

## 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)

### May 17, 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

None

#### Approval of Minutes

Motion was made by Mike Rinderknecht and seconded by Pam Baxley to approve minutes for the April 2018 meeting. Motion passed unanimously.

#### Approval of Treasurer's Reports

Motion was made by Doug Barrett and seconded by Matt Lynaugh to approve the Treasurer's Report for the months ending April 30, 2018. Motion passed unanimously.

#### County Office Report

President Perez stated that Interim County Executive County School Business Administrator, Jeanette Makus wasn't able to be with us today but her notes are as follows:

##### **1. Certification of Implementation of Corrective Action Plan**

- a. Reminder: submit no later than June 30, 2018 via upload to the CAFR repository at <http://homerom.state.nj.us>
- b. *Please submit a copy of the "Certification of Implementation of Corrective Action Plan" to the county office.*
- c. *Refer to Audit Manual Section III-7.1 et seq. for sample Certification of Implementation.*
- d. Districts with *no* audit findings do *not* need to submit a Corrective Action Plan.

##### **2. Borrowing Due to Delay in June State School Aid Payments**

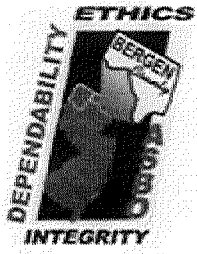
- a. Instructions and forms are posted on the NJDOE website at Application to Borrow Forms.
- b. Application to Borrow broadcast  
[www.bcasbo.com](http://www.bcasbo.com)



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- c. Preliminary amounts of June 2018 state aid will be available May 18<sup>th</sup>, final amount inclusive of adjustments will be available by June 4<sup>th</sup>
  - d. State aid payments are expected to be made by July 11, 2018
  - e. Applications are due to the county office by May 25, 2018 for districts that need to borrow for the June 8th state aid payment and by June 11, 2018 for districts that need to borrow for the June 22nd payment.
  - f. Districts that need to borrow for both the June 8th and June 22nd payments are encouraged to submit separate applications.
- 3. November School Board Election-Nominating Petitions**
- a. Due to the County Clerk, Monday, July 30, 2018 by 4:00 PM.
  - b. Petitions may be obtained from the County Clerk
  - c. New: Qualification-not disqualified for conviction of crimes per N.J.S.A. 18A:12-1
- 4. Extraordinary Aid News**
- a. Application opened on April 17, 2018
  - b. Applications accepted through May 24, 2018
  - c. Award notifications will be sent out after application closes (no definite timeline)
  - d. Allocations will be prorated based upon available funding
  - e. Payment to be made fiscal 2019
  - f. April 19, 2018 Broadcast
- 5. Final 2017-18 Charter Enrollment Count**
- a. April 24-June 4 Resident district verification of student registered in home district
  - b. Resident districts need to verify all student records to ensure the charter has entered all funding related information for the student
  - c. If a student is **not** registered in the district, enter "**No**" in the District Verification field and notify the charter school
  - d. June 5-8<sup>th</sup> District **must** certify final enrollment count. Certify only, no modification
  - e. June 8<sup>th</sup> system closed to all users, so the DOE Department of Finance calculates final 2017-2018 payment schedules
  - f. An export function added to CHE system. Districts and Charters are to export student register report in excel file and have ready for annual audit
  - g. CHE System and Manual
  - h. Contact: [school-funding@doe.state.nj.us](mailto:school-funding@doe.state.nj.us) for assistance
- 6. School Register Summary**
- a. Check for alignment of attendance categories to actual budgetary expenditures and PCR prior to submittal.
  - b. Check class type category is correct, for each district school (should agree with CDS).
  - c. Link to SRS and Manual
  - d. Suggestion: review staff unique position codes with appropriate administrators prior to processing of September 2018 payroll. **(Connect the dots!)**
- 7. Transportation Reminders**
- a. Bid specifications must be approved at the county level before bidding.
  - b. CPI for contract renewals is 1.51%
  - c. FY19 Non- Public Aid in Lieu is \$884.00!!! Not the revised FY18 \$1,000!!!



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- d. Regular districts are required to provide transportation to shared-time and fulltime vocational programs if the vocational school is open and the sending district is closed for recess (make sure correct calendar is used in bid process).
- e. Reminder: Bus Aide Training Roster must be submitted with copy of training certificate with driver abstracts!
- f. Reference: Safety and Training

### 8. Payroll Verification

- a. 1st Round, covering SY 2015-2018 must be completed by May 31, 2018
- b. Suggestion: Verify against health benefits roster
- c. Submit an original letter of compliance to the county office!!!

