44,000 bid threshold. The contract shall be awarded to the vendor who submits the lowest responsible bid for a firm fixed contract price—lump sum or unit cost.debarment
Reference - 2 CFR 200.320(c),

Competitive Proposals—$44,000 or more

The Purchasing Agent shall use the Request for Proposal (RFP) or competitive contracting process when procuring certain contracts which in the aggregate exceed the $44,000 bid threshold, which are to be awarded by an evaluative process, rather than a firm fixed contract price. Reference - 2 CFR 200.320(d) and N.J.S.A. 18A:18A-4.1 et seq.

Non-competitive Proposals (Sole Source)

Although the Federal government recognizes contracts may be awarded to sole source vendors through non-competitive proposals, the Purchasing Agent shall use the competitive proprietary bid process or the competitive contracting process for sole or single source contracts.
Reference 2 CFR 200.320(f) and N.J.S.A. 18A:18A-15. The amounts listed are subject to change.

New Jersey Department of Education Guidance on Federal Spending

All grant administrators and Purchasing Agents of school districts are to comply with federal regulations and the Public School Contracts Law and should adhere to the guidance as provided by the New Jersey Department of Education in the publication entitled Navigating the Uniform Grant Guidance.

Food Services Directors

The USDA and the New Jersey Department of Agriculture—Food and Nutrition, have announced through various documents and forms, new procedures for the procurement of goods and services for the Food Services program in every school district.

Debarment and Suspension for Federal Contracts

Debarment and Suspension (E.O. 12549 and E.O. 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p 235). Debarment and Suspension. SAM Exclusions contains the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. (Ref. 2 CFR 200.212)

Federal Programs/Targeted Students—Include on Requisitions/Purchase Orders

Purchase orders using Federal Funds shall include on the document:

Name of Federal Program
Targeted Group of Students

Federal Contracts—Chart of Thresholds		
Description of Goods/Services	**Amount**	**Procurement Method**
Goods and Services	Less than $6,600	Sound Business Practice
Goods and Services	$6,600-$43,999	Quotation or Bid
Goods and Services	$44,000 or more	Bid
Professional Services	Less than $6,600	Simple Proposal
Professional Services	$6,600-$43,999	Request for Proposals (RFP)*
Professional Services	$44,000 or more	Competitive Contracting
Educational Consultant Services	Less than $6,600	Simple Proposal
Educational Consultant Services	$6,600 - $43,999	Request for Proposals (RFP)*
Educational Consultant Services	$44,000 or more	Competitive Contracting
Instructional Improvement Services	Less than $6,600	Simple Proposal
Instructional Improvement Services	$6,600 - $43,999	Request for Proposals (RFP)*
Instructional Improvement Services	$44,000 or more	Competitive Contracting
Professional Development Services	Less than $6,600	Simple Proposal
Professional Development Services	$6,600 - $43,999	Request for Proposals (RFP)*
Professional Development Services	$44,000 or more	Competitive Contracting
Sole Source (Proprietary) [(a)]	Less than $6,600	Simple Proposal
Sole Source (Proprietary) [(a)]	$6,600 - $43,999	Proprietary Quotation
Sole Source (Proprietary) [(a)]	$44,000 or more	Proprietary Bid
Services Provided by Government Units/Schools	Less than $6,600	Simple Proposal
Services Provided by Government Units/Schools	$6,600 - $43,999	Request for Proposals (RFP)*
Services Provided by Government Units/Schools	$44,000 or more	Competitive Contracting
Construction; Public Works	Less than $6,600	Written Proposal; PW Documents
Construction; Public Works	$6,600-$43,999	Quotation or Bid
Construction; Public Works	$44,000 or more	Bid

***RFP's must be publicized when federal funds are being used.**

Please Note: When using NJ START contracts for purchasing you must obtain 3 quotes to be in

compliance with federal rules. This does not apply to purchasing cooperatives.

STUDENT ACTIVITY PURCHASES

The purpose of having student activity funds should be to finance the normal legitimate co-curricular activities of the student body organization. Only expenditures relating to student group activities, which benefit students, may be made from student activity accounts. Student activity funds are monies generated by students' participation, authorized to be spent by students and expended on behalf of the students.

Signing of Contracts with Vendors

School officials are strictly prohibited from signing any contracts with vendors, unless expressly authorized by board resolution. All contracts with vendors shall be reviewed by the School Business Administrator, who if satisfied, will affix their signature to the vendor contract.

Purchases—Bids May Be Required—Discretion of School Business Administrator

The School Business Administrator is aware of the following exception to bidding.

Goods and services paid with funds that: are raised by or collected from students to support the purchase of student-oriented items or materials, such as yearbooks, class rings, and a class gift; and are deposited in school or student activity accounts; and require no budget appropriation from the Board of education; N.J.S.A. 18A:18A-5(a)(21)

It will be the determination of the School Business Administrator, whether an advertisement for bid will be required for a Student Activities purchase, which in the aggregate exceeds the bid threshold of $44,000.

Purchases - Quotations Required

Goods and services paid with student activity funds and require no budget appropriation from the board of education, are considered an exception to bidding under the New Jersey Public School Contracts Law. It is important to note however, that purchases less than the bid threshold may be subject to official quotations solicited by the School Business Administrator. Please alert the Business Office for any upcoming purchases that are more than $6,600.

Purchases - Board Resolution Required Exceeding the Bid Threshold

All purchases exceeding the bid threshold, currently $44,000, require prior board of education approval at a regularly scheduled meeting.

Pursuant to N.J.S.A. 18A:18A-5(a)(21) all purchases from the student activity account that exceed the bid threshold must be approved by board resolution prior to the purchase being made.

Purchases of yearbooks, school rings; catering halls for proms, may fall in this category. Fund-raising contracts that exceed the bid threshold in the aggregate require a board resolution.

OTHER PURCHASES

Concessions

Procurement Process Activities - N.J.A.C. 5:34 -

9.4(d) Governing Body Responsibilities

Obtain Legal Opinion

The legal counsel (board attorney) shall provide an opinion of the legality of procuring a concession.

Pass a Resolution

Pass a resolution authorizing the procurement of a concession.

The resolution shall include:

- Description of the public need for the concession;
- The concession to be awarded (type);
- The considerations (benefits and risks) the governing body took into account in reaching the decision to award a concession;
- An estimate value of the concession;
- An estimate of any revenue or services to be received by the governing body;
- Basis of award of the concession is based upon the most advantageous price and other factors;
- An estimate of costs to be received by the governing body;
- Any services, facilities or endorsement to be provided by the governing body;
- The method to be used to procure the concession.

