

WESTFIELD BOARD OF EDUCATION
OCTOBER 30, 2018

FINANCE

1. Approve Comprehensive Maintenance Plan and Form M-1 Annual Maintenance Budget Work Sheet, as attached. ADMINISTRATIVE MEMO #1
2. Approve the following Resolution:

RESOLUTION OF THE BOARD OF EDUCATION OF THE
WESTFIELD SCHOOL DISTRICT
IN THE COUNTY OF UNION, NEW JERSEY
AUTHORIZING THE SUBMISSION OF OTHER CAPITAL PROJECT DOCUMENTS
TO THE NEW JERSEY DEPARTMENT OF EDUCATION

RESOLVED that the Westfield School District Board of Education approve the following projects:

- FVHD #5076K – Emergency Generator at Westfield High School HS/DOE #5730-050-19-1000

BE IT FURTHER RESOLVED that the District’s architects, Fraytak Veisz Hopkins Duthie, P.C., be authorized to submit the above project to the NJ Department of Education for approval on the District’s behalf.

BE IT FURTHER RESOLVED that the above project be approved as “other capital projects” as defined in N.J.A.C. 6A:26 – The District will not seek State funding for the above project.

BE IT FURTHER RESOLVED that amendments to the Long-Range Facilities Plan by Fraytak Veisz Hopkins Duthie, P.C. to incorporate the above project be approved.

CERTIFICATION

I, Dana Sullivan, Business Administrator/Board Secretary of the Board of Education of the Westfield School District in the County of Union, New Jersey (the “Board”), DO HEREBY CERTIFY that the resolution entitled “RESOLUTION OF THE BOARD OF EDUCATION OF THE WESTFIELD SCHOOL DISTRICT IN THE COUNTY OF UNION, NEW JERSEY AUTHORIZING THE SUBMISSION OF OTHER CAPITAL PROJECT DOCUMENTS TO THE NEW JERSEY DEPARTMENT OF EDUCATION,” is a copy of the resolution which was duly adopted by the Board at a meeting duly called and held on August 18, 2003 in full compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6, et. seq., at which meeting a quorum was present and acting throughout and which resolution has been compared by me with the original thereof as contained in the minutes as officially recorded in my office in the Minute Book of the Board and is a true, complete and correct copy thereof and the aforesaid resolution has not been repealed, amended or rescinded but remains in full force and effect on and as of the date hereof.

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IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Board this 30th day of October, 2018.

(seal)

Dana Sullivan
Business Administrator/Board Secretary

3. Approve and award contract for architect's fees for plan and design development phase of TV Studio renovations at Westfield High School to Fraytak Veisz Hopkins Duthie, P.C., Trenton, NJ, in the amount of \$82,000. This contract is awarded as a professional service contract.
4. Approve and award contract for architect's fees for schematic design and design development phase work for interior door replacement at Westfield High School, Edison Intermediate School and Roosevelt Intermediate School to Fraytak Veisz Hopkins Duthie, P.C., Trenton, NJ, in the amount of \$94,900. This contract is awarded as a professional service contract.
5. Approve and award contract for architect's fees for schematic design and design development phase work for renovation of toilet rooms and corridor/lobby renovations at Westfield High School, Edison Intermediate School and Roosevelt Intermediate School to Fraytak Veisz Hopkins Duthie, P.C., Trenton, NJ, in the amount of \$63,300. This contract is awarded as a professional service contract.
6. Approve transfer of \$240,200 from the capital reserve account to fund the following projects:

| | |
|---|----------|
| Westfield High School - TV Studio renovations | \$82,000 |
| WHS, EIS & RIS – Replacement of interior doors | \$94,900 |
| WHS, EIS & RIS – Toilet rooms, corridor/lobby renovations | \$63,300 |
7. Approve and award contract for substitute services to Swing Education at the cost of the daily sub pay rate plus a 35% service fee of the daily sub pay rate which varies depending on the sub position required.
8. Approve the following Resolution:

RESOLUTION AUTHORIZING CONTRACTS
WITH VENDORS THROUGH COOPERATIVE PURCHASING AGREEMENT
FOR BOARDS OF EDUCATION
PURSUANT TO N.J.S.A. 18A:18A-11 & 12

WHEREAS, the Westfield Board of Education, pursuant to N.J.S.A. 18A:18A-11 & 12 and N.J.S.A. 40A:11-11(5), may, by resolution and without advertising for bids, award contracts for the purchase of any goods or services and that were procured through cooperative purchasing agreements; and

