**September 28, 2017 MEETING MINUTES**

**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)

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**

Beverly Vlietstra-Leonia

Laurel Spadavecchia-Moonachie

Sacha Hazen-Pouliot-Norwood

**Approval of Minutes**

Motion was made by Doug Barrett and seconded by Steve Cea to approve minutes for the June 2017 meeting. Motion passed by unanimously.

**Approval of Treasurer’s Reports**

Motion was made by Pam Baxley and seconded by Joe Kelly to approve the Treasurer’s Report for the months ended June 30, 2017, July 31, 2017, and August 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:

* **NJ Register Revisions for 2017-18**
  + Definition of excused absences: a religious holiday, Take Children to Work Day, participation in observance Veteran’s Day or Board of Election membership activities, closure of a busing district leaving students without transportation to receiving district, or other rule issued by DOE Commissioner, College visits 11th & 12th grade only-maximum 3 visits.
  + Consistency of terms with NJSMART
* **NJTrax Technology Readiness Tool**
  + Records update due for each school by October 13, 2017
  + Three fields to be added to performance reports (student to device ratios, internet bandwidth per student, WAN interconnectivity between schools): please make information as accurate as possible
* **Report of Nonpublic Auxiliary and Handicapped Services for 2018-19 Funding**
  + Information in this report will be the basis for 2018-19 192/193 funding
  + Submission due by November 3, 2017
* **2018-19 Debt Service Data Collection** 
  + Closely review and certify information via homeroom by October 6, 2017
  + If district has no debt service requirement for 2018-19, indicate by sending an email to: [debtserv@doe.state.nj.us](mailto:debtserv@doe.state.nj.us)
* 2016-17 Reimbursement of Teachers’ Pension & Annuity (TPAF)
  + Districts must complete and resubmit by October 2, 2017, TPAF and Social Security Reimbursement forms because the pension rate of 20.07% is higher than the estimated rate provided in April.

<http://www.state.nj.us/education/finance/ba/tpafform.pdf>

* **Facilities:**
  + Carbon Monoxide Detectors-N.J.A.C. 5:70-4.9 (2017)
  + Fire Code reminder:
    - paperwork in corridors not more than 20%
    - paperwork in classrooms not more than 50%
    - if using door magnets must be in lock-down plan
    - painted ceiling tiles, if tiles are fire rated, cannot paint and if painted determine type of paint for flame spread
  + Defibrillators must be inspected
  + Facilities inspection checklists are to be real, not from a desk and done when school is in session, do not forget to walk and check the outside! (legal documents)
  + Lead SOA due September 29, 2017
* **ESSA –** make sure dots are connected!
  + Location codes to be used are CDS. If you can correlate your current two digit code to the CDS school code, then simply use what you currently have in your software.
  + Reference fact sheet sent with Summer Notes
  + COA list and May 2017 notice – click on link below
  + [Guidance for School Level Expenditures](http://www.state.nj.us/education/finance/fp/af/)
* **CAFR**
  + The Audit Program for FY 17 is now available including Administrative Questionnaire.
  + [2016-17 Combined School District, Charter School and Renaissance School Audit Program](http://www.state.nj.us/education/finance/fp/audit/1617/program/)
  + Review the Audsum prior to filing the CAFR
  + AMR must have the correct “Recommendation page”
  + CAP,COI & Resolution - file upload issues
  + Deadline for filing CAFR is December 5, 2017
* **Travel**
  + Must complete ECS approval form for school boards if total for all exceeds $5,000
* **General Reminders/Comments**
  + Transfers for approval by ECS must have original signatures
  + Secretary/Treasurer reports must be “reconciled”, complete and submitted timely
  + MOA changes, do not use last year’s form
* **District Report of Transported Students**
  + Was available in Homeroom September 12, 2017
  + The system will close on November 7, 2017
  + If you have questions, e-mail [student.trans@doe.state.nj.us](mailto:student.trans@doe.state.nj.us)
* **Homeless Students**
  + Some of you may be receiving displaced students from Texas or Florida. These students should be enrolled as Homeless from Out of State. School districts can apply for out of state homeless reimbursement at the end of the school year. The system opens in homeroom sometime in May/June.
  + More information can be found at [Homeless Education](http://www.state.nj.us/education/students/homeless/).
* **Other**
  + P.L. 2017, c.140 –Expands voting rights of representatives of sending districts who are eligible for membership on the receiving district BOE
  + [Homeroom Data Submission Calendar](http://www.nj.gov/education/districts/calendar/calendar.pdf)
  + If you miss information that has appeared in a Broadcast, the information can be found on the doe website. [New Jersey Department of Education | NJDOE District Broadcasts](https://homeroom5.doe.state.nj.us/broadcasts/?p=y)
  + Security Professional Development – Transportation Personnel offered by the New Jersey Department of Education Office of School Preparedness and Emergency Planning (see my e-mail of September 20, 2017).

**Committee Reports**

New BA Committee-There will be an introductory New Business Administrator meeting immediately follow our meeting.

**Old Business**

None

**New Business**

None

**Program/Presentation**

Mr. Stephen Fogarty, Principal attorney for Fogarty and Hara, Esqs, presented an update of changes in school law.

**Closing Remarks**

None

**Adjournment**

Motion to adjourn the meeting at 10:40 A. M. was made by Steve Cea and seconded by David DiPisa. Motion passed unanimously.

Respectfully submitted,

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Antoinette Kelly

BCASBO Secretary