Awards of Contract 5:34-9.4(g) Methods of Procurement

- Quotations - total value of concessions less than the bid threshold
- Public Bid
- Competitive Contracting

Concession 18A:18A:2(aa)

Means the granting of a license or **right to act for on behalf on the Board of Education** or to provide a service requiring the approval of endorsement of the Board of Education and which may or may not involve a payment of exchange, or provision of services by or to the board of education provided that the term concession shall not include vending machines.

Services 18A:18A-2(dd)

Service or services may also include an arrangement in which a vendor compensates the board of education for the vendor's right to operate a concession.

Examples of Concessions N.J.A.C. 5:34-9.4(b)

1. Selling Advertisements

   Publishing a map, newsletter, directory, or calendar containing the meeting schedules and other information about the "school district" services or activities where the contractor sells advertising as full or partial payment for providing the service.

2. Welcome to Sign

   Installation of "welcome to" signs on public property where a local organization pays a fee to the sign manufacturer, who may or may not make a payment to the contracting unit, and includes the name of the local organization on the sign.

3. Use of Public Space

   The use of public space or facilities
   Example, scoreboards, bus shelters, facility advertising for advertising in exchange for fees or services, or discounts on services.

4. Vending Machines (other than food and drink)

   The installation of vending machines in public facilities. (Not newspaper machines) 9(c)

5. Donations, Sale of Equipment

   The donation, sale, installation, or maintenance of equipment of facilities for use of the contracting unit.

6. Public Pay Phones

   The choice of a local or long distance telephone service for pay phones on public property.

7. Copying Machines - Public Use

8. Selling of goods on Public Property

9. Other services, rights or use as may meet the definition of concession

Exceptions to Concessions 9(c)

Public events;

Seasons recreational programs	Holiday celebrations
Concert series	Tourism related items

A concession shall not be deemed to include contributions of goods, services or financial support for sponsorship of public events.

Vending Machines

Vending machines providing food or drink are not considered concessions.

Vending machines providing food or drink are an exception to the bid threshold. Quoted if under the bid threshold 18A:18A-5(23).

Vending machines containing other items are subject to bidding/quoting.

Concession Contracting

How do we contract for concessions?

Exceed the Bid Threshold

Seek competitive bids Use competitive contracting process

Below the Bid Threshold

Formal quotation process

Below 15% of Bid Threshold

Outright Purchase

Field Trips

The district has secured through the competitive bid process, prices for various types of transportation vehicles needed for approved field trips. A special bulletin has been issued to all administrators and principals. All employees are reminded of the following guidance as it pertains to field trip transportation:

1. Purchase order must be prepared and processed prior to the date of the field trip.
2. Attached to the field trip transportation purchase order is a copy of the board of education resolution approving the destination of the field trip.
3. The approved list of bus companies and corresponding prices are to be used whether the field trip is paid through board of education funds (PO) or student activity funds.
4. All field trips using board of education funds (purchase order) shall be part of the instructional program, have an educational value and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when using public funds. A board resolution approving the field trip must be attached to the purchase order.
5. The cost of field trips may be borne by the pupils' parents with the exception of pupils in special education classes and pupils with financial hardship. Reference—N.J.S.A. 18A:36-21

Meals; Refreshments and Catering

The State of New Jersey Department of Education has provided guidance to school districts through Administrative Code N.J.A.C. 6A:23A-5.8 on Board expenditures for meals and refreshments.

The expenditure of public funds for meals and refreshments may be used for the following:

Permitted Activities for Meals; Refreshments; Catering

- Student Activities

Reasonable costs for light meals and refreshments directly related to activities that benefit students and are part of the instructional program are permissible. These activities must be part of the instructional program and not solely for student entertainment.

- Parent Activities
  Reasonable costs* for light meals and refreshments for parent activities are permissible. It is expected that expenditures for this purpose will be minimal and infrequent.

- Dignitaries
  Reasonable costs* for light meals and refreshments for dignitaries as defined in State code, are permissible.

- Board Member Meetings - N.J.A.C. 6A:23A-7.12(f)
  Light meals and refreshments are permitted for all Board members and for employees who are required to attend a Board of Education meeting.

*Please note that costs for light meals and refreshments are limited as follows:

Breakfast	$ 7.00 per person
Lunch	$ 10.00 per person
Dinner	$15.00 per person

(NJ OMB Circular 20-04-OMB Section XI—Letter I)

Documentation Required—Light Meals and Refreshments

Documentation must be provided to support expenditures for light meals and refreshments. The following information is to be provided on the Purchase Order:

- Description of the activity;
- Purpose/justification of the activity; goal; objectives;
- Make-up of the group receiving the meals; and
- Names of employees and Board members included in the group.

Prohibited Activities for Meals; Refreshments; Catering

- Athletic Activities
  Light meals and refreshments served to guests at any athletic event, game or contest are not permitted.

- Staff and Employees of the School District
  Light meals and refreshments are not permitted for employees and staff of a school district, unless the staff member or employee is essential to a student activity where light meals or refreshments are being served. N.J.A.C. 6A:23A-7.12(d); 6A:23A-5.8(b)(4)

- Honoring Employees
  Receptions, dinners or other social functions held for or honoring any employee or group of employees are not permitted when public funds are being used.

  Please note: the use of public funds (purchase order) for the purchase of employee recognition awards is permitted. For example - Retirement Plaques

Purchase of Food Supplies Guidance

Purchase of Food Supplies-Supermarkets

New Jersey state law and code excludes the purchase of food supplies from the bidding process if the food supplies are for the school cafeteria or home economics classes. Many schools and office have prepared purchase orders to: **Shoprite**

Food supplies purchased from the supermarkets shall be in compliance with state law and code and only for the approved list of situations. All purchase orders, including student activity account purchases, are subject to review by Department of Education (DOE) officials and auditors.

Food Supplies

New Jersey Administrative Code 6A:23A-16.5(b) clearly notes that food supplies include those supplies that are "eaten or drunk." Administrators are to ensure that purchases from the supermarkets have only items listed that follow the code. The Business Office will review the register receipts and highlight those items that do not follow the code.

Textbooks and E-Books; Approval and Purchase

Approval of Textbooks

In accordance with state law (N.J.S.A. 18A:34-1), all textbooks must be approved by the Board of Education prior to their use in the educational program. Purchasing textbooks that have not been approved by the Board of Education is a violation of state law. The Assistant Superintendent has set up procedures to have textbooks approved by the Board of Education.

Textbook Approval – Board of Education Resolution

All textbook requests must be submitted to the Assistant Superintendent for approval and preparation of Board resolution.

Purchase of Textbooks and Curriculum Department Review

New Jersey Administrative Code 6A:23A-9.3(c) (12) requires the purchase of textbooks to meet one of the following conditions:

- The purchase is in accordance with a textbook replacement plan;
- Textbooks have been identified as stolen or destroyed; or
- A change in curriculum or new edition requires a new textbook.

