



BERGEN COUNTY ASSOCIATION OF SCHOOL BUSINESS  
OFFICIALS

% Closter Board of Education

340 Homans Avenue

Closter, New Jersey, 07624

**September Roundtable Meeting Minutes**

**Thursday, September 28, 2023**

Valley Brook Golf Club, River Vale, NJ

Breakfast: 9:00 A.M., Program: 9:30 A.M.

**Officers**

**President**

Floro M. Villanueva Jr.  
Closter

**Vice President**

Sacha Pouliot  
Hillsdale

**Treasurer**

Jennifer Pfohl  
Maywood

**Secretary**

Samantha Dembowski  
North Arlington

**Past President**

Haquisha Q. Taylor  
Teaneck

**Executive Committee**

Doug Barrett  
(Old Tappan)

Stacy Garvey  
(Midland Park)

Antoinette Kelly  
(Demarest)

LuAnne Napolitano  
(River Edge)

Mathew Lynaugh  
(Woodcliff Lake)

Yas Usami  
(Pascack Valley)

Stephen Burke  
(County Office)

**Pledge of Allegiance**

At 9:30 AM, President Villanueva called the meeting to order and led the membership and its guests in the Pledge of Allegiance.

**Welcome and Introductions**

President Villanueva welcomed new BA's and BA's that recently transferred to a new district. This was followed by a welcome to the Interim Executive Bergen County Superintendent, Mr. Louis DeLisio. President Villanueva stated that all the districts appreciate the county's support.

Mr. DeLisio spoke to the group, encouraging all BA's to stay in contact with the county office. He also informed the group that the county would be hosting a new BA luncheon next week. He stated that Nora and Sharon do a great job helping us and that Stephen Burke was a pleasure to work with. He wished everyone good luck with the school year.

President Villanueva then recognized 2 outstanding Blue Ribbon Schools : Luther Lee Emerson Elementary School, Demarest BOE and Washington Irving School #4, Garfield BOE.

**Approval of June 14 2023 BCASBO Meeting Minutes**

Motion made by Doug Barrett and seconded by Louise A. Napolitano to approve the June 2023 meeting minutes. Motion passed unanimously.

**Approval of June, July, August 2023 BCASBO Treasurer's Reports**

Motion made by Antoinette Kelly and seconded by Keith Rosado to approve the June, July, and August 2023 Treasurer's Reports. Motion passed unanimously.

**Bergen County Report**

President Villanueva invited Mr. Stephen Burke, Bergen County Executive Business Official, up to speak to the group. Mr. Burke went over many important, upcoming items:

1. ROD grants - Mr. Burke stated that there were some internal hi-cups and the reward letters were taking longer than anticipated. He stated that 44 districts in Bergen were receiving their share of

- 67 million dollars. He asked all districts to wait for a formal agreement from the SDA before going out to bid on projects.
2. ESSER II - final reports are due soon.
  3. ARP ESSER - state will be giving more guidance regarding extension of the liquidation period.
  4. QSAC- Nov. 11, 2023 will be the filing date for any districts being QSAC'd this school year.
  5. AUDSUM - currently due December 5, 2023 unless the state changes the deadline.
  6. Health and Safety Checklist - instructions have been updated along with the statement of assurance. This is due 1/30/24 for non-QSAC'd districts.
  7. Mid-year Budget Review - County is finalizing the questionnaire. This will be sent out in a couple of weeks.
  8. Discussion regarding the increase in the public bidding threshold for transportation services. Mr. Burke will send out the Local Notice.

Mr. Burke then introduced Mr. Vince Mastrocola, Director of the Special Audits Unit (OFAC).

Mr. Mastrocola thanks BCASBO for the invitation to speak. He stated that his team was available to lend support to the districts. He said if the DOE is unreachable, and the districts have questions, please contact him directly. He explained his role and the role of his team during the audit process and for other areas.

### **NJASBO Update**

Ms. Susan Young, Executive Director of NJASBO went over various topics with the group.

1. Member Benefits - check out the flyer under resources. She also discussed different benefits available.
2. Committees - state aid was restored over the summer for certain districts. They will be using the same state aid formula for the 24/25 school year. Ms. Young reviewed various other committees with the group.
3. Ch. 44 results -Dept. of Treasury did an analysis of the savings. The report stated that over \$432 million was saved throughout the different districts in the state. NJASBO submitted an OPRA request of the results. They are still waiting on a response.
4. Discussion regarding unpaid meal charges. Ms. Young asked the group for ideas on the topic and new ways to possibly submit Free and Reduced lunch applications. New CEP is at 25% (lowered from 44%).
5. ARP ESSER extended liquidation period. NJ has yet to opt in to this but we are expecting them to do so soon.
6. RODS - there is a new Assistant Commissioner of Finance who is a former SDA employee. NJASBO has asked them to provide training. Ms. Young also stressed to the districts to not award any bids before having a signed grant agreement.
7. E-Rate program - all districts must have something in place as an option for next year.

8. BA Certification Program - Updated program has been approved by the DOE. ASBO is now the only entity in NJ authorized to run the program and classes can no longer be waived.
9. Member Survey - please fill out. This will be open for 2 weeks. Results of the survey are confidential and will drive what will be provided to the members.
10. New 23/24 calendar - BA tasks in the calendar are now exportable for outlook and google. This is located under the resources tab and you must be signed into the site to access.
11. Payroll - now offering an online course. Texas ASBO put the course together. This includes great videos and quizzes. It is intended as an introductory course, not for experienced payroll staff. There is a downloadable handbook also available.

### **Legal Presentation**

Mr. Stephen Fogarty, Fogarty & Hara, Esqs. reviewed new legislation, revised statutes, regulations and guidelines with the group.

### **Discussion Topics**

President Villanueva stated that you would only be receiving QPA or CPE credits if you signed the attendance log. He also reminded the members that dues were due.

Website Committee - President Villanueva invited any members to join the committee and help out.

Social Hour - trying to bring this back. Want to host a social hour on the same day as the county meeting. We are going to try this for October. Details and centralized venue to follow.

### **Old/New Business**

President Villanueva thanked John Gomez for the QSAC information that has been posted on our website. He also stated that the new BA committee would be meeting immediately following this meeting. He thanked the chairs of the new BA committee: Yas Usami, Keith Rosado, Andrea Wasserman, and Sacha Pouliot.

### **Adjournment**

Motion made by Mr. Doug Barrett seconded by Mr. Scott Bisig to adjourn the meeting at 11:45 AM. Motion passed unanimously.

Respectfully Submitted by,

Samantha Dembowski  
School Business Administrator/Board Secretary  
North Arlington School District  
BCASBO Secretary