

CLEMENTON SCHOOL DISTRICT

Five-Year Maintenance Plan

2012-2013

2013-2014

2014-2015

2015-2016

2016-2017

Board Approved:

INTRODUCTION

The following five (5) year maintenance plan addresses the years 2012 – 2017. A list of projects and their costs are outlined for each school year. In addition, copies of the quarterly, monthly and daily maintenance checklists are included.

All items included on this maintenance plan are incorporated into the annual school budget. The prices noted reflect estimates based on past experiences.

The plan anticipates possible repairs, upgrading and maintenance for the building and grounds. This maintenance plan is an essential tool to insure a quality learning environment for all of our children.

<u>2016-2017</u>	<u>Costs</u>
------------------	--------------

• Replace air filters in geothermal units	\$1,300
• Replace lights and ballasts when needed	\$7,500
• Ground Water Maintenance contract	\$6,000
• Trash Removal Contract	\$5,197
• Fire/security alarm contract	\$1,500
• HVAC Maintenance contract	\$2,650
• Simplex – clock maintenance	\$ 450
• J.P. Pest Control Maintenance	\$ 900
• H & D Fire Extinguisher	\$ 950
• Plumbing repair – when necessary	\$2,000
• Electrical repair – when needed	\$ 600
• Replace security cameras	\$3,500
• Shredding costs	\$ 300

POLICY**Clementon
Board of Education**

Section: Bylaws

0164. CONDUCT OF BOARD MEETING

Date Created: July, 2009

Date Edited: July, 2009

0164- CONDUCT OF BOARD MEETING

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

Agenda

The Superintendent and School Business Administrator/Board Secretary shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member typically no later than two days before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business shall be as follows:

- Call to order
- Opening Statement
- Pledge of Allegiance
- Roll call
- Presentations
- Minutes Public – Agenda Items Only
- Superintendent's Report
- Correspondence
- Committee Reports
- Other Information
- Public
- Executive Session
- Adjournment

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Adopted: 27 July 2009

© 2016 Strauss Esmay Associates, LLP
1886 Hinds Road, Suite 1, Toms River, NJ 08753
ph: (732)255-1500 fax: (732)255-1502

**CLEMENTON BOARD OF EDUCATION
PRE-PAYMENT AUTHORIZATION
MAY 23, 2016**

WHEREAS, the Clementon Board of Education recognizes the importance of prudent fiscal management; and

WHEREAS, the School Business Administrator and the Superintendent have found that various invoices should be paid prior to official School Board action, to avoid late payments or other fees;

NOW, THEREFORE, the Board of Education authorizes the Superintendent and the School Business Administrator to prepay the following invoices prior to official Board approval:

AmeriHealth	Ground Source Solutions
Atlantic City Electric	Home Depot
Bayada Nurses	Intercounty Newspapers
Board Approved Field Trips	Interim Health Care
Board Share FICA	Mission One
Bowman and Company	NJ School Boards Association
Burlington County Insurance Fund	NJ Unemployment
Camden County Educational Services Commission	Nutri-Serve Food Management
Camden County MUA	Office Max Credit Plan
Camden County Superintendent of Elections	Parker McCay
Clementon Agency Account	Partners In Pediatrics
Clementon Community Ed. Account	Postmaster, Clementon
Clementon Payroll Account	Professional Registration Fees
Clementon Petty Cash Account	Richo Copiers
Clementon Sewer/Water Utility	Republic Services of New Jersey
Clementon Student Activity Account	Russ Security Systems
Comcast	Serv-It, Inc.
County Special Services	Source 4 Teachers
School Districts	TD Bank - Wealth Management
Courier-Post	Temptrol Corporation
Educational Management by Computer Center (EMC)	Treasurer, State of New Jersey
Garden State Dust Control, Inc.	Tuition Payments
Hardenbergh Insurance Group	US Postal Service
Horizon	Verizon Wireless
	W.B. Mason Company
	Waste Management
	J.P. Pest Control
	X-Tel Communications

THEREFORE, BE IT RESOLVED that the Superintendent and School Business Administrator add the above list of bills to the next bill list for official Board approval and that they make the appropriate transfer of funds to cover the necessary expenses. The list of transfers will be presented at the next Board of Education meeting for official approval.

ADOPTED: 05/23/16

President

ATTEST:

Joanne E. Clement

School Business Administrator/Board Secretary

CERTIFICATION

I certify the foregoing to be a true copy of a Resolution adopted by the Clementon Borough Board of Education at the meeting held on May 23, 2016.

