



Newark Board of Education

Where Passion Meets Progress

Board Finance Committee Meeting
Daniel Gonzalez, Chairperson
Thursday, October 17, 2024
5:30pm

Committee Report

Location	Date	Time
WebEx	October 17, 2024	5:30pm
Board Members		
Daniel Gonzalez		Helena Vinhas
Committee Liaison & Superintendent Representative		
Valerie Wilson		Dr. Jose Fuentes
Anzella K. Nelms		
Other District Staff		
Krystle Whitlock		Wilma Davis
Sherelle Spriggs		Nelson Pared
Elvis Matos		Nicole Krenz-Malacre
Shirley Zachary		
Committee Norms		Committee Goals
<ul style="list-style-type: none"> • Assume good intentions • Monitor your airtime! Be succinct, concrete, and explicit when speaking • Refrain from using cell phones or computers for checking email or • Sending text messages except during breaks • Keep what occurs during executive session confidential • Listen to understand, and ask if you don't understand • Wait until the person speaking is finished before talking • No personal attacks on anyone! Don't take comments personally 		<ul style="list-style-type: none"> • Increase Board mechanisms to evaluate quality control measures for current and prospective vendors • Prioritize local and minority-owned businesses in the bid process, increase community access to knowledge about NBOE vending protocols • Standardize vendor selection process by outlining key indicators and benchmarks and soliciting Board insight for standardization



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Superintendent

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Meeting Summary

The Finance Committee convened its monthly meeting on October 17, 2024 at 5:30PM. Assistant School Business Administrator (ASBA) Krystle Whitlock began the meeting by outlining several key agenda items, including the Gates Foundation Donation in the amount of \$25,000, earmarked for First Avenue School to implement Khanmigo (Priority 6.1). She also introduced two important memorandums of understanding: a partnership with Planned Parenthood to provide sexual education (Priority 6.1) and a collaboration with Advanced Disability Management Services to support coordination for high school child study team members (Priority 5.4).

School Business Administrator Valerie Wilson addressed a settlement with bus vendors related to the impacts of the COVID-19 pandemic (Priority 1.1 and 1.2).

Board Members Gonzalez and Vinhas requested additional information about Remington Vernick SBA Wilson informed them that Remington Vernick is our tenant services representative that provides consistent updates to the District, ensure compliance throughout the project’s timeline, and effectively manages engineering and architectural responsibilities in the absence of District’s limited resources.

Continuing at 5:51 p.m., Ms. Wilson provided an update on the Long Range Facilities Plan (LRFP), detailing upcoming projects critical to the District's future (Priority 1.5).

Ms. Wilson also discussed purchasing matters, including a change order for bathroom renovations in two buildings due to significant asbestos removal. The developers for the 155 Jefferson project said that they are on track to open the new school by September 2025 (Priority 1.5).

Board Member Gonzalez inquired about the renewal of the high school expanded learning services contract. Director of Support Services Sherelle Spriggs explained that vendors are selected based on their expertise. Mr. Gonzalez advocated for the inclusion of financial literacy classes in this contract. SBA Wilson noted that the Office of Teaching and Learning, in collaboration with the Deputy Superintendent’s Office, is actively working on this and will provide updates soon (Priority 2.6).

Ms. Wilson reviewed the Facilities agenda items, all aligned with Priority 1.5. She addressed the continue use of temporary classroom units and leased facilities, along with the submission of a comprehensive maintenance plan for the next ten years, outlining necessary updates for each school. Additionally, she discussed a multi-year lease agreement between Saint Casimir Roman Catholic Church (NBOE Ironbound Academy), confirming its establishment as a multi-year arrangement.

Budget Director Elvis Matos presented the Quarter One Budget Forecast. The District will now present four budget forecasts throughout the year, rather than three. These presentations are scheduled for October, January, April, and June, with this first forecast including financial data from July 2024 to September 2024. Current potential risks include increase costs for pupil transportation and pending legal settlements. The team emphasized the importance of continuous monitoring to ensure financial stability.



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At 6:16 p.m., Executive Mentor Anzella Nelms informed the committee that the ARP grant will be closed out by Friday, October 18, 2024. The team has been diligently finalizing and submitting all purchase orders, with the exception of funds designated for late liquidation.

At 6:18 p.m., Ms. Wilson discussed the upcoming renewal of the District's health insurance policy. She indicated that the District needs to solicit the marketplace while first assessing expenses related to medicine and out-of-pocket costs, as health insurance premiums rise annually. Additionally, they aim to align the renewal period with the fiscal year instead of the calendar year, and are seeking an 18-month extension, which would extend to July 2026 for implementation.

The meeting was successfully adjourned at 6:23 p.m.