It is important that all purchase orders for textbooks withstand any state or district audit review. The following documentation shall be attached to each purchase order for textbooks:

This form which must be completed and attached to the front of the purchase order requires the administrator or supervisor to explain the reason for the purchase; and provide documentation that the textbook was pre-approved.

Budget Accounts

As always, only textbooks and teacher editions of the textbooks may be purchased from the "640" object code. All other books and reading material must be purchased from the "600" or "610" series accounts.

Textbooks: Purchasing Procedures

Purchase Orders Processed Once a Month

Each school building will process all purchase orders for textbooks and workbooks that require Board of Education approval, not more frequently than once a month.

The Business Office will review all purchase orders for textbooks and workbooks to determine whether the total cost of the purchase orders exceed the bid threshold. If the total cost of the purchase orders exceeds the bid threshold, then the Business Office will prepare the appropriate Board resolution.

After the Board of Education adopts the resolution to purchase the textbooks/workbooks, the purchase orders will be signed and processed if all the documents required are on file.

Purchases Must be Planned

All schools/offices buying textbooks and workbooks must now plan appropriately. Administrators and supervisors are to direct teachers and staff members to have all purchase orders ready before the deadline or otherwise they will have to wait for the next Board of Education meeting.

Online Pricing or Price Quotations

Supervisors and School principals are to ensure that purchase orders for books and workbooks be presented to the Assistant Superintendent/Superintendent with pricing that was obtained through the book company representative or by using online pricing.

Purchase Order Review - Online Pricing or Price Quotations

Each purchase order for the purchase of textbooks and workbooks will be reviewed by the Assistant Superintendent and approved by the Business Office. It is expected that attached to the purchase order in SYSTEMS3000 will be either:

- Copies of the price quotation received from the sales representative; or
- Copies of the online pricing obtained from the company's website.

Shipping and handling costs must be confirmed by the sales representative or the customer service number.

Any book requisition request that does not have either the price quotation from the sales representative or copies of online pricing uploaded and attached to the order in SYSTEMS3000 will be rejected.

Use of Catalog Pricing - Prohibited

Using written paper catalog pricing is prohibited. All book prices must be obtained by contacting the sales representative or by obtaining the prices online.

Petty Cash Funds

Petty Cash - Board Policy 6620

The Board of Education authorizes establishment of petty cash accounts by resolution annually.

Funds are to be used for emergencies and small purchases only and not to subvert the intent of the regular purchasing procedures or for routine expenditures. No single expenditure shall exceed the amount determined by the board in its resolution, and all expenditures must be authorized by the designated individual.

Amounts are established for school petty cash funds as follows:

Account	Custodian(s)	Amount
Board of Education office and Superintedent's office	School Business Administrator/Board Secretary or designee	$250
High School office	Principal or designee	$250
Briarcliff School office	Principal or designee	$200
Wildwood School office	Principal or designee	$200
Lake Drive office	Principal or designee	$200
Child Student Team	Principal or designee	$200

The principal in each elementary and middle school, the principal of the high school, the Business Administrator in the Central Office, and the Superintendent of Schools, each, is designated the custodian of the funds for his/her building and shall enclose a monthly report of activity along with a reimbursement purchase order to the Business Office on a monthly basis. The maximum individual expense that can be made from these accounts is $50; however, a signed voucher must accompany any payment over $25.

All disbursements from petty cash shall be reported at the next regular monthly meeting of the board. All petty cash funds shall be established by board-approved voucher and all unused cash is to be returned to the depository at the close of each fiscal year.

N.J.S.A. 18A 19-13: Petty cash funds
N.J.A.C. 6A 23A-16.8 Petty cash fund

CONFERENCE AND WORKSHOP TRAVEL REIMBURSEMENT

The State of New Jersey, pursuant to N.J.S.A. 18A:11-12, has adopted strict travel guidelines for school districts to follow. All school officials and employees seeking travel reimbursement must adhere to the law and travel administrative code—N.J.A.C. 6A:23A-7.1 et seq. At a minimum, reimbursement purchase orders for travel must meet the following requirements:

Written Approval from the building Principal and by the Superintendent
The travel shall be approved in writing from the building principal and by the Superintendent or the Assistant Superintendent prior to the travel event. Documentation shall be provided with the purchase order for reimbursement.

Board of Education Approval
The travel shall be approved by resolution at a public Board of Education meeting, prior to the travel event. The Board Approval meeting date should be in the body of the purchase order.

Reimbursement Procedures
Prior to being reimbursed for approved costs for the travel event, the following must be presented with the purchase order when applicable

1. Written summary conference report;
2. Travel Report;
3. Receipts for hotel and meals (when applicable);
4. Mileage Reimbursement Form; and
5. Other documents when requested.

All public school employees are to review all board policy and school administrative procedures with the School Business Administrator prior to planning for the travel event.

In accordance with 6A:23A-7.3(b), an annual maximum amount per employee not to exceed $1,500 per employee for regular business travel for which board approval is not required.

Mileage Rate allowance is allowed at the rate authorized by the annual New Jersey State Appropriations Act. The rate as of July 2022 is $0.47 per mile. Parking and toll charges shall be allowed in addition to mileage allowance. (OMB Circular; 23-02-OMB)

FIXED ASSETS

Generally Accepted Accounting Principles (GAAP) reporting, requires the district to maintain physical accountability over district owned assets. Fixed assets are property, plant or equipment, assets that are long-term and continued use, such as land, buildings, machinery, and equipment.

Cost Determination of Fixed Asset

For the purpose of this purchasing manual and to be in compliance with law and code, a fixed asset is a single item where the cost is $2,000 or more.

Recording of Fixed Assets

School officials ordering and receiving a fixed asset item, shall properly record the item on the purchase order in accordance with Business Office procedures. The fixed asset item shall also be identified with the district's bar coding system.

Disposal of Fixed Assets

All school district property must be disposed of in a manner prescribed by law as per the Records Retention Schedule prepared by the New Jersey Bureau of Records Management. The Business Office will assist all school officials with the disposal of all school property, especially those identified as fixed assets.

Purchase Order Deadline - Annual Notification

The deadline for submitting purchase orders for the current operating budget is on or about April 01, unless on an earlier date set by the Business Administrator. Exceptions to the deadline date may be allowed for the following purchases:

- End of the year activities—field trips, graduation, assemblies;
- Employee contractual obligations—tuition reimbursement;
- Emergency contracts;
- State and/or federal funded program grant programs;
- Travel reimbursements; and
- Other goods, materials or services approved by the School Business Administrator or the Superintendent.