### 9. Budgetary Transfers/Reserve Accounts

- a. Reference N.J.A.C. 6A:23A-13 et. seq. and N.J.A.C. 6A:23A-14 et. seq. for guidance in adding to or creating reserve accounts June 1- June 30<sup>th</sup>.
- b. Reminder: use this link for appropriate forms to use when requesting transfers of the ECS  
[Transfer form link](#)

### 10. Transfers to Capital Outlay from General Fund

- a. Pursuant to N.J.A.C. 6A:23A-14.1, transfers to the advertised appropriation accounts identified as capital outlay for a capital outlay project not previously approved by the voters or board of school estimate, the district board shall, prior to such transfer, submit to the ECS a request for approval. Such requests shall only be granted for requests with written documentation that supports the existence of an emergent circumstance.
- b. Transfers to equipment accounts or to supplement a capital outlay project previously approved by the voters or board of school estimate do not require ECS approval.

### 11. Facility Approvals for SY 2018-2019 – 6A:26-8.1

- a. Instructions and forms will be sent out:
  - Temporary Spaces-New and/or Renewal
  - Dual Use
  - Change of Use
  - Alternate Kindergarten Toilet Facilities
- b. You must complete the “Anticipated Facility Request Form” even if you have “no” changes!
- c. Due to the county office by July 13, 2018.

### 12. Advertising on School Buses

- a. Pursuant to N.J.A.C. 6A:27-7.12, local boards of education which permit advertisements on school buses owned by the board shall submit a report to the Commissioner of Education no later than June 30<sup>th</sup> each year.
- b. The report must contain: the number of district-owned school buses upon which advertising has been placed; the length of time the advertisements have been on the school buses and the total revenue earned by the school district, because of the advertisements.



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### 13. FY 2019 Entitlement Grant Applications & Allocations

- a. FY 19 allocation notices for IDEA & Perkins will be released mid-to-late May 2018
- b. For FY19 planning purposes estimate 85% of FY18 allocations
- c. Anticipate IDEA application will open mid to late May 2018
- d. Anticipate ESEA application mid to late June 2018
- e. ESEA Guidance Understanding ESEA funding changes as amended by ESSA.
- f. Perkins-Phase 1, program portion released in April; Phase 2 budget portion mid to late May
- g. New EWEG feature: Summary funding page. Displays all allocations, amounts paid and balances for all districts grants in single location.
  - If the amount in the in both the total funds available column and last approved budget column are greater than zero, the application has been approved and funds are available to the district.
  - A zero in either of the two columns indicates application was not approved, district refused funds or district is participating in a consortium
  - Federal Program Rates
- h. Planning Information for FY19 Entitlement Grants
- i. Due Dates for FY 18 ESEA, IDEA and Perkins

### 14. FY 2018 School Security Drill Statement of Assurance

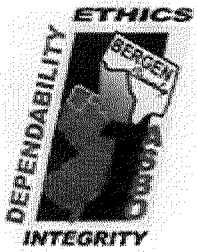
- a. Districts are required to submit an annual Statement of Assurance to the county office by June 30th.
- b. County offices will forward an "informational" copy to the county prosecutor's office.
- c. The "Security Drill Record Form" will be completed by all schools and retained at the district level.
- d. Guidance available at School Preparedness and Emergency Planning

### 15. Report to Board on School District Contracts

- a. 18A:18A-42.2 - a. By July 1 of each school year, the SBA shall submit a written report to the board of education on school district contracts. This report shall include: a list of all district contracts that will be awarded, subject to renewal or expire during the school years and an explanation of all applicable federal and State laws, rules and regulations relating to those contracts.
- b. Also prior to the execution, extension, or renewal of any school district contract that was not included in the report prepared pursuant to subsection a. of this section, the SBA shall notify the board of education in writing of all applicable federal and State laws, rules and regulations relating to the contract.
- c. Reference NJASBO Key Alert of April 20,2016

### 16. Annual Report of Secretary and Treasurer

- a. 18A:17-36...(Treasurer)...and at the close of the school year and not later than August 1 of each year he shall render an annual report showing the amounts received and disbursed by him for school purposes during said year, a duplicate whereof shall be filed with the county superintendent....
- b. 18A:17-10...(Secretary)...the secretary shall, at the close of the fiscal year, present to the board a detailed report of its financial transactions during such year and file such copies thereof with the county superintendent as shall be required by the commissioner and he shall also make report on or before August 1 of each year of such matters, in such manner and form as shall be prescribed by the commissioner.
- c. Reference audit manual Section II-10.1



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### 17. Nonpublic Consultations for State Funded Programs

- a. Districts with nonpublic schools within their boundaries are required to hold consultations regarding the delivery of state-funded programs and services to nonpublic school students by the end of May.
- b. Consultations are required for the delivery of C192.C193 Programs, nursing services, technology, textbook, security services.
- c. Consultations are to be recorded using the Consolidated Consultation Form found at: [Form](#)
- d. Nonpublic Consultation forms must be submitted to the county office by October 1, 2018!