Joanne E. Clement
School Business Administrator/Board Secretary

**CLEMENTON BOARD OF EDUCATION
RESOLUTION AUTHORIZING THE CLEMENTON BOARD OF EDUCATION
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT
RESOLUTION
May 23, 2016**

WHEREAS, N.J.S.A. 18A:18A-11 authorizes contracting units to enter into Cooperative Pricing Agreements; and

WHEREAS, the County of Camden, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of work, materials and supplies; and

WHEREAS, the Clementon Board of Education, County of Camden, State of New Jersey, desires to participate in the Camden County Cooperative Pricing System; now, therefore,

BE IT RESOLVED on May 23, 2016, by the Clementon Board of Education, County of Camden, State of New Jersey, as follows:

AUTHORITY

Pursuant to the provisions of N.J.S.A. 40A:11-11(5) and N.J.S.A. 18A:18A-11, the Business Administrator/Board Secretary, or Purchasing Agent, is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency entering into contracts on behalf of the Clementon Board of Education shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and the Public School Contracts Law (N.J.S.A. 18A:18A-1 et seq.) and all the other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately.

ADOPTED: 05/23/16

President

ATTEST:

Joanne E. Clement, Board Secretary

RESOLUTION

Res-Pg: 68-1

RESOLUTION AUTHORIZING AWARD OF CONTRACT (BID A-37/2015), BY AND BETWEEN THE COUNTY OF CAMDEN (DEPARTMENT OF BUILDINGS & OPERATIONS) AND VARIOUS VENDORS FOR THE PURCHASE OF COPY, COMPUTER PAPER AND ENVELOPES FOR VARIOUS CAMDEN COUNTY DEPARTMENTS AND AGENCIES, UNDER THE CAMDEN COUNTY COOPERATIVE PRICING SYSTEM, ID #57-CCCPS

WHEREAS, the County of Camden, as the Lead Agency for the Camden County Cooperative Pricing System, System Identifier # 57-CCCPS (Cooperative), received and opened bids at its Division of Purchasing on July 23, 2015 at 11:00 A.M., Prevailing Time, for Bid A-37/2015, Copy, Computer Paper and Envelopes for various Camden County Departments and Cooperative Members under The Camden County Cooperative Pricing System, System Identifier # 57-CCCPS, the receipt of which bids were duly advertised in accordance with law; and

WHEREAS, it is the desire of the Board of Chosen Freeholders to award contracts to the lowest responsible bidders listed on the schedule attached hereto for the items listed therein for the needs of the County of Camden and other Cooperative Purchasing Members for a term of six months commencing on or about September 1, 2015 through February 29, 2016 with a 6 month option to renew said option to be exercised at the sole discretion of the County; and

WHEREAS, the various vendors have extended pricing to both Camden County and to the members of the Camden County Cooperative Pricing System as set forth herein; and

WHEREAS, funding for this purpose shall not exceed the maximum budgeted line items for copy and computer paper and envelopes in the County's permanent 2015 budget and temporary and/or permanent 2016 budgets and shall be encumbered prior to incurring the obligation in accordance with N.J.A.C. 5:30-5.5(b)(2); now, therefore,

BE IT RESOLVED by the Board of Chosen Freeholders of the County of

RESOLUTION

Res-Pg: 68-2

Camden that, contingent upon the funding as described herein, the vendors and items listed on the award sheet schedule attached hereto be and the same are hereby approved and awarded for Bid A-37/2015, Copy and Computer Paper and Envelopes for Camden County and for Members of the Camden County Cooperative Pricing System, System Identifier #57-CCCPS, for the term September 1, 2015 through February 29, 2016; and

BE IT FURTHER RESOLVED, that the proper County officials of the County of Camden are hereby authorized and instructed to sign and execute all necessary contracts, purchase orders, or other legal instruments in connection therewith and to sign checks or vouchers for the payment thereof, when such materials and services have been delivered and accepted by the County of Camden; and

BE IT FURTHER RESOLVED that the Members of the Cooperative Pricing System, System Identifier No. 57-CCCPS are hereby authorized to enter into a contract directly with the vendors listed in the schedule attached hereto pursuant to the terms and conditions of Bid A-37/2015, after award by its governing body in accordance with applicable law; and

BE IT FURTHER RESOLVED that the 6 month option to renew shall be exercised at the sole discretion of the County of Camden.

