

Personnel Committee Meeting

7/19

8:30am

Via Zoom

Members: Robert Cianciulli, Angela Penna, Melissa Varley, Joy Young, Julie Kot

- Interim BAs
 - BA of record
 - Interim Assistant BA

Dr. Varley explained that she had contacted over 40 interim BAs. They were either under contract, not interested or did not have good references. The two Interims that she is recommending are only available 2-3 days per week. Thus needing two interims. The Executive County BA stated that you cannot have two people with the same job title. One of the Interims will be the BA of record and the other will be the Interim Assistant BA. This will be on the 8/10 agenda to approve the position of the Interim Assistant BA (we do not currently have this position) as well as approving these two individuals to start on 8/14. They will be transitioning with Julie the first week of August. Note that we will not keep the position of Assistant BA moving forward. It is necessary at this time to keep the business office running smoothly.

- Interviews for upcoming positions
 - MKM interviews will be held on 7/24
 - BA interviews will be held on 7/31
- Mentorship for [REDACTED]
 - In an effort to support [REDACTED] in the area of mathematics, we will be putting a stipend on the agenda for the Math Supervisor from Summit to mentor him.
- Employee's children attending BHPS tuition free
 - Dr. Varley has been contacted previously by some employees regarding their children attending BHPS. This is a part of the negotiations process with the BHEA. Recently, she was contacted by a Board member asking if this was possible for employees in the near future. The personnel committee discussed the option but does not feel it is viable until there have been further discussions with the BHEA and the negotiations committee.

Policy Committee Meeting

7/31

2PM

Attendees: Gale Bradford, Robert Cianciulli, Tom Foregger and Melissa Varley

Bylaw / Policy / Regulation	Name	Action
<u>P 0155</u>	Board Committees	Revise This was revised to Memorialize the committees. Dr. Foregger wanted some changes that were denied by the remaining committee members.
<u>P 5305</u>	Health Services Personnel (M)	Revise Members agreed to move forward
<u>P 5308</u>	Student Health Records (M)	Revise Members agreed to move forward
<u>P 5310</u>	Health Services (M)	Revise Members agreed to move forward
<u>P 6112</u>	Reimbursement of Federal and Other Grant Expenditures (M)	Revise Dr. Foregger wanted the date of the document changed to January 2023. The change will be made.

<u>P 6115.04</u>	Federal Funds_Duplication of Benefits (M)	New Members agreed to move forward
<u>P 6311</u>	Contracts for Goods or Services Funded by Federal Grants (M)	Revise Dr. Foregger wanted the word disbarred changed to debarred
<u>P 7440</u>	School District Security (M)	Revise Members agreed to move forward
<u>P 9100</u>	Public Relations (Abolished)	Abolish Members agreed to move forward
<u>P 9140</u>	Citizens Advisory Committees	Revise Tom is asking if it is mandatory. After research, the policy is not Mandatory. The M will be removed.
<u>R 5308</u>	Student Health Records (M)	Revise Members agreed to move forward
<u>R 5310</u>	Health Services (M)	Revise Tom wanted a Federal Statute about students and their rights for refusal of physical exams. It was added
<u>R 6115.01</u>	Federal Awards/Funds Internal Controls – Allowability of Costs (M)	New Members agreed to move forward

Alert 230

There was much discussion regarding making changes to a Special Education policy. The group came to the consensus that it should be a written practice and not made into Board Policy.

**FINANCE AND FACILITIES
COMMITTEE MEETING
Minutes
July 18, 2023**

TIME: 6:00pm via Zoom

ATTENDEES: Angela Penna, Joy Young, Robert Cianciulli, Dipti Khanna, Melissa Varley, Julie Kot, Rick Romano, Kelly Sheehan, Lisa McAdam, Deb Varnerin, Carolyn George

4 Members - Grades 9-12 or District-Wide Business

● **CMS Turf Field**

- Ms. Varnerin and Ms. George from the Berkeley Heights Recreation Commission presented a proposal regarding the installation of a turf field at lower Columbia. The proposed plan would require either a lease agreement with the Board of Education or a donation of land by the Board to the town.
 - Mrs. Penna responded that the proposal would be presented to the full board for discussion.
 - Mr. Cianculli expressed concern that the prior Board had already decided not to transfer the land to the town and asked what had changed that the request was being made again.

~Ms. Varnerin and Ms. George left the meeting at approx. 6:45pm.

