

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY
BOARD MEETING
WEDNESDAY, DECEMBER 6, 2023 AT 9:00 A.M.
32 E. FRONT STREET, TRENTON, NJ
JOSEPH A. MCNAMARA BOARD ROOM**

- 1. NOTICE OF PUBLIC MEETING/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF MEETING MINUTES**
 - a. Board Open Session Meeting Minutes of November 1, 2023
 - b. Board Executive Session Meeting Minutes of November 1, 2023
- 4. AUTHORITY MATTERS**
 - a. CEO Report
 - b. Chairman's Report
- 5. REPORT AND RECOMMENDATIONS OF THE AUDIT COMMITTEE (CHAIRMAN'S REPORT)**
 - a. Proposed 2024 SDA Staffing Plan
 - b. Proposed 2024 Operating Budget
- 6. REPORT AND RECOMMENDATIONS OF THE REAL ESTATE COMMITTEE (CHAIRMAN'S REPORT) - (to be discussed in Executive Session and voted on upon the Board's return to Open Session)**
 - a. Request to Lease Vacant Land as Construction Staging Area for the Elizabeth New Elementary School
 - b. Recommendation for Modification of Terms and Extension of Deadlines in Connection with Property Conveyance to the City of Newark
- 7. MONTHLY REPORTS**
 - a. *For Informational Purposes*
 - i. Active Projects Report
 - ii. Project Status Reports
 - iii. Contracts Executed Report/Amendments & Change Orders Executed Report
 - iv. Contract Terminations Report (*no activity*)
 - v. Settlement Activities Report (*no activity*)
 - vi. Diversity and Workforce Participation Report
 - vii. Regular Operating District Grant Activity Report
 - viii. Notification of Amendments to Goods and Services Contracts Not Exceeding \$100,000 or 10% of the Contract Value (*no activity*)
 - ix. Communications Report
 - x. Monthly Financial Report
 - xi. Design Contract De-Obligations Report (*no activity*)
- 8. EXECUTIVE SESSION**
 - Request to Lease Vacant Land as Construction Staging Area for the Elizabeth New Elementary School
 - Recommendation for Modification of Terms and Extension of Deadlines in Connection with Property Conveyance to the City of Newark

- Litigation/Contract Matter(s) – OPMA Exemption N.J.S.A. 10:4-12b (7)
CCD Report (*no activity*)

9. ADJOURNMENT

APPROVAL OF MEETING MINUTES

November 1, 2023 Open Session Minutes

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
WEDNESDAY, NOVEMBER 1, 2023**

A meeting of the Board of Directors of the New Jersey Schools Development Authority (SDA or the Authority) was held on Wednesday, November 1, 2023 at 9:00A.M. in the Joseph A. McNamara Board Room at the offices of the Authority at 32 East Front Street, Trenton, New Jersey.

Participating were:

Robert Nixon, Public Member, Chairman

Juan Burgos (EDA)

Kevin Luckie (DCA)

Anthony Longo (Treasury)

Bernard Piaia (DOE)

John Capo, Public Member

Daniel Gumble, Public Member

Lester Lewis-Powder, Public Member

Michael Maloney, Public Member

Mario Vargas, Public Member

being all the Members of the Board. Mr. Capo, Mr. Gumble, Mr. Lewis-Powder, Mr. Longo, and Mr. Piaia participated in the meeting by teleconference.

At the Chairman's request, Manuel Da Silva, chief executive officer; Donald Guarriello, vice president and chief financial officer; Janice Venables, vice president; Albert Barnes, chief counsel and additional assistant secretary; Gregory Voronov, managing director; and Jamie Henneke, governance coordinator of the SDA, participated in the meeting. Alexis Franklin of the Governor's Authorities Unit (GAU) also participated in the meeting.

Pledge of Allegiance

Led by the Chairman, the Members and all assembled stood and recited the Pledge of Allegiance.

The meeting was called to order by Mr. Nixon, who requested that Ms. Henneke read the requisite notice of the meeting. Ms. Henneke announced that the meeting notice had been sent to the *Trenton Times* and *Star-Ledger* at least 48 hours prior to the meeting, and was duly posted on the Secretary of State's bulletin board at 225 West State Street in Trenton, New Jersey and on the SDA Website. Ms. Henneke then conducted a roll call and indicated that a quorum of the Members of the Board were present.

Approval of Meeting Minutes

The Chairman presented for consideration and approval the minutes of the Board's October 4, 2023 Open Session meeting. A copy of the meeting minutes and a resolution had been provided to the Members for review in advance of the meeting. Upon motion duly made by Mr. Mr. Vargas and seconded by Mr. Piaia, the Open Session minutes of the October 4, 2023 SDA Board meeting were approved with the Members' unanimous vote in favor of the resolution attached hereto as ***Resolution 3a***.