LJP:amf

BC-7602

Z:\Files-Bids\2015 Meetings\Aug\Resol. Auth. Bid A-37/2015
Purch of Copy, Comp Paper & Env. - Var. Vendors-Co-Op.
Auth. 8/20/15

RESOLUTION

Res-Pg: 68-3

BID A 37-15 Copy & Computer Paper and Envelopes
for use under the Camden County Cooperative Pricing System,
Identifier No. 57-CCCP
Award Sheet
(For use by Camden County as Lead Agent and Cooperative Members)
(2015-2016)

<u>VENDOR</u>	<u>ITEMS AWARDED</u>
<p>WB Mason 151 Heller Place Bellmawr, NJ 08031 Attn: Bruce Rymshaw Phone #888-926-2766x1770</p> <p>Documents received: No Bid Bond or Consent of Surety required Affirmative Action Non-Collusion Statement Certificate of Ownership Debarment Extension to Co-Operative Business Registration Certificate</p>	<p><u>COPY PAPER</u> Items: # 1, 8, 81 (3 Items)</p>
<p>Office Basics 22 Creek Circle Boothwyn, PA 19061 Attn: Katherine Leighton Phone #800-541-5855</p> <p>Documents received: No Bid Bond or Consent of Surety required Affirmative Action Non-Collusion Statement Certificate of Ownership Debarment Extension to Co-Operative Business Registration Certificate</p>	<p><u>COPY PAPER</u> Items: # 3, 4, 6, 26, 27, 43, 44, 45, 49, 51, 52, 53, 74, 77, 79, 80 (14 Items)</p> <p><u>ENVELOPES</u> Items: # 10, 11, 13 (3 Items)</p> <p><u>COMPUTER PAPER</u> Items: # 2, 5, 7, 9 (4 Items)</p> <p><u>PAPER SUPPLIES</u> Items: # 1 (1 Item)</p>

Introduced on: August 20, 2015
Adopted on:
Official Resolution#:

**CLEMENTON BOARD OF EDUCATION
RESOLUTION
AUTHORIZING THE SCHOOL BUSINESS ADMINISTRATOR
TO TRANSFER AND WIRE FUNDS BY TELEPHONE AND INTERNET
RESOLUTION
MAY 23, 2016**

BE IT RESOLVED, by the Borough of Clementon Board of Education that Joanne E. Clement, School Business Administrator, be authorized to transfer and wire funds by telephone and/or internet between or from any of the accounts listed below for the 2016-2017 school year:

Agency Account	Payroll Account
Capital Reserve Account	Petty Cash Checking Account
Certificates of Deposit	Student Activities Account
General Fund	Unemployment Trust Fund Account

ADOPTED: 05/23/2016 _____
President

ATTEST: _____
Joanne E. Clement, Board Secretary

CERTIFICATION

I certify the foregoing to be a true copy of a Resolution adopted by the Clementon Borough Board of Education at the Re-Organization meeting held on May 23, 2016.

Joanne E. Clement
School Business Administrator/Board Secretary

**CLEMENTON BOARD OF EDUCATION
 NOTICE OF AWARD
 PROFESSIONAL SERVICES
 2016-2017**

The Clementon Board of Education met on May 23, 2016 and awarded the following contract for professional services pursuant to 18A:18A.5a(1). The contracts listed below are available from (9:00 a.m. to 3:30 p.m.) Monday through Friday:

<u>NAME</u>	<u>SERVICES</u>	<u>CONTRACT PERIOD</u>	<u>CONTRACT AMOUNT</u>
Partners in Pediatrics	Occupational Therapy	September 1, 2016	\$68.00 per hour
Source 4 Teachers	Substitutes	Sept. 1, 2016 - June 30, 2017	\$116.45 per day \$123.30 per day
Mission One	Substitute Aides	Sept. 1, 2016 - June 30, 2017	\$97.27 per day
Interim Healthcare	Nursing Services	July 1, 2016 - June 30, 2017	RN \$48.00 per hour LPN \$42.00 per hour
Rehab Connection	Physical Therapy	July 1, 2016 - June 30, 2017	\$75.00 per hour

LEGAL NOTICE

NOTICE OF AWARD
PROFESSIONAL SERVICES

The Clementon Board of Education met on May 23, 2016 and awarded the following contract for professional services pursuant to 18A:18A.5a(1). The resolution of award and the contract listed below are available for public inspection at the Office of The Board Secretary located at 4 Audubon Ave., Clementon, NJ 08021 from (9:00 a.m. to 3:30 p.m.) Monday through Friday:

<u>NAME</u>	<u>SERVICE</u>	<u>CONTRACT PERIOD</u>	<u>CONTRACT AMOUNT</u>
Parker McCay Marlton, NJ	Legal Services	July 1, 2016 until June 30, 2017	\$170.00 per hour
Bowman & Company	Auditor	July 1, 2016 until June 30, 2017	\$25,000.00
Burlington Co. Joint Ins. Pool Marlton, NJ	Broker of Record (Insurance)	July 1, 2016 until June 30, 2017	Schedule of Fees on file with Board Secretary
Family Medicine Assoc. Williamstown, NJ	School Physician	July 1, 2016 until June 30, 2017	\$2,300.00
Garrison Architects	Architectural Services	July 1, 2016 until June 30, 2017	\$150.00 per hour Other fees are on file with Board Secretary

Joanne E. Clement
SBA/Board Secretary