



Kenilworth Board of Education

Special Budget Meeting Agenda
David Brearley Cafeteria

March 15, 2021

I. Meeting Called to Order 7:30 p.m.

- Open Public Meeting Statement

This meeting is being held in accordance with the schedule of meetings adopted at the organizational meeting held January 6, 2021. Adequate notice of this Regular Meeting of the Kenilworth Board of Education has been provided to the Home News Tribune, The Star-Ledger, and the Local Source on January 8, 2021. A copy has been filed with the Kenilworth Borough Clerk, posted in the Board Office, the Kenilworth Borough Hall, Brearley and Harding Schools, as is provided by the Open Public Meetings Act. COVID-19 Compliance was updated on December 14, 2020.

This will be an **in-person** meeting. The meeting location has been moved to the David Brearley Cafeteria. Due to COVID-19 modifications to the indoor capacities issued by the State of New Jersey, in-person participation is limited due to social distancing requirements and the size of the meeting room. The Board of Education therefore has calculated that 30 members of the public will be able to participate in person.

In accordance with Board of Education Bylaw 0164.6 “Remote Public Board Meeting During a Declared Emergency,” and in an effort to encourage and increase public participation, the meeting will be live streamed, and the public will be able to view live via You Tube Live Stream. The link will be available at 7:30 PM by clicking on the “Board of Education” tab on the Kenilworth District homepage, then the “Kenilworth BOE YouTube Channel” tab, where you will be able to see the Live Stream icon.

If members of the public are unable to attend the meeting in person and do not have internet access to watch the live stream, they will have an opportunity to call in to listen to the meeting. Members of the public requesting this accommodation must request to do so by 3:00 p.m. prior to the meeting to obtain the call-in information and password codes. Please direct requests to Angela Sandull at 908-276-1644 ext. 1550.

Public comment will be accepted as follows:

- Electronically via email to publiccomments@kenilworthschools.com. These messages must be received by 4:00 p.m. on the night of the meeting. All emails received by the deadline will be read during the public comment section of the meeting.
- In-person at the meeting venue during the public comment section of the meeting.
- By calling into the meeting venue to 908-931-9696 ext. 2325 during the public comment section of the meeting.

For the record, please include your name and address in all comment requests.

In accordance with Board of Education Bylaw 0155.1 “Board Member Participation at Board Meetings Using Electronic Device,” Board Members will have an opportunity if needed to participate via the Zoom Meeting Platform.

- II. Salute to the Flag
- III. Roll Call
- IV. Purpose: The Board of Education will be reviewing the technical requirements of the 2021-2022 budget and adopting a tentative budget for submission to the Executive County Superintendent of Schools for review.
- V. Presentation: 2021-2022 Budget Technical Review, Vincent A. Gonnella, SBA/BS
- VI. Meeting Opened to the Public for Comment: The Board of Education sets the limit for the public to speak at the board meeting to five (5) minutes per person unless prior permission has been granted by the Board for extended time (pursuant to Kenilworth Board of Education By-Law 0167).
- VII. Meeting Closed to the Public for Comment
- VIII. Roll Call on the following resolution.

Submission of 2021-2022 Budget to the County Office

RESOLUTION #1: Forwarding tentative 2021-2022 annual school budget to Executive County Superintendent for technical review:

BE IT RESOLVED that the tentative budget be approved for the 2021-2022 School Year using the 2021-2022 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6 by the statutory deadline.

	General Fund	Special Revenues	Debt Service	Total
2021-2022 Total Expenditures:	\$29,228,400	\$606,000	\$1,243,600	\$ 31,078,000
Less: Anticipated Revenues:	<u>\$ 8,159,837</u>	<u>\$606,000</u>	<u>\$ 422,824</u>	<u>\$ 9,188,661</u>
Taxes to be Raised:	<u>\$21,068,563</u>	<u>\$ -</u>	<u>\$ 820,776</u>	<u>\$ 21,889,339</u>

BUDGET CAP ADJUSTMENTS:

Adjustment for Enrollment: \$0

BE IT RESOLVED that the Board of Education includes in the tentative budget the adjustment for enrollment in the amount of \$0. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

Adjustment for Health Care Costs: \$0

BE IT RESOLVED that the Board of Education includes in the tentative budget the adjustment for increased costs of health benefits in the amount of \$0. The additional funds will be used to pay for the additional increases in health benefit premiums.

