



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)

November 16, 2017 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 David DiPisa 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.

Approval of Minutes

Motion was made by Doug Barrett and seconded by Lirca Garcia to approve minutes for the October 2017 meeting. Motion passed unanimously.

Approval of Treasurer's Reports

Motion was made by Keith Rosado and seconded by Steve Cea to approve the Treasurer's Report for the month ended October 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:

- ASSA – must certify by December 1, 2017
- P.L. 2017, c.119 – MOU between law enforcement authorities and district regarding access to school surveillance equipment (live streaming)
 - Must include: designation of individuals authorized to view
 - Must include: a detailed plan for preventing and detecting unauthorized access
 - Must include: circumstances under which the individuals would view
- MOA Between Education and Law Enforcement

Officials 2017-2018

- Due to unanticipated delays in finalizing the revised MOA



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for 17/18, districts are to plan the review and approval of their current MOA for the 17/18 school year.

- The current MOA is the MOA template revised in 2015
- **CAFR Repository Submission**
 - All documents must be uploaded to the CAFR Repository by statutory deadline of December 5, 2017
 - Documents must be uploaded properly with appropriate file names (i.e. do not include resolution in with synopsis file). See Attachment A of the [August 8, 2017 Broadcast](#)
 - *Suggestion: After you upload a file, print it and review it for correctness and file with CAFR.*
 - District auditor must include the appropriate recommendation page in the AMR!
 - If the appropriate recommendation page is contained in AMR, there would be no audit synopsis upload, just a handout for public
 - [Section III-Chapter 7 Audit Manual](#)
- **Non-Public**
 - Important changes for FY19 Chapter 192/193 to be prepared for can be found through this link [C192/193 Changes Packet](#)
 - The *district*, not third party providers, must confirm eligibility* (based on documentation provided) and sign the disposition section of the application for services.
 - *Need to clarify that this relates to approving the application request for services, and not determining eligibility by a child study team.
 - The *district* must keep the *original* 407-1 forms *and copies* of supporting documentation or have access to electronic versions for record-keeping purposes.
 - Technical Assistance Session will be held in January. North 1/16/18, Central 1/17/18, South 1/10/18, you may register through NJDOE [Calendar of Events](#)
- **November Election Reminders**
 - First Regular Meeting of the Board: Monday, January 1, 2018 – Sunday, January 7, 2018.
 - If the organization meeting cannot take place during this period due to the lack of a quorum or for any other reason, the reorganization meeting shall be held within three days thereafter (January 8-10)



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- Reference 18A:10-3(c)
- Board members must complete criminal background check prior to taking oath of office.
- **CMP/M-1**
 - Due to ECS by November 15th along with original signed and sealed board resolution
 - M-1 form assists in estimating annual required maintenance amount for the district's CMP
 - M-1 must accompany the CMP and BOE resolution to the county office!
 - CMP must reflect: Actual Prior Year Required Maintenance Expenditures (16/17), Certified Current Year Budgeted Required Maintenance (17/18) and Anticipated Subsequent Budget Year Required Maintenance Expenditures
- **Transportation**
 - DRTRS
 - Available on homeroom through November 17, 2017
 - [Changes 2017-2018](#)
 - Remember: if uploading from vendor file, when done, match the total number of students on the downloaded excel file to the total students on the DRTRS Summary Report by adding lines A-11, B-11, C-5, D-1, D-2, D-3 and D-4. *This will ensure all student records are uploaded!*
 - Preliminary School Bus Accident Report Log (PSBAR)
 - School officials are to input preliminary bus accident information electronically into [PSBAR](#)
 - BOE must maintain a paper copy of each Preliminary School Bus Accident Report
 - For those accidents resulting in a fatality, a copy of the PSBAR and police report and any other information must be forward to DOE [Student Transportation Unit](#).
 - School bus evacuations
 - Transported pupils must have 2 drills per year, non-transported 1 drill per year
 - Must be recorded in the board minutes!



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- **State Facilities Enrollment Count**
 - Accept or Reject using the rationale choices on the system
 - System will be closed 1/1/18
 - Reminder: a district is responsible for general education student until age 20 and special education student until age 21

- **SFY 2017 Individuals with Disabilities Final Report**
 - Deadline for Submission November 17, 2017

Committee Reports

None

Old Business

President Perez stated that our next meeting will be held at Seasons on December 8th, 2017 and that all members must pay their dues by the December meeting or they will not be able to attend the December meeting. President Perez also thanked everyone who participated in donating to Toys for Tots. He'll be bringing the gifts to the NJASBO meeting tomorrow.

New Business

Motion was made by Pam Baxley and seconded by Kathy Marano to approve the 2015/2016 Financial Report. Motion passed unanimously.

Program/Presentation

OPRA-Critical Links and Compliance Basics was presented by Richard J. Dilascio

Closing Remarks

None

Adjournment

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

Respectfully submitted,


Antoinette Kelly
BCASBO Secretary