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WHEREAS, the Westfield Board of Education authorized participation in the Morris County, Union County, the Educational Services Commission of New Jersey, Somerset County, Hunterdon County, and the Educational Data Service Cooperative Programs, and

WHEREAS, the Westfield Board of Education has the need on a timely basis to purchase goods or services utilizing these; and

WHEREAS, the Westfield Board of Education intends to enter into contracts with the attached Vendors through this resolutions, which shall be subject to all the conditions applicable to the current Cooperative contracts;

NOW BE IT RESOLVED, the Westfield Board of Education authorizes the Purchasing Agent to purchase certain goods or services from the Vendors on the attached list for the 2018-2019 school year pursuant to all conditions of the individual contracts; and be it further

RESOLVED, that the duration of the contracts between the Westfield Board of Education and the Vendors shall be from October 1, 2018 to June 30, 2019.

| <u>Vendor</u> | <u>Service/Supply</u> | <u>Cooperative</u> | <u>Bid Number</u> |
|------------------------------|----------------------------------|--|-------------------|
| B&H Foto & Electronics Corp. | Photography Supplies & Equipment | Hunterdon County Educational Services Commission | HCESC-CAT-18-07 |
| B&H Foto & Electronics Corp. | Technology Supplies & Equipment | Hunterdon County Educational Services Commission | HCESC-CAT-18-02 |
| WB Mason | Copy Paper | Educational Data Services, Inc | 9304 |

9. Approve out-of-district placement for the following student:

| <u>Student</u> | <u>School</u> | <u>Start Date</u> | <u>Tuition</u> |
|----------------|-----------------------------------|-------------------|----------------|
| 2220253 | The Center School Somerset, NJ | 10/10/18 | \$68,681.40 |

10. Approve placement of the following students at Union County Vocational-Technical School, Scotch Plains, NJ, for the 2018-2019 school year, effective September 2018.

| <u>Student</u> | <u>Program</u> | <u>Tuition</u> |
|----------------|-------------------|----------------|
| VT19-36 | General Education | \$2,500 |
| VT19-37 | General Education | \$2,500 |
| VT19-38 | General Education | \$2,500 |

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11. Approve placement of the following student at Union County Vocational-Technical School Magnet Program and the AIT Program/Allied Health/APA/UCT, Scotch Plains, New Jersey for the 2018-2019 school year, effective 9/5/18.

| <u>Student</u> | <u>Program</u> | <u>Tuition</u> |
|----------------|----------------|----------------|
| M19-71 | AIT | \$6,000 |

12. Approve Payment of Bills for October, September Payroll, hand checks for September, and Employee Reimbursement Reports dated 9/28/18 for a total amount of \$9,973,960.13. ADMINISTRATIVE MEMO #2
13. Approve the following Budget Transfers ending 9/30/18 as per attached. ADMINISTRATIVE MEMO #3
14. Approve Board Secretary's Report for the month ended 9/30/18. ADMINISTRATIVE MEMO #4
15. Approve the following Treasurer's Report for the month ended 9/30/18. ADMINISTRATIVE MEMO #5
16. Approve the Monthly Budgetary Line Item Status Certification:

RESOLVED, that the Board Secretary for the Westfield Board of Education certifies that pursuant to NJAC 6A:23A-16.10(c)3, as of September 30, 2018 that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of NJAC 6A:23A-16.10(a); and

FURTHER BE IT RESOLVED, that the Westfield Board of Education certifies that pursuant to NJAC 6A:23A-16.10(c)4 that after review of the board secretary's and treasurer's monthly financial reports and the advice of district officials, we have no reason to doubt that no major account or fund has been over-expended in violation of NJAC 6A:23A-16.10(b).

17. Approve in accordance with Policy 6471, Travel Expenses for Board Members, Administrators and Teachers, travel request, as per attached. ADMINISTRATIVE MEMO #6
18. Accept a gift of \$19,338.50 from the Westfield Boosters to fund the first stage of the Athletic Training room renovation at Westfield High School.

19. Accept gifts from the Westfield Coalition for the Arts to be used as follows:

| | |
|------------|---|
| \$5,000.00 | Partial funding for transportation for the Westfield High School Wind Ensemble to perform at the Music for All National Concert Band Festival in Indiana. |
| \$ 750.00 | Partial funding for a collaborative school mural project for the Washington School gymnasium. |

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\$1,737.44 To purchase 69 blouses for the Westfield High School Blue Devil
Treble A capella groups.