CONTRACTED SERVICE PROVIDERS—PROTECTING OUR CHILDREN

Regular Contact with Students

There may be times during the performance of a vendor contract, where a contracted service provider may come in contact with students of the school district. The district fully understands its obligation to provide to all students and staff members, a safe educational environment. To this end, the district will be requiring all contracted service vendors who come in regular contact with students to comply with the following requirements.

Anti-Bullying Reporting - Requirement

When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7(c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

Criminal History Background Checks—N.J.S.A. 18A:6-7.1 - Requirement

When applicable, the contracted service provider, shall provide to the school district prior to commencement of contract, evidence or proof that each employee assigned to provide services and that comes in regular contact with students, has had a criminal history background check, and furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the Office of Student Protection. NJ Broadcast 9/9/2019.

Pre-Employment Requirements

When applicable, all contracted service providers, whose employees have regular contact with students, shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

http://nj.gov/education/educators/crimhist/preemployment/

THE REQUISITION AND PURCHASE ORDER PROCESS

Preparing a Requisition

The person who prepares the requisition has certain responsibilities before the order is sent to the administrator, supervisor, or principal for approval. He/she is to ensure the following:

1. **Requisitions** - All requisitions are to be entered in SYSTEMS3000 Budgetary Accounting.

2. **Vendor's Name** - All Board checks are made payable to the vendor name (top line) listed on the purchase order/requisition. Please ensure the proper vendor name is printed on the requisition.

3. **Vendor's Complete Address** - The purchase order must include the vendor's complete address and phone number. Post Office Box addresses by themselves are not acceptable unless they are of major well-known companies.

4. **Current Budget Year Included** - The current budget year must be included in the body of the Purchase Order/Requisition.

5. **Description of Items, Services, Costs and Catalog Numbers** - Items and/or services requested are to be described clearly with correct and up-to-date catalog numbers/ISBN and costs. Brand name, model numbers, colors, sizes and other descriptive items are required.

6. **Quote attached**–A quote for all items must be attached in Systems3000.

7. **Shipping Costs** - Shipping and handling costs are to be added to all purchase orders. Please read the catalog or contact the vendor to determine the actual shipping and handling costs.

   If you are unable to ascertain the actual charges, type: "10% Estimated Shipping and Handling" If there are no shipping and handling charges, type on requisition/purchase order: "Shipping and Handling Included"

8. **Delivery Address** - Attention of - The delivery address should include a name of a person or a specific department.

9. **Email Contact for Order** – As it is anticipated that we will be paperless and all POs will be emailed directly from SYSTEMS3000, please make sure to include a contact email within the body of the PO so the vendor can contact this person if he/she has any questions about the order. Otherwise it will be rejected.

10. **Total Cost** - SYSTEMS3000 automatically totals all the lines on the purchase order.
    Minimum Order - the minimum order amount for all purchase orders is $25.00. A quote of the online order page must be attached to the purchase order in SYSTEMS3000 for review.

    Please verify your figures for accuracy. Please note: The Board of Education is exempt from paying New Jersey Sales Tax.

11. **Purchase Rationale** - A rationale for the purchase must be included in the final lines of the requisition (you may use the memo option so that the rationale does not print on the PO):

    Educational Rationale - As a result of this purchase explain what students will learn or how students will benefit. Note any educational achievement or program that may be linked to this purchase.

    Operational Rationale - How is this purchase of operational value to your school/office. Note any particular benefits to the district. Explain whether any goods/services are being utilized on a regular basis and whether they are useful on a long term basis.

    Food Purchase Rationale - Food can only be provided for functions benefiting students, dignitaries and other non-district employees (e.g. parents). Please give the reason for the function and date. Please name individuals or groups attending the function (include names of employees and Board Members).

12. **Grant Information** - If the purchased items/services are to be paid with grant funds, a description of the grant (name and statute such as Title I) should be included after the rationale.

13. **Budget Code/Account Number** - Please be sure the correct Budget Code/Account Number is included on the requisition and that a sufficient balance exists to satisfy the purchase.

14. **State Contract Orders** - When ordering through State Contract vendors please include on the requisition:

    1. State Contract Number;
    2. **1NJCP** must be included on all State Contract requisitions and purchase orders;
    3. Shipping and Handling Included; and
    4. Appropriate documentation when required.

    Here is a link to the State Contract vendors and their pricing. https://www.njstart.gov/bso/external/advsearch/advancedSearch.sdo

15. **Purchasing Cooperative** - If ordering from a Purchasing Cooperative, the Cooperative name must be included in the body of the requisition. Also include the vendor's contract number.

16. **Quotations** - If quotations are obtained, scan, upload and attach them to the PO in SYSTEMS3000 using the Documents icon. You will be able to select the document type as "Quotation/Proposal." Attach all quotes obtained, including quotes from non-selected vendors. Any additional quotes should be attached to the PO as "Second Quote." Please enter the quotation date and the quotation number on the requisition.

17. **Bids** - If bids are obtained, the Bid Date and Bid Number must appear on the requisition/purchase order. Most items requiring bids must be ordered through Educational Data Services Inc. Login to order at: http://edsiq.ed-data.com/login

    There is one bid opening in May for items needed for next school year. All subject supplies (Art, PE, Science, Language Arts, etc.) should be entered by the administrative assistant and approved by the Subject Supervisors and Principal. General classroom supplies should be

entered by the administrative assistant and approved by the Principal. These would be supplies that are not required for curriculum purposes. All curriculum related orders should **always** be approved by the Subject Supervisors.

18. **Multi-Page Requisitions** - The number of pages is not limited. Entering each item on the requisition will allow accurate receiving information to be entered in SYSTEMS3000.

19. **Incomplete or improper purchase orders/requisitions will be rejected**. It is the requisition preparer's responsibility to check the status of their requisitions and to correct any deficiencies in rejected requisitions.

20. **New Jersey State Sales Tax—School Districts Exempt**
The Board of Education is exempt from paying New Jersey Sales Tax. New Jersey local school districts are political subdivisions of the State of New Jersey. Their purchases are exempt from New Jersey sales and use taxes. The board is not exempt from paying out of state sales and use taxes.

    ST-5 Form Not Required
    An exempt organization ST-5 certificate or number is not required for the local school district, public school or board of education to make tax exempt purchases. ST-5 Exempt Organization Certificates are never issued to New Jersey government entities, including public schools. Their official letterhead or official purchase order, signed by a school official, is sufficient proof to the vendor that they are exempt from paying sales taxes. Payment must be made by a school check, including a student activity fund check, or a school voucher.
    Reference—NJ Division of Taxation Tax Bulletin TB-49

21. Once the PO is completed, the requisitioner should save the requisition in SYSTEMS3000 and save a pdf copy of the requisition in a folder on their computer desktop. This requisition copy will be used as the Receiving Copy once the items or services are complete.

