

BERGEN COUNTY ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

c/o Demarest Board of Education
568 Piermont Road
Demarest, New Jersey 07627

Officers 2017-18

President
Tom Perez
(Demarest)

Vice-President
David DiPisa
(Bergenfield)

Treasurer
Mark Kramer
(East Rutherford)

Secretary
Antoinette Kelly
(Cresskill)

Past President
Steve Cea
(Paramus)

Executive Committee

Lirca Garcia
(Hillsdale)

Stacy Garvey
(Midland Park)

Kelly Ippolito
(River Vale)

Yas Usami
(Tenafly)

Jeanette Makus
(County Office)

JANUARY 18, 2018 MEETING MINUTES

The meeting was called to order at 9:00 A.M. by Tom Perez, President, at Bacari Grill, 800 Ridgewood Road, Washington Township, New Jersey.

Motion to open the meeting was made by Mark Kramer and seconded by Lirca Garcia. Motion passed unanimously.

President Perez led the membership in the Pledge of Allegiance.

Welcome and Introductions

President Perez welcomed everyone.

New Members

Nicole Schoening-Oradell
Melissa Simmons-Teaneck

Presentation

President Perez presented a check from our association to Courtney Nells from Save the Children. The check for \$15,000 was the Association's donation for hurricane relief from the hurricanes in Texas, Florida and Puerto Rico.

Approval of Minutes

Motion was made by Michael Rinderknecht and seconded by Steve Cea to approve minutes for the December 2017 meeting. Motion passed by unanimously.

Approval of Treasurer's Reports

Motion was made by Pam Baxley and seconded by Doug Barrett to approve the Treasurer's Report for the month ending December 31, 2017. Motion passed unanimously.

County Office Report

President Perez introduced Interim County Executive County School Business Administrator, Jeanette Makus, who gave her report to membership:

REMINDER: Transfers - February 1 - Any transfers you want reflected in your budget software must be made prior to February 1.

ESSA-NCLB, IDEA and PERKINS – Please submit your grant reimbursement request for amounts incurred. This should be done monthly. Based on a review of audits, this has greatly improved. Just be reminded that NJQSAC fiscal management indicator 3 requires school districts to analyze fiscal year cash flow



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on a monthly basis and “to ensure that reimbursement for federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.”

Budget Software and Guidelines – The Guidelines and first download should be available on or about January 17th. Information will be in January 16th Broadcast. There is currently no information on State Aid.

2017-2018 Budget Calendar - Was sent out in December and is currently on the DOE website. Governor's Address tentatively scheduled for February 23rd

April Election

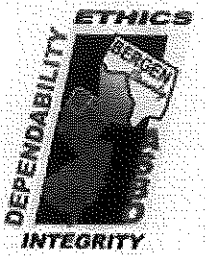
March 8 - Last day to submit budget to County Office
March 18 - Last day to advertise earliest public hearing
March 22 - Last day for Executive County Approval
March 22 - Earliest day first public hearing
March 25 - Last day to advertise public hearing
March 29 - Last Date for public hearing
March 30 - Last day to adopt budget
April 17 - School Board Election

November Election

March 20 - Last day adoption and filing budget with ECS
April 20 - Last day to advertise earliest public hearing
April 24 - Last day for ECS to approve budget
April 24 - Earliest public hearing date
May 3 – Last day to advertise public hear
May 7 - Last day for public hearing
May 14 - Last day to adopt budget
May 21 - Last day for Type II to certify amount to be assessed, levied and collected to
County Board of Taxation

Emergency Reserve Use

PL 2016, c.100 allows use of emergency reserve to finance school security improvements. Withdrawal for school security improvements can be included in original budget or done any time during the year. Commissioner approval is not needed for withdrawals to fund school security improvements. As defined in the law, “school security improvements” includes improvements to school facilities which are limited to safety and security measures involving building monitoring and communication technology designed to address school crime and the safety of students, staff and visitors to school facilities. School security improvements may include, but need not be limited to: security cameras to monitor the school; an electronic notification system that automatically notifies parents in case of a school-wide emergency, an automatic door locking system for access control, and a badge system for employees.



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Emergency Reserve can continue to be used to offset increases in total health care costs in excess of four percent for which the district did not use an adjustment for health care costs pursuant to *N.J.A.C. 6A:23A-11.4*. This reserve use can only be done through the budget process.

Maintenance Reserve Use

Can only be used for required maintenance

Maintenance Reserve withdrawal cannot be greater than Line Item Total for 261.

Reference chart of what is Required Maintenance - **Comprehensive Maintenance Plan Documents**. Also, reference pages 35-36 of the Chart of Accounts Manual

If you use Maintenance Reserve, you cannot transfer out of 11-000-261 any available dollars funded by use of the reserve.

Ethics Reporting and Financial Disclosure Statements

New Board members and new administrators must file within 30 days of appointment

By February 1st Board Secretaries must submit the names and email address of newly elected and/or newly appointed board members and administrators.

Make sure new members are instructed about the electronic ethics reporting and that they can expect to receive an email. This should not be deleted as junk mail.

- [School Ethics Commission website](#)

Semi Projections

Information on Semi is scheduled to be in the January 16th Broadcast. Information will be sent out as soon as possible.

Deadline for requesting a waiver is 45 days before budget is due. If your board meeting occurs after due date, the letter requesting the waiver should include date of Board Meeting and a certified resolution should be sent within 48 hours of meeting.

December 31st Financial Reports including Monthly Transfer Report

December Board Secretary's Report and Treasurer's (Cash) Reports are due to county office by March 1st. Board resolution to accompany reports. Reports are to be reconciled and signed.

Originals only, please do not email.

Open and Close Times April Election - Bill S2453 passed both houses and was signed by the Governor. This bill requires April Election polls to open and close to be the same as the November election. Therefore, the polls must close at 8:00 p.m.

Audsum Certification - Please review your FY 16/17 actual expenditures for accuracy. If anything is incorrect, i.e., expenditures on the incorrect line, excess surplus incorrect, etc., they should be corrected as soon as possible. The auditor must go in and decertify the Audsum,



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make the correction and recertify it. Then you must go in and recertify the numbers. Once you recertify, your budget should be corrected almost immediately. You may have to exit the software and reenter.

Committee Reports

Dawn Delasandro from the website committee thanked Dan Hauser for all the work he did to updated our website. Dawn asked the membership if anyone knew a vendor who would like to advertise on our website to contact Dan Hauser. Michael Rinderknecht asked how many vendors are advertising on our website. Dawn stated that we have 15-20 vendors.

Old Business

None

New Business

Motion was made by Joe Kelley and seconded by Edward Izbicki to approve the 2016-2017 Financial Report. Motion passed by unanimously. President Perez thanked Robert Wright for preparing the report.

President Perez asked for any volunteers for putting together the BA salary survey. If anyone is interest please let him know.

If you are interested in being nominated for the Secretary position for next year please send your letter of interest to Dr. Phil Nisonoff.

President Perez thanked Mr. Steve Cea for putting together a CDL license training course at the Paramus School District. Mr. Cea stated that the training would be sometime in the spring and priority registration would be given to Bergen County districts.

Closing Remarks

President Perez stated that Jeannette Makus would be staying after the meeting to meet with the new business administrators to go over budget preparation.

Adjournment

Motion to adjourn the meeting at 10:15 A. M. was made by Michael Rinderknecht and seconded by Kathy Marano. Motion passed unanimously.

Respectfully submitted,


Antoinette Kelly
BCASBO Secretary