● **Donation**

- SaferWatch App - Mobile Panic Alarm
 - Status of contract legal review - a proposed draft contract has been received from the vendor and circulated to Committee Members and the Board Attorney; a proposal was shared with Committee Members on Thursday, June 15th.
 - Ms. Kot reported that the attorney has concerns with the proposed contract. The contract is a multi-year contract that does not follow procurement laws. The donation is for one year only but the contract is a multi-year contract which should be awarded through competitive contracting.
 - Mrs. Young stated that the contract should only be for the one-year pilot that was discussed to coincide with the one-year donation.
- Schedule stakeholder engagement meeting (BHEA/BHAA)
 - Dr. Varley reported on the BHEA response.
 - Ms. Kot reported that there is a free/low cost module offered by the District's insurance carrier; she will investigate further and share details with the Committee.

● **RFP for consultants**

- Auditor / Lawyer / Architect
- Timing
 - Ms. Kot outlined the procedures for the RFPs/Competitive Contracting Process for Professional Services:

- 1) preparation of specifications
 - 2) potential attorney review of specs
 - 3) advertisement of RFP in official newspaper of the Board
 - 4) **at least 20 days** between advertisement and date for vendor submission of proposals (i.e., return date/bid opening date)
 - 5) RFP/Bid opening - purchasing agent only
 - 6) evaluation of proposals by business office
 - 7) vetting of top proposal(s) by attorney
 - 8) formal Board resolution awarding RFP/Bid required within 60 days of return date
- Mr. Cianculli asked if the referendum would impact the timing of an RFP for an architect.
 - Ms. Kot stated that the Board and the new Business Administrator should discuss this and try to move forward quickly since the original referendum had been in the works for years and the goal would be to tie the newly issued bonds to the existing bonds roll-off date in 2026.
 - Ms. Kot indicated that the auditor is already in place to perform the 2022-2023 audit, and an RFP for a new auditor could be done in the early Spring to ensure they are in place for next year's audit.
 - An RFP for attorneys could be done at any time, but be mindful of the high number of ethics complaints and litigations that are on-going and a new attorney would need to get up to speed (and charge for doing so), or the existing cases would stay with the current firm until final resolution.
- **Referendum Reboot**
 - Process / Timeframe
 - RFP for architect
 - Scope of work / facility assessment
 - In November 2022, Solutions Architecture provided a revised referendum overview to the Committee
 - The District may need to perform significant additional work given how many years have passed since the original referendum plans were developed.
 - Moving forward, process should include at a minimum:
 - 1) Principals & Administrators
 - 2) B&G Director
 - 3) IT Supervisor
 - 4) Community Focus Groups
 - The Committee continued to discuss the plans for the referendum.
- **Transportation**
 - Mrs. Sheehan reported that there are continuing issues with bus driver staffing. One driver recently had to be terminated.
 - Regarding Subscription Busing, the district will not be able to provide subscription busing for MKM & Mt. Park (same as 2022-2023) and there is a potential that subscription busing at CMS will need to be canceled.
 - Ms. Khanna asked how many students are impacted and if we could add another route.

- Mrs. Penna asked if eliminating Courtesy Busing would allow Subscription Busing to exist. Mrs. Sheehan stated that it would allow additional subscription riders, but not everyone could be included due to routing limitations (length of routes).
- Mr. Cianculli suggested ideas for reconfiguring the courtesy busing routes for safety.
- The Committee continued to discuss possible solutions to the busing issues.
- **Higher-Yield Interest-Bearing Accounts**
 - Mrs. McAdam reported on the rates available for long-term investment opportunities.
 - The Committee agreed to investing in staggered CD's to maximize interest earnings but retain liquidity.
- **Proposed Cell Tower Extension for Public Safety/Union County**
 - Ms. Kot reported on a request from Union County to add extensions to our cell tower for public safety purposes that would also increase our rental income.
 - The Committee discussed the request and Mr. Cianciulli asked for additional information.
- **Meetings**
 - Mrs. Young asked to establish a standard meeting cadence for Finance & Facilities Committee Meetings.
 - The Committee tentatively agreed to meet on the fourth Tuesday of each month noting that the new BA may need to adjust the dates.
 - A meeting was scheduled for August 8th at noon to further discuss open items.

~Mrs. Khanna left the meeting at 8:00 pm.

- The Committee discussed what items need to be revisited.

~Mrs. Sheehan left the meeting at 8:10 pm.

3 Members - Grades K-8 Business Only

- Annie Young memorial installation update.
 - Ms. Kot reported on a July 6th meeting with Mr. Young to discuss the project. The completion of the project is dependent upon permits which are being handled by the outside contractor.

~The meeting was adjourned at approx. 8:20 pm.