Responsibilities of Administrator/Supervisor or Principal

Reviewing a Requisition

Administrators/supervisors and principals must ensure the following is reviewed before the requisition is sent to the Business Administrator:

Funds Available

They must check to determine if funds were budgeted for the items included in the requisition. The SYSTEMS3000 system will not allow entry of the requisition if funds are not available in the account code. The system can't determine if the specific items were in the budget.

Requisition Completion

They must check to determine that items 1-15 previously noted (Responsibilities of the Preparer) have been properly completed.

Requisition Approval

Requisitions are to be approved by the appropriate administrators using the SYSTEMS3000 approval process

Responsibilities of Business Office

The Business Office reviews each purchase order. Special attention is given to the following:

Available Funds

The SYSTEMS3000 system will not permit a requisition to be finalized if there are insufficient funds in the account. When preparing a purchase order, be sure to check for funds availability.

Items Ordered and Cost

The Business Office reviews the technical aspects of the purchase order to ensure compliance with State Law and Board Policy.

The Business Office checks the cost of each item and determines if it can be purchased from another vendor at a savings. The Business Office also reviews whether the purchase order exceeds:

Quotation Limit: $6,600.00
Bid Limit: $44,000.00

Document Check – State Law

Pursuant to various State Laws, the Business Office must ensure the following documents are on file in the Business Office before the purchase order is signed and processed:

- Affirmative Action Evidence – Contracts $44,000.00 and over (cumulative)
- Business Registration Certificate (BRC) – Purchases $6,600.00 and over
- Chapter 271 – Political Contribution Disclosure Form (PCD) for purchases over $17,500.00 (cumulative)
- Iran Financial Disclosure Form
- IRS W-9 Form

Review of Purchase Order

The purchase order is also reviewed for technical aspects such as:

- Account code;
- Shipping charges added;
- Proper approvals;
- State contract or purchasing cooperative numbers incorrect/missing;
- Vendor address incomplete

Incomplete or improper purchase orders/requisitions will be rejected.

It is the requisition preparer's responsibility to check the status of their requisitions and to correct any deficiencies in rejected requisitions.
If all requirements have been met, the requisition order will be approved. The Business Office will then:

- Sign the purchase order electronically.
- Email the purchase order to the vendor using the SYSTEMS3000 system.

The purchase order process, as explained, may take 5 – 10 days to complete. Please plan accordingly.

Transfer of Funds

The Business Office processes purchase orders only if there are appropriate funds to cover the purchase. Purchase orders lacking sufficient funds are sent back to the originator for a request to transfer funds. All letters requesting a transfer of funds are to be sent to the Assistant Superintendent for instructional related accounts or to the Business Administrator/Board Secretary for all other accounts.

All transfers of funds have to be approved by the Board of Education at a public meeting.

In certain cases some transfer of funds requests must be sent to the State Department of Education for review. Substantive transfers of money (more than 10% of the budget line item) must be approved by the State. Purchase orders that require a transfer of funds will be mailed to the vendors the day after the State Department of Education approves the transfers.

Responsibility of the Vendor

The Business Office sends to the vendor the purchase order and the voucher. If the purchase order amount is less than $6,600.00 (15% of the Bid Threshold per Title 18A Section 18A:19-3), the vendor is not required to sign and return the voucher. If the purchase order amount is $6,600 or more, the vendor must sign the voucher and return it to the Business Office with an invoice. If you receive a signed voucher or invoice, send it to the Business Office. A check is prepared for the vendor once the Business Office has a:

Signed Voucher (if required)	Invoice
All Packing Slips	Acknowledgement in SYSTEMS3000 of Receipt of PO Items

The award of a contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor.

A signed voucher is not required per 18A:19.3, for purchases under the quote threshold of 15% of the bid threshold, or $6,600.

Increasing a Purchase Order Amount

There may be times where a purchase order amount has to be increased to meet the needs of the district. The School Business Administrator, in accordance with N.J.A.C. 6A:23A-6.10 will identify and investigate the reason(s) for any increase to a purchase order. A request to increase a purchase order amount must be approved by the Business Office.

ACCOUNTS PAYABLE SECTION

Receipt of Goods/Services

Processing the Requisition/Purchase Order - Design of Purchase Order

The purchase order is made of six (4) sheets. Listed below are the names and the purpose of each sheet. (A Requisition becomes a purchase order after all required administrators have approved the requisition in the Business Office Software System).

Copy	Disposition
Vendor Copy	Electronic copy sent to vendors in SYSTEMS3000 to order items/provide services
Voucher Copy	Electronic copy sent to vendors in SYSTEMS3000 to order items/provide service
Board Office Copy	Signature authorizing purchases; electronic copy kept on file.
Receipt Verification	School/Office verifies and confirms receipt of PO items in SYSTEMS3000

Receipt of Goods and Services

The originator of the purchase order should follow the following process when receiving materials, goods, and services.

Receipt of Items Ordered

It is important that all items received be immediately checked. Procedure:

- Obtain a copy of purchase order and packing slip of items ordered.
- Open boxes and check off items received on the receiving copy and the packing slip.
- If all items are enclosed, then the originator will check off and record the actual receipt of the item received in SYSTEMS3000.

Receipt of Goods and Services: Responsibilities of Administrators; Supervisors

Administrators and supervisors are to ensure that all goods received have been checked in for accuracy. If the goods received match the purchase order then the administrator should do the following:

Confirm receipt of delivery of goods;
Sign any invoices that may have been submitted with the order to the Business Office.

Send all items to the Business Office c/o Accounts Payable within seven (7) days of the receipt of goods.

Accounts Payable Procedures - Notification Process - Unreturned Paperwork
There will be instances where the Business Office Accounts Payable will send a courtesy reminder to any school or office that has not uploaded their paperwork in SYSTEMS3000 in a timely fashion. The following procedures have been approved by the Business Administrator:

- Thirty (30) Day Notice - Original

The Accounts Payable Office will send a reminder notice to all schools and offices that have not submitted their paperwork after 30 days of receipt of the invoice.

- Second Notice - Seven (7) Days

The Accounts Payable Office will send a second reminder notice seven (7) days later if no paperwork is received from the school or office.

- Final Notice - Seven (7) Days

The Accounts Payable Office will send a final notice reminder seven (7) days later if not paperwork is received from the school or office.

- Superintendent's Office Contacted - Three (3) Days

The School Business Administrator will contact the Superintendent of Schools after three (3) days if the paperwork is not received from the school or office.

All receiving copies of packing slips should be uploaded/scanned into SYSTEMS3000 under the packing slip icon be signed within seven (7) days of receipt of items.

The Mountain Lakes Board of Education has an excellent reputation for paying its bills in a timely fashion. We ask that all employees assist in maintaining this fine reputation.