Mr. Nixon then presented for consideration and approval the minutes of the Board's October 4, 2023 Executive Session meeting. A copy of the meeting minutes and a resolution had been provided to the Members for review in advance of the meeting. Upon motion duly made by Mr. Vargas and seconded by Mr. Luckie, the Executive Session minutes of the October 4, 2023 SDA Board meeting were approved with the Members' unanimous vote in favor of the resolution attached hereto as ***Resolution 3b***.

Authority Matters

CEO's Report

Next, Mr. Nixon asked Mr. Da Silva for the report of the CEO. Mr. Da Silva provided an update on design-build projects in the design phase. He said that for the Union City New Grade 7-9 School project, structural steel erection is ongoing and will continue through the end of this year. He added that final design documents for the remainder of the building are ongoing.

Turning to design-build projects in construction, Mr. Da Silva reported that for the Perth Amboy High School project, site work is being completed. He said that finish and IT infrastructure work is ongoing in all areas of the building, as well as HVAC equipment start up and commissioning. He added that furniture selection is underway.

Next, Mr. Da Silva gave an update on design-bid-build projects in the construction stage. He said that the original project scope close out activities are ongoing for the Orange High School project. He added that the green house design is complete and negotiations are being finalized. For the Orange Cleveland Street Elementary School project, he advised that site work is underway in preparation for the winter months. He noted that ductwork, roofing, floor prep, framing, drywall and stair replacement work is ongoing.

With respect to projects in the procurement stage, Mr. Da Silva advised the Members that a recommendation of award for demolition for the Garfield New Elementary School project will be presented in today's meeting. For the Elizabeth New Elementary School project, he said that the demolition and early site preparation package was advertised in September and bids are due mid-December.

Turning to Authority events, outreach and other activities, Mr. Da Silva informed the Members that the SDA was an exhibitor at the annual School Boards Convention in Atlantic City

on October 24 and 25. He said that SDA staff from the Grants and Communications departments were there to answer questions from school district representatives. He added that he along with David Magyar were also in attendance and had the opportunity to speak with architects, district representatives and legislative members. He advised that the SDA received a lot of positive feedback on the work of the Authority and answered questions related to the recent announcement of Regular Operating Districts (ROD) Grant projects and funding available for Capital maintenance and emergent grants.

Next, Mr. Da Silva reported that on October 25, he joined dozens of representatives from state agencies and authorities as a presenter at the annual Construction Forecast meeting hosted by the Alliance for Action. He said that he thinks attendees welcomed the news that significant construction opportunities will be forthcoming in 2024 and 2025 throughout the State from numerous departments. He also said that between Capital projects, ROD projects, and Capital maintenance/emergent projects – the Authority shared that SDA-related projects would represent \$550-\$660 million in each of the next two years. He added that, overall, the agencies represented forecasted construction opportunities of more than \$26 billion in 2024 alone.

In continuing, Mr. Da Silva said that on November 14 and 15, SDA Grant staff will partner with the New Jersey Association for School Business Officials (NJASBO) to offer training to ROD District officials related to the upcoming grant projects that were recently announced. He noted that the SDA staff will provide attendees with detailed information on the grant process so that they are well prepared to advance their grant executions once offer letters are distributed.

Next, Mr. Da Silva reminded the Members that the annual ethics training for Members and designees must be completed by this Friday, November 3.

Finally, Mr. Da Silva said that that he would like to welcome Janice Venables, the SDA's new vice president of Corporate Governance. He provided some background information on Ms. Venables noting that she has a Juris Doctor Degree from Rutgers Law School and brings over 30 years of legal experience to the Authority. He added that Ms. Venables has private and public sector experience as well as ethics work. He said that Ms. Venables has served on the Board of Adjustment and Planning Board as well as a councilwomen in her community. Mr. Da Silva said that he is excited about Ms. Venables joining the SDA.

In continuing, Mr. Da Silva said that he would like to welcome Alexis Franklin as the new SDA GAU representative. He added that Holly Kokinelis also joined the SDA and will be working in the Environmental Division.

Mr. Vargas asked if the training for the ROD District officials is technical or informational. Mr. Voronov said that the training session will provide information regarding the entire process, from the offer to closeout.

Chairman's Report

Appointment of an Additional Assistant Secretary to the Board

Next, Mr. Nixon provided the Report of the Chairman. He said that, as the Members know, the Members elect the SDA's Board Officers each January at our Annual Organizational Meeting. He said that one of the roles that is elected each year is the Assistant Secretary. He advised that former Vice President Jane Kelly has served as Assistant Secretary of the Board for many years. He reported that before the Board today is a recommendation to appoint SDA's Vice President Janice Venable to serve as the Authority's Additional Assistant Secretary to the Board.