Finance & Operations

Item: Newark Board of Education Operating Account Checks – September 2024

Lead(s): Pablo Canela, Executive Controller
Priority: 1
Strategy: 1.2

Item: Authorization of District Employee Travel -October 2024

Lead(s): Pablo Canela, Executive Controller
Priority: 1
Strategy: 1.1

Item: Gates Foundation Grant

Lead(s): Pablo Canela, Executive Controller
Priority: 6
Strategy: 6.1

Item: Secretary Report - August 2024

Lead(s): Pablo Canela, Executive Controller
Priority: 1
Strategy: 1.2

Item: Treasurer Report - August 2024

Lead(s): Pablo Canela, Executive Controller
Priority: 1
Strategy: 1.2

Item: Transfer Report - August 2024

Lead(s): Valerie Wilson, School Business Administrator
Priority: 1
Strategy: 1.2

Item: Payroll Summary for 9/6/2024, 9/16/2024 and 9/20/2024



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Lead(s): Valerie Wilson, School Business Administrator	Priority: 1 Strategy: 1.2
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Item: Teach STEM Classes in Nonpublic Schools Grant- SY 2024-2025	
Lead(s): Valerie Wilson, School Business Administrator	Priority: 6 Strategy: 6.1

Item: Memorandum of Understanding - Planned Parenthood of Metropolitan New Jersey	
Lead(s): Valerie Wilson, School Business Administrator	Priority: 5 Strategy: 5.4

Item: Memorandum of Understanding - Advanced Disability Management Services	
Lead(s): Valerie Wilson, School Business Administrator	Priority: 4 Strategy: 4.5

Item: Resolution of the Board of Education of the City of Newark, County of Essex, Approving Settlement and Authorizing Disbursement of Funds pursuant to N.J.S.A. 18A:7F-9	
Lead(s): Valerie Wilson, School Business Administrator	Priority: 1 Strategy: 1.1, 1.2

Item: Long Range Facilities Plan (LRFP) Amendment	
Lead(s): Valerie Wilson, School Business Administrator	Priority: 1 Strategy: 1.5

Purchasing	
Item: Award of Tree Trimming and Related Services Contract 9962	
Lead(s): Sherelle Spriggs – Director of Support Services, Purchasing	Priority: 1 Strategy: 1.2

Item: Award of Vertical Farming Units Contract 10001	
Lead(s): Sherelle Spriggs – Director of Support Services, Purchasing	Priority: Strategy:

Item: Change Orders One through Three to Bathroom Renovations at Hawthorne Avenue School and Lafayette Street School Contract 9858	
Lead(s): Sherelle Spriggs – Director of Support Services, Purchasing	Priority: 1 Strategy: 1.5



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Item: Tenant Agent Services for the Newark School of Architecture and Interior Design Purchasing Reference 9997	
Lead(s): Sherelle Spriggs – Director of Support Services, Purchasing	Priority: Strategy:

Item: Renewal of High School Expanded Learning Services Contract 9598R1	
Lead(s): Sherelle Spriggs – Director of Support Services, Purchasing	Priority: 2 Strategy: 2.6

Item: Labor Relations Consultant Purchasing Reference 9999	
Lead(s): Sherelle Spriggs – Director of Support Services, Purchasing	Priority: 1 Strategy: 1.4

Item: Award of Adaptive Literacy Instructional Software Contract 9875	
Lead(s): Sherelle Spriggs – Director of Support Services, Purchasing	Priority: 2 Strategy: 2.2

Item: Instructional Software Purchasing Reference	
Lead(s): Sherelle Spriggs – Director of Support Services, Purchasing	Priority: Strategy:

Item: Amendment of Special Education Assessments and Training Purchasing Reference 9954	
Lead(s): Sherelle Spriggs – Director of Support Services, Purchasing	Priority: Strategy:

Facilities

Item: Continued Use of the Temporary Classroom Units and Leased Facilities	
Lead(s): Sherelle Spriggs – Director of Support Services, Purchasing	Priority: 1 Strategy: 1.5

Item: Submission of the Comprehensive Maintenance Plan	
Lead(s): Sherelle Spriggs – Director of Support Services, Purchasing	Priority: 1 Strategy: 1.5



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Item: Lease Agreement between Saint Casimir Roman Catholic Church and NBOE - Ironbound Academy	
Lead(s): Sherelle Spriggs – Director of Support Services, Purchasing	Priority: 1 Strategy: 1.5

Meeting Adjourned	
The Committee agreed to move all Resolutions Forward to The Full Board	YES
Miscellaneous	<ul style="list-style-type: none">● Q1 Budget Forecast● ARP Spending Analysis Update● Health Insurance Renewal Update
Adjournment Time	6:23 p.m.
Minutes Submitted By	Nicole Krenz-Malacre