Paying Bills in a Timely Fashion—within 30-60 days

Paying Bills Pursuant to State Law—within 90 days N.J.S.A. 18A:18A-10.1

New State Law-Paying Vendors
A Board of Education shall pay interest on the amount due a business concern pursuant to a properly executed invoice, when required, if the required payment is not made on or before the required payment date.

Problems Encountered with Receipt of Goods

- **Back Orders**
  If an item is not received in the shipment, it is considered to be back ordered. The packing slip will have "back order" written on those particular items.

  Resolution Process
  If the order is incomplete because there is a back order, do not wait for the next shipment. Please do the following:
  Mark on your receiving copy of the purchase order those items you did not receive or record those items that you did receive as received in SYSTEMS3000.

  Keep a copy of your receiving copy and the packing slip.

Attach the receiving copy and packing slip to the PO in SYSTEMS3000.

Upon receipt of the back order in the next shipment, check your copies of the receiving copy and the packing slip and attach both copies to the PO in SYSTEMS3000. When you are receiving in SYSTEMS3000, mark the back order items received in SYSTEMS3000.

- **Items Missing from Order**
  If items are marked on the packing slip that they were delivered but are missing from your shipment.

  Resolution Process
  Contact the company immediately to inform them of the discrepancy.

  Note the discrepancy on the receiving copy and the packing slip and keep for your records.

  Attach the receiving copy and packing slip to the PO in SYSTEMS3000 and only mark items actually received in SYSTEMS3000.

  Upon receipt of the missing item in the next shipment, cross reference the receiving copy and the packing slip and attach both copies to the PO in SYSTEMS3000 and record the items as received in SYSTEMS3000.

- **Items Damaged/Wrong Items Received**
  If you have received incorrect or damaged items:

  Resolution Process
  Contact the company for the procedure for returning damaged or wrong items.

  Return the item(s) to the company.

  On the receiving copy and the packing slip, mark what items were returned and the reasons for being returned. Make note of how the items were returned (UPS/PO/Vendor pick up).

  Attach the receiving copy and packing slip to the PO in SYSTEMS3000.

  Upon receipt of the missing/wrong item in the next shipment, check your copies of the receiving copy and attach both copies to the PO in SYSTEMS3000 and record the items as received in SYSTEMS3000.

- **Items Discontinued**
  If the item you ordered is discontinued

  Resolution Process

  Mark on the receiving copy of the purchase order "discontinued".

  Do not call the company for a replacement item. You must complete a new purchase order.

VENDOR PAYMENT PROCESS

Purchase Order Contract Amount

The contracted services vendor/provider (vendor) receives a purchase order from the Purchasing Agent notifying the vendor that services may begin.

The purchase order has a total contract amount. This contract amount **may not be exceeded unless authorized by the Board of Education in writing.**

Responsibility of the District Administrator

The School Business Administrator asks all district administrators to monitor all vendor bills and invoices to ensure they do not exceed the total contract amount. Administrators are asked to contact the Purchasing Agent, forty-five (45) days in advance, if the total contract amount is close to being exceeded. The Purchasing Agent then can begin a process to exceed the purchase order amount pursuant to administrative code.

Exceeding Contract Amount

If any administrator permits a vendor to exceed the contract amount, the administrator has permitted an unauthorized service, which is similar to an unauthorized purchase. Administrators are asked to monitor the dollar amount of services being provided to the district.

Responsibility of the Vendor

The district asks all vendors to also monitor all bills and invoices to ensure they do not exceed the total contract amount. Vendors are asked to contact the respective administrator, forty-five (45) days in advance, if the total contract amount is close to being exceeded.

Exceeding Contract Amount

Contracted vendors may only exceed the amount on the purchase order when authorized by the School Business Administrator in writing. The authorization will be in the form of a new purchase order being issued to the contractor signed by the Purchasing Agent.

Submission Deadlines for Vendor Payment

The Board of Education traditionally meets on the third Monday of each month. The Business Office asks that all bills and invoices for payment be submitted by the second Monday of each month.

The Business Office cannot begin the payment process until the recipe of acknowledgment of the items is received in SYSTEMS3000.

End of Year Billing/Cancellation of Purchase Orders

It is imperative for administrators to work with contracted service vendors to ensure end of the year invoices are submitted to the Business Office in a timely fashion. In compliance with the State of New Jersey Department of Education requirements, the district has adopted a policy of canceling open purchase orders at the end of the fiscal year. All invoices must be billed within thirty (30) days of services to meet the State Department of Education deadline. If we are not in receipt of your invoice within the thirty (30) day deadline, we will not be able to process payment in a timely fashion and the corresponding purchase order may be canceled, thereby causing a delay in payment.

Facilities Staff - Custodial & Maintenance										
Last Name	**First Name**	**Action**	**UPC**	**Position**	**School**	**FTE**	**Degree/ Step**	**Rate of Pay**	**Start Date**	**End Date**
Arroyo	Andrew	Appoint	CUST-DW-CUST-18	Custodian	DW	1	10	$64,810.00	7/1/26	6/30/27
Baytops	Evan	Appoint	CUST-DW-CUST-08	Custodian	DW	1	7	$60,685.00	7/1/26	6/30/27
Colangelo	Joseph	Appoint	CUST-DW-CUST-05	Custodian	DW	1	OG	$71,760.00	7/1/26	6/30/27
Durkin	Richard	Appoint	CUST-DW-CUST-04	Custodian	DW	1	OG	$76,445.00	7/1/26	6/30/27
Francisco	Luisa	Appoint	CUST-DW-CUST-19	Custodian	DW	1	8	$61,785.00	7/1/26	6/30/27
Gray	Shemar	Appoint	CUST-DW-CUST-07	Custodian	DW	1	5	$59,385.00	7/1/26	6/30/27
Herrera	Wilson	Appoint	CUST-DW-CUST-09	Custodian	DW	1	9	$63,185.00	7/1/26	6/30/27
Masters Dryden	Sandra	Appoint	CUST-DW-CUST-21	Custodian	DW	1	2	$57,885.00	7/1/26	6/30/27
Morgan	Damion	Appoint	CUST-DW-CUST-03	Custodian	DW	1	10	$64,810.00	7/1/26	6/30/27
Morgan	Shenika	Appoint	CUST-DW-CUST-13	Custodian	DW	1	5	$59,385.00	7/1/26	6/30/27
Mullings	Garey	Appoint	CUST-DW-CUST-17	Custodian	DW	1	3	$58,385.00	7/1/26 (Pending License)	6/30/27
Plasencia Sanchez	Luis	Appoint	CUST-DW-CUST-16	Custodian	DW	1	10	$64,810.00	7/1/26	6/30/27
Prisco	Richard	Appoint	CUST-DW-CUST-10	Custodian	DW	1	10	$64,810.00	7/1/26	6/30/27
Reid	Denroy	Appoint	CUST-DW-CUST-06	Custodian	DW	1	OG	$68,972.50	7/1/26	6/30/27
Rodriguez	Francisco	Appoint	CUST-DW-CUST-02	Custodian	DW	0.74	5	$43,944.90	7/1/26	6/30/27
Smith	Alfred	Appoint	CUST-DW-CUST-11	Custodian	DW	1	8	$61,785.00	7/1/26	6/30/27
Snowden	Gilbert	Appoint	MAIN-DIST-GR-02	Maintenance	DW	1	10	$75,045.00	7/1/26	6/30/27
Stritch	Mark	Appoint	CUST-DW-CUST-14	Custodian	DW	1	OG	$66,210.00	7/1/26	6/30/27
Vlashi	Imihan	Appoint	CUST-DW-CUST-15	Custodian	DW	1	10	$64,810.00	7/1/26	6/30/27