### 18. Nonpublic Consultations for Federal Funded Program-Title I, Part A

- a. *New under ESSA: state must designate ombudsman to monitor and enforce legislative requirements for participation of nonpublic school students, teachers and other personnel in ESEA programs. Constance Webster, Entitlement Grants Coordinator will serve as NJ's primary point of contact for nonpublic officials and LEA's regarding provision of equitable services under Title I, Part A*
- b. LEA must for each nonpublic school, must submit either a Refusal of Funds Affirmation form or an Affirmation of Consultation form to the NJDOE
- c. Form(s) must be signed by both the LEA representative and nonpublic school official
- d. A copy of each signed form must be submitted to NJDOE through the "NPAC for ESSA" link on the homeroom website, provided to the nonpublic school official and retained by the LEA
- e. [ESSA Technical Assistance webpage](#)
- f. Questions contact: [nonpublic.ombudsman@doe.state.nj.us](mailto:nonpublic.ombudsman@doe.state.nj.us)

### 19. Reimbursement for Homeless Students

- a. For those students who have been determined state responsible
- b. This application also allows a district to apply for tuition reimbursement for students attend school in a district because the family resides in a domestic violence facility, however the reimbursement is only available after the first year of attendance in the school district where the shelter or transitional facility is located
- c. SRHT provides tuition equal to the weighted base per pupil amount and the appropriate special education and security categorical aids per pupil
- d. <https://homeroom3.state.nj.us/homeless/>

### 20. Reimbursement for Family Crisis Transportation

- a. [Form for completion](#)
- b. [Procedure](#)
- c. Reference NJAC 6A:22-3.2(h)
- d. Deadline for ECS to submit to Office of Finance is August 1, 2018
- e. Reimbursement is for eligible costs, less amount of transportation aid already received for student

### 21. **Electronic Funds Transfer & Claimant Certification Local Finance Notice 2018-13**

- a. Allows for use of EFT technology
- b. BOE are NOT exempt from vendor/claimant certification prior to paying claims
- c. Must adopt policies and procedures permitting specific officers and employees to pay claims electronically



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- d. Policies and procedures must be in writing and approved by resolution
- e. The adopted EFT policy must specify permitted EFT methods and incorporate safeguards as set forth in regulations
- f. SBA shall ensure controls are in place and adhered to
- g. EFT method shall allow for designation of separate initiation and authorization roles, with roles password-restricted and/or subject to other security controls appropriate to the technology
- h. The initiation and authorization role shall be segregated with the SBA generally responsible
- i. All payments from BOE accounts are to be authorized by the secretary, president of the board of education and chief school administrator
- j. BOE must specify in their EFT policy the positions designated to initiate and authorize EFT
- k. Automatic debits from bank accounts are not permitted
- l. BOE must have a weekly review of transactions undertaken by an individual appointed by the board on an annual basis that is not under the direct supervision of the CFO and is not empowered to initiate or authorize electronic funds transfers
- m. All weekly EFT activity reports are to be maintained for audit by the BOE independent auditor
- n. Internal controls over EFT must include procedures that require the business office to perform a monthly reconciliation of the reviewed/approved weekly EFT activity reports to the EFT transactions appearing on bank statements and accounting records
- o. Evidence to support the performance of the monthly review must be maintained for audit

### 22. Title I Per School Spending

- a. NJASBO School Level Reporting
- b. Completed with Audsum

### 23. Indirect Cost Rates

- a. Indirect costs rates are available on the NJDOE homeroom page
- b. You must maintain a seven (7) year documentation of your district's rates
- c. Print your rates and scan to preserve, as the DOE will not maintain individual district history
- d. Note: when obtaining an approved rate from NJDOE it does not automatically authorize the use of the rate, consult with grant contact for guidance and approval to use the indirect cost rate

### Committee Reports

Samantha Dembowski from North Arlington BOE will chair the Sunshine Committee

### Presentation

Planning and Updates-June 30, 2018 School Audits presented by Nisivoccia, LLP

### Old Business

President Perez reminded the membership that if you haven't already done so to please respond to the invitation to the June Luncheon meeting. Also if you haven't registered for the NJASBO conference please do so as well. President Perez also stated that the BCASBO get together at the NJASBO conference will be at 4:30pm on Thursday at the Gypsy Bar.



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### New Business

Motion was made by Joe Kelly and seconded by Mike Rinderknecht to approve a \$1,000 scholarship to be awarded to a student of the BCASBO President's school district. Motion passed unanimously.

Motion was made by Kathy Marano and seconded by Stacy Garvey to approve a \$1,000 scholarship to be awarded at the Valedictorian Breakfast. Motion passed unanimously.

President Perez announced the nominations for the Executive Committee as follows:

Lirca Garcia  
Stacy Garvey  
Kelly Ippolito  
Yas Usami

President Perez announced the nominations for the Association Officers as follows:

President, David DiPisa  
Vic President, Antoinette Kelly  
Secretary, LuAnne Napolitano  
Treasurer, Joe Kelly

### Closing Remarks

President Perez stated that there will be a business administrator committee meeting immediately following the regular meeting. Sharon Rosario and Norah Peck from the County office would be presenting information about ESSA and that all business administrators were welcome to stay and hear the presentation.

### Adjournment

Motion to adjourn the meeting at 10:00 A. M. was made by Mike Rinderknecht and seconded by Mark Kramer. Motion passed unanimously.

Respectfully submitted,

  
Antoinette Kelly  
BCASBO Secretary