Adjustment for Deferred Pension Contributions: \$0

BE IT RESOLVED that the Board of Education includes in the tentative budget the adjustment for the deferred PERS pension contributions and the additional interest incurred in the amount of \$0. The district intends to utilize the adjustment for the purpose of paying any deferred PERS pension costs and/or additional interest charges.

Adjustment for Responsibility Shifted From/To Another Entity: \$0

BE IT RESOLVED that the Board of Education includes in the tentative budget the adjustment for an [increase/decrease] of costs associated with the transfer of responsibilities in the amount of \$0. N.J.S.A. 18A:7F-38(f) allows the adjusted tax levy to be increased or decreased accordingly whenever the responsibility and associated cost of a school district activity is transferred to another school district or government entity.

Adjustment for Banked Cap: \$97,029

BE IT RESOLVED that the Board of Education includes in the tentative budget the adjustment for banked cap in the amount of \$97,029. In accordance with N.J.A.C. 6A:23A-10.3(b), the district has fully exhausted all eligible statutory spending authority. The adjustment will be used to/for [state specific purpose(s)]. The Board of Education will complete this by June 30, 2022 and acknowledges that it cannot be deferred or incrementally completed over a longer period of time.

FREE BALANCE & RESERVES

Budgeted Fund Balance

BE IT RESOLVED that the Kenilworth Board of Education uses budgeted fund balance (unassigned) in the amount of \$357,138.

Capital Reserve Account Withdrawal

BE IT RESOLVED that the Kenilworth Board of Education requests the approval of a Capital Reserve withdrawal in the amount of \$300,000 for work, including the Masonry Repairs, to the 1923 section of Harding School.

Maintenance Reserve Account Withdrawal

BE IT RESOLVED that the Kenilworth Board of Education requests the approval of a Maintenance Reserve withdrawal in the amount of \$108,000 for work, including water infiltration remediation and basement ventilation at Harding School.

Emergency Reserve Account Withdrawal

BE IT RESOLVED that the Kenilworth Board of Education requests the approval of an Emergency Reserve withdrawal in the amount of \$0.

Debt Service Reserve Account Withdrawal

BE IT RESOLVED that the Kenilworth Board of Education requests the approval of a Debt Service Reserve withdrawal in the amount of \$0.

TRAVEL EXPENSES

Maximum Travel

Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED that the Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$150,000.00 for the 2021-2022 school year. The maximum travel expenditure amount for the 2020-2021 is \$110,000.00 of which \$30,426.00 has been spent and \$14,197.90 is encumbered to date.

Travel and Related Expense Reimbursement

The Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;

AND, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board;

AND, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30);

AND, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the board of education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms;

BE IT RESOLVED that the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED that, the Board of Education includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$150,000.00 for all staff and Board members for the 2021-2022 school year.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

SUBMISSION, PUBLIC HEARING & ADVERTISING:

BE IT FURTHER RESOLVED, that a public hearing be held in the Cafeteria of David Brearley High School, Kenilworth, New Jersey on April 28, 2021 at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2021-2022 School Year.

BE IT FURTHER RESOLVED, That the Kenilworth Board of Education reserves the right to modify and amend the budget up until formal adoption at the annual public hearing on April 28, 2021, and

BE IT FURTHER RESOLVED, That the supporting documentation of this budget also contains an itemization of certain expenditures required under administrative regulations, and

BE IT FURTHER RESOLVED, That the administration is authorized to advertise said tentative budget in the Local Source in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, That the Board of Education authorizes the Superintendent and Business Administrator, after consultation with the Board President, to make any technical adjustments necessary in order to submit the budget to the ECS by the March 20, 2021 deadline.

XI. Resolution - Closed Executive Session (if called for).

RESOLUTION: Be It Resolved by the Board of Education of Kenilworth that the Board of Education **meet in private session**, from which the public shall be excluded, **to discuss the topic Attorney Client Privilege** which private discussion is being held pursuant to Section 7b and 8 of the Open Public Meetings Act. The matters under discussion will be disclosed to the public as soon as final decisions are made and voted upon.

XII. Return to Public Session-adopt any resolutions necessary after Executive Session.

XIII. Adjournment.