

# MINUTES

## **BOARD OF EDUCATION CALDWELL-WEST CALDWELL SPECIAL PUBLIC MEETING VIA VIDEO CONFERENCE**

**MAY 3, 2021**

The President announced that the Caldwell-West Caldwell Board of Education Special Public Meeting held on May 3, 2021 at 6:00PM is in compliance with the Open Public Meetings Act and N.J.S.A. 10:4-6, a/k/a "Sunshine Law." Notices have been sent to *The Progress*, Caldwell, NJ and *The Star Ledger*, Newark, NJ and *NJ TAPinto*, West Essex at least 48 hours in advance of this meeting. Notices have also been posted at the Board of Education Business Office, Harrison School Building, Gray Street, West Caldwell, NJ and have been delivered to the Clerk, Borough of Caldwell, and the Clerk, Township of West Caldwell for posting.

### **I. ROLL CALL**

Board Members Present:

Chris Elko  
Julianne Grosso, Vice President  
Dan Cipoletti, President

Board Members Absent:

Marie Lanfrank,  
Chris D'Ambola

Administrators Present:

James Heinegg  
Deborah Muscara  
Christopher Conklin

### **II. PLEDGE OF ALLEGIANCE**

### **III. PUBLIC INPUT ON AGENDA ITEMS**

Public participation shall be governed by the following:

1. Participant must be recognized by the presiding officer and must preface comments by an announcement of their name and address;
2. Statements are to be limited to three minutes' duration and may only address items on the Agenda;
3. Participant may speak no more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements shall be directed to the presiding officer.

### **IV. MOTIONS BY CONTENT AREA**

#### **A. Finance**

##### **1. Official Public Hearing and Presentation of the 2021-2022 Tentative Budget.**

Mr. Cipoletti moved; Mrs. Grosso seconded, a motion to open the Public Hearing and present the 2021-2022 Tentative Budget.

ROLL CALL: Ayes – Mr. Elko, Ms. Grosso, Mr. Cipoletti

Nays – None

Mr. Cipoletti moved; Mrs. Grosso seconded, a motion to close the Public Hearing.

ROLL CALL: Ayes – Mr. Elko, Ms. Grosso, Mr. Cipoletti

Nays – None

**2. Adoption of 2021-2022 Tentative Budget**

Mr. Cipoletti moved; Mrs. Grosso seconded, a motion to approve the following Resolution and adopt the 2021-2022 Tentative Budget.

- A. Upon the recommendation of the Superintendent, that the Caldwell-West Caldwell Board of Education adopt the following resolution:

**RESOLVED** that the Caldwell-West Caldwell Board of Education, in the County of Essex, approves the 2021-2022 school district budget. This budget meets the requirements for providing the New Jersey Student Learning Standards and consists of appropriations as follows:

	<u>General Fund</u>	<u>Special Revenues</u>	<u>Debt Service</u>	<u>Total</u>
2021-2022 Total Expenditures	\$51,983,657	\$1,647,181	\$2,779,650	\$56,410,488
Less: Anticipated Revenues	<u>\$ 4,075,240</u>	<u>\$1,647,181</u>	<u>\$ 734,066</u>	<u>\$ 6,456,487</u>
Taxes to be Raised	\$47,908,417	\$0	\$2,045,584	\$49,954,001

- B. Banked Cap Adjustment

**WHEREAS**, the district has a taxing authority of a 2% cap increase over the prior year which totals \$931,538 resulting in a maximum district tax levy of \$47,508,417 and

**WHEREAS**, the district has the available banked cap from prior years in the amount of \$1,482,657 and included in the proposed budget is the banked cap in the amount of \$400,000, and

**THEREFORE, BE IT RESOLVED**, that the Caldwell-West Caldwell Board of Education proposed 2021-2022 tax levy is only \$47,908,417.

- C. Capital Reserve Account Withdrawal-Excess Costs & Other Capital Projects

**WHEREAS**, included in budget line 620, Budgeted Withdrawal from Capital Reserve for Excess Costs and Other Capital Projects, is \$150,000.00 for other capital projects costs, and

**WHEREAS**, that the Caldwell-West Caldwell Board of Education requests the approval of a capital reserve withdrawal in the amount of \$150,000.00, and

**RESOLVED**, that the district intends to create an outdoor courtyard for James Caldwell High School in the amount of \$500,000 of which \$150,000 will be withdrawn from Capital Reserve for the purpose of additional lunch time space and a safer environment.

D. Maintenance Reserve Account Withdrawal

**RESOLVED** that the Caldwell-West Caldwell Board of Education requests the approval of a maintenance reserve withdrawal in the amount of \$300,000.00. The district intends to utilize these funds for required maintenance for the district.

E. Travel and Related Expense Reimbursement-2021-2022

**WHEREAS** school district Policy 6471, School District Travel, and N.J.A.C. 6A:23A-7.1 et. seq., provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2021-2022 school year; and

**WHEREAS**, maximum expenditure amount allotted for travel and expense reimbursement for the 2020-2021 school year was \$40,000; and

**WHEREAS**, travel and expense reimbursement has reached a total amount of \$250 as of March 1, 2021 due to this not being a typical year due to the health crisis;

**NOW, THEREFORE, BE IT RESOLVED**, that the Caldwell-West Caldwell Board of Education hereby establishes the school district travel maximum for the 2021-2022 school year not to exceed \$40,000; and

**BE IT FURTHER RESOLVED**, that the School Business Administrator/Board Secretary shall track and record these costs to insure that the maximum amount is not exceeded.

F. Professional Service Expenses

**WHEREAS**, N.J.A.C. 6A:23A:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuring school year, as defined in N.J.A.C. 6A:23A-9.3(c) 14; and

**WHEREAS**, the tentative budget includes the following appropriations

Legal Services	\$ 50,000
Accounting Services	\$ 45,000
Architect	\$ 99,488
Financial Advisory	\$ 1,000; and

**WHEREAS**, the Administration needs to notice the Board if there arises a need to exceed said maximums. Upon which the Board may adopt a monetary increase in the maximum amount through formal Board action; and

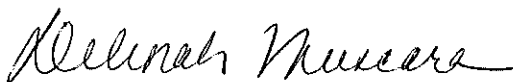
**WHEREAS**, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

**THEREFORE, BE IT RESOLVED**, that the Caldwell-West Caldwell School District Board of Education establishes maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2021-2022 school year.

ROLL CALL: Ayes – Mr. Elko, Ms. Grosso, Mr. Cipoletti

Nays – None

SUBMITTED BY:



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Deborah Muscara, Interim Business Administrator/Board Secretary