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Brandon Chen

Education

The College of New Jersey (Ewing, NJ) August 2022 - Present

- Secondary Education Degree in Mathematics - Expected May 2026
- Cumulative GPA: 3.53
- Dean's List (Fall 2022, Spring 2023, Fall 2023, Spring 2024, Spring 2025)

Experience

Clinical II Student Teacher (Fisher Middle School: Ewing, NJ) January 2025 - Present

- Inherited 3-sections of 8th Grade Math, with varying student strengths and weaknesses
- Constructed lesson plans daily, adapting to the district's curriculum guide.
- Utilized technology to hone in students and experimented with a Math Journal to emphasize student learning and establish a stronger connection.

Clinical I Student Teacher (Hunterdon Central High School) September 2025 - November 2025

- Supported and co-taught 2 sections of Pre-Calculus CP (#363).
- Created and taught a diverse unit plan for exponents and logarithmic functions, consisting of student exploration and manipulatives.
- Compiled experience in a symposium highlighting my biggest achievements and discoveries.

Learning Assistant (The College of New Jersey) January 2025 - May 2025

- Assist professor with course instruction for [Mathematical Algorithms and Structure for Educators], supporting classes of up to 28 students.
- Hold regular office hours to provide one-on-one and group tutoring, clarifying complex mathematical concepts.

Community Advisor (The College of New Jersey) August 2023 - May 2025

- Provide peer support and mentorship to a diverse group of residents, fostering a safe and inclusive community.
- Respond to crises and emergencies, utilizing sound judgment and effective communication under pressure.

Leadership & Affiliation

Food Recovery Network (TCNJ), President December 2022 - December 2024

- Work with local distributors to collect and deliver slightly damaged foods and goods to local food shelters and the Trenton Area Soup Kitchen.
- Responsible for 50 individuals and their schedules to ensure the mission of FRN was completed successfully.

TCNJ Cross Country and Track Team August 2023 – Present

- Captain (Fall 2025, Spring 2026)
- USTFCCCA All-Academic Athlete (2025)

TCNJ Student Athletic Academic Committee Representative August 2025 – Present

- Served as a line of advocacy between student-athletes and school administration.

Caroline L. Moran

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A dedicated educator with over 5 years of professional experience serving as a lead teacher, curriculum implementor, and member of various committees. Diverse skill set focused on academic growth, instructional planning, assessing, collaborating, and professional development.

SKILLS

- Communication and collaboration
- Instructional planning
- Technology integration
- Assessment and evaluation
- Knowledge of literacy and language development, best literacy practices
- Proficiency in Sign Language (SLPI-2018)
- Expertise in the child development with hearing loss and basic audiological understanding
- Knowledge of language and communication strategies related to hearing loss
- Familiarity of hearing technology and supports; basic troubleshooting skills

TEACHING AND INSTRUCTIONAL EXPERIENCE

Elementary Teacher, **St. Cloud Elementary School**, West Orange, NJ September 2021-Present

- Designs, develops, and delivers engaging lessons following the Common Core state standards
- Utilizes strategies and techniques to achieve measurable student goals across a variety of domains
- Evaluates student progress throughout the year
- Attends Individualized Education Program (IEP) meetings and reports on student progress and future goals
- Collaborates with school faculty and staff
- Supports families and encourages communication between home and school to maximize student success
- Attends Professional Development experiences

Teacher of the Deaf, **Summit Speech School**, New Providence, NJ October 2020-August 2021

- Created, adapted, and differentiated daily lesson plans to meet students' needs
- Worked cooperatively and collaborated with Summit Speech School faculty
- Attended Individualized Education Program (IEP) meetings and reported on student progress and future goals
- Advocated for student needs in terms of appropriate services and future academic placements
- Continuously evaluated and monitored student progress using a variety of tools

Teacher of the Deaf, **Sound Start Babies** Early Intervention, Mountain Lakes, NJ January 2019-October 2020

- Provided home-based and school-based individual Developmental Intervention
- Facilitated Family Training sessions to educate families and taught sign language classes to parents and families
- Provided transition support and advocated for each individual child's needs
- Evaluated children using a variety of assessment tools
- Attended Individualized Family Service Plan (IFSP) meetings for each child

EDUCATION & CERTIFICATIONS

Fairleigh Dickinson University

- Master of Arts in Education
  - Literacy/Reading Specialist Certification
  - Supervisor Certification

The College of New Jersey

- Master of Arts in Teaching
  - Elementary Education - Grades K-6
  - Teacher of the Deaf and Hard of Hearing
    - Sign Communication
    - Oral/Aural
- Bachelor of Science in Psychology

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Melissa Phillips, CSN-NJ, RN, MSN

Objective

To obtain a school nurse position and ensure that students stay physically, medically, and emotionally healthy during their entire academic tenure.

Education

Rutgers, State University of New Jersey New Brunswick, NJ
May 2021, School Nurse Certificate Program
Rutgers, State University of New Jersey Newark, NJ
May 2014 MSN, Nursing
Felician College Lodi, NJ
May 2007 BSN, Nursing
County College of Morris Randolph, NJ
June 2005 AAS, Nursing

Experience

Morris School District Morristown, NJ (10/2024-present)
Certified High school Nurse

- Function as a high school nurse
- Complying with NJ state rules and regulations regarding vaccine management, school screenings, NJDOH reporting
- Assist in running a busy high school health office, respond to in house emergencies, assessing and treating ill and injured students
- Manage sports physicals and injury follow-ups
- Work closely with Atlantic Sports Health and Athletic department to ensure the health and safety of all athletes

HerMD Millburn, NJ (7/2023-present)
Nurse Practitioner

- Well women exams
- Management of menopause and perimenopause following the Menopause Society's guidelines
- Competent and safely prescribe HRT and alternative methods for treating menopause and perimenopausal symptoms
- Management of sexual health and vaginal pain disorders utilizing ISSWSH guidelines and recommendations
- Management of common gynecological disorders including: PCOS, infertility, AUB, pelvic pain, POF
- Competently perform pap smears and colposcopy using ASSCP guidelines
- Vulvoscopy and vulvar biopsy using Dysis
- Contraception management including IUD insertion and removal
- Medical Weight loss evaluation and treatment
- Competently perform Morpheus 8V, FormaV and Vtone procedures

Roxbury Board of Education Roxbury, NJ (11/2021-2023)
Certified School Nurse

- Fulfilled the roll of school nurse in the elementary setting

- Provided support to both staff and students
- Responsible for the the Medical Emergency Response Team
- Proficient in training staff on various emergency procedures including: AED, Epi-pen and Auvi-Q
- Updated the health office to function more efficiently
- Followed NJ State guidelines to ensure all student's medical charts, action plans, physical exams and immunization records are up to date and complete
- Updated an organized the health office to run more efficiently
- Performed annual health screening including: vision, hearing, height, weight and blood pressure
- Work closely with the health department and school officials during a national pandemic to ensure the safety of our staff and students
- Provided contact tracing for Covid-19 cases

Contemporary Women's Care Kearny, NJ (5/2020-11/2020)
Nurse Practitioner

- Diagnose and evaluate both adolescent and adult patients
- Ability maintain strict sterile techniques during office based procedures
- Offer routine screenings and examinations
- Skilled in making appropriate clinical decision independently
- Utilize eClinical Works EMR

Denville Diagnostic Denville, NJ (10/2019-present)
Per Diem Advanced Practice Nurse

- Cover injections in the event of an anaphylactic contrast reaction
- Utilize appropriate protocols when encountering an allergic reaction
- Trained in the use of Epi-Pen and other emergency interventions for anaphylactic reactions
- Initiate and maintain IV access

Garden State Urology Denville, NJ (11/2016-5/2020)
Nurse Practitioner

- Work in the specialty of urology and urogynecology
- Provide education and support to patients pre and post pelvic surgery
- Proficient in Interstim pacemaker analysis and programming
- Follow American Urological Association Guidelines while treating patients

Wombkeepers Montclair, NJ (1/1/20015-6/28/2015)
Certified Nurse Midwife

- Offer antepartum, intrapartum and postpartum care to obstetric patients
- IUD and office based gynecologic procedues
- Breast feeding support
- Limited OB ultrasound training

Saint Barnabas Medical Center Livingston, NJ (11/2007-1/2015) (8/2015-01/2018)
Registered Nurse, Cardiac Catheterization Lab

- Utilize Cerner electronic medical record
- Fulfill the role of circulator, scrub nurse, preceptor and charge nurse within Cardiac Catheterization Lab
- Able to provide hemodynamic monitoring for both cardiac, peripheral vascular, electrophysiology and neurological cases using GE Mac Lab
- Part of the "Brain Attack Team" and proficient in assisting during neurological interventions

- Experienced in working both pre-op and PACU
- Conscious sedation certified
- Experienced in using BLS/ACLS protocols in appropriate situations
- Ensure efficiency in the daily operation of the cardiac catheterization lab as charge nurse
- Handle all staffing issues while in charge
- Work with vendors and provide in-service education for staff members
- Work closely to educate the emergency department to ensure a seamless patient transition from ED to cardiac catheterization lab

Certifications and Honors

NJ RN, CNM and Women's Health Nurse Practitioner license, Certifed School Nurse, ACNM member, NJ CDS and DEA, Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Member of Sigma Theta Tau National Honor Society of Nursing

References

Available upon request

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BRENDA VELARDE

PROFESSIONAL SUMMARY:

Compassionate, bilingual Occupational Therapist with experience treating diverse patient populations across outpatient orthopedic, pediatric, inpatient rehabilitation, skilled nursing, and school-based settings. Skilled in hands-on, patient-centered interventions, treatment planning, interdisciplinary collaboration, and adaptive strategies to restore function and promote whole-body wellness. Dedicated to delivering evidence-based care and supporting patients across the lifespan in achieving meaningful, functional independence.

EDUCATION:

New York University, Steinhardt, New York, NY — May 2025
Masters of Science in Occupational Therapy

Rutgers University, School of Arts and Sciences, Newark, NJ — May 2022
Bachelors of Arts in Psychology

EXPERIENCE:

NexGen Orthopedics, Paramus, NJ — September 2025- currently
Outpatient Orthopedics

- Evaluate and treat 10–14 adult patients per day—primarily firefighters, law enforcement, and EMS—in an outpatient orthopedic setting using a hands-on, holistic approach
- Develop and implement individualized, goal-oriented treatment plans integrating therapeutic exercise, manual techniques, functional retraining, and patient education to support safe return to duty
- Collaborate with physicians and interdisciplinary healthcare providers to track progress, optimize outcomes, and ensure comprehensive, coordinated care

Bergen Pediatrics, Westwood, NJ — September 2025-January 2026

Pediatric Outpatient

- Deliver outpatient occupational therapy interventions to children ages 3–14 with autism, ADHD, and global developmental delays as a per diem therapist
- Implement individualized treatment plans targeting sensory processing, vestibular and proprioceptive integration, motor planning, and emotional regulation using play-based, evidence-informed strategies
- Provide parent coaching and develop home exercise and sensory programs to support carryover, functional participation, and self-regulation across home and school environments

CareOne, Parsippany, NJ — March 2025-May 2025
Physical Disabilities Occupational Therapy, Level II Fieldwork

- Provided interventions for a caseload of 7–8 patients with orthopedic and neurological diagnoses, supporting improvements in functional mobility, ADL independence, and cognitive engagement
- Completed comprehensive evaluations and guided family/caregiver training on adaptive equipment, fall prevention, energy conservation, and home modifications to promote safe and effective discharge planning
- Collaborated with PTs, SLPs, and RNs to support patient-centered treatment plans and enhance rehabilitation outcomes

NYU Langone- Hassenfeld Children's Hospital, NY, NY — Sept. 2024-Jan. 2025
Pediatric Occupational Therapy, Level II Fieldwork

- Maintained a daily caseload of 5–7 patients, designing play-based interventions to foster independence in self-care tasks such as feeding, dressing, and hygiene
- Conducted evaluations and created individualized interventions for patients with seizure disorders, oncology diagnoses, and post-operative scoliosis and neurosurgery, while collaborating with PTs, SLPs, RNs and Child Life Specialists to enhance participation in daily routines
- Educated caregivers on positioning, adaptive equipment, and home exercise programs to support skill carryover and continued progress at home