A resolution pertaining to this matter had been provided to the Board in advance of the meeting. Upon motion duly made by Mr. Burgos and seconded by Mr. Luckie, the appointment

of vice president Janice Venables to serve as the Authority's Additional Assistant Secretary was approved with the Board's unanimous vote in favor of *Resolution 4bi*.

Audit Committee

Mr. Nixon, as Audit Committee Chairman, reported that the Audit Committee met on October 16, 2023, at which time management provided the Committee with the September 2023 New Funding Allocation and Capital Plan Update. He reported that there were no changes in any of the Program Reserves during the reporting period. He advised that the reserve balance for the RODs increased by \$400,000 during the reporting period due to a reduction in state share for grant projects nearing completion.

Next, Mr. Nixon said that the Committee received a draft 2024 Operating Budget for the Authority that was prepared by management. He advised that management is still in the process of finalizing certain budgetary line items and that a revised proposed budget will be presented to the Committee at its November meeting. He noted that management plans to present the proposed budget to the Board for consideration at its December Meeting.

Next, Mr. Nixon provided the Board with an overview of the September 2023 Monthly Financial Report. He advised the Members that the Authority's operating expenses (Actual vs. Budget) for the year-to-date period total \$9.8 million, down \$2.5 million as compared to the budget for the corresponding period. He explained that this variance is mainly attributable to lower employee salary and benefit costs, professional & other contracted services, information systems and, facility and general office expenses offset by lower than projected expense allocations to project costs. He reported that the current full time employee (FTE) headcount is 128 as of September 30, 2023, representing a 16 FTE decrease in comparison to year-to-date budget projections. Mr. Nixon then said that school facilities project expenditures (Actual vs. Forecast) for the year-to-date period total approximately \$197.4 million, down approximately

\$25.6 million as compared to the capital spending forecast for the corresponding period. He advised the Members that this variance is due to costs associated with construction work, grant agreements, project insurance, design services, construction management services and lower payroll and benefits expense allocation to project costs. He reported that the decrease is partially offset by the acquisition costs associated with the purchase of a school facility. Mr. Nixon then reported that project expenditures (Actual vs. Prior Year Actual), at \$197.4 million, are \$23.8 million lower when compared to the corresponding prior year period. He advised that this variance is the result of a decrease in expenditures for construction work, grant activity, school furniture and equipment purchases, and construction management services, partially offset by property acquisition costs, design services and project insurance.

Mr. Nixon said that, since program inception, 80.5% of the funds authorized for the SDA districts have been disbursed. Additionally, he noted that 96% of all SDA disbursements relate to school facilities projects, while 4% relate to operating expenses. He advised that the estimated value of active school facilities capital projects, along with emergent and regular operating district grant projects, is approximately \$1.2 billion

Next, Mr. Nixon advised that in compliance with the SDA Bylaws and Audit Committee Charter, the CEO provided the Committee with his quarterly staffing report updating Authority personnel matters and changes.

Next, Mr. Nixon advised the Board that management presented the Committee with one matter requiring Board action. Referencing a memorandum that was distributed to the Members in advance of the meeting, he said that management and the Committee request approval to purchase broker services for SDA's business insurance program (Program). He explained that the SDA maintains an insurance program for its business activities currently covering general liability and business personal property coverage including, Automobile; Worker's

Compensation; Umbrella Liability, Excess Liability; Public Officials Liability/Employment Practices Liability, Excess Public Officials Liability/Employment Practices Liability; Cyber Enterprise Risk Management; Crime; Workplace Violence/Active Shooter; and General Liability for the Real Estate Owned inventory. Mr. Nixon said that the Authority is again seeking to engage a broker with the expertise to design a combined program that provides the broadest coverage at the most cost effective price. He said that the selected broker will be responsible for the placement and servicing of the Program. He advised that a two-step competitive procurement process was advertised beginning on June 7, 2023 on the SDA website, the New Jersey State website, and in selected newspapers for interested firms to participate in the bidding process. He said that outreach was also performed via e-mail. He reported that following the procurement process, management recommends a contract with The Safeguard Group, A Division of Patriot Growth Insurance Services, LLC, (The Safeguard Group) for a three year term with an option by the SDA to extend the Agreement for one additional year. Mr. Nixon said that the contract value for the initial policy year commencing on December 14, 2023 will have a total not-to-exceed amount of \$705,000.00 for the placement and servicing of SDA's Business Insurance Program. He further advised that for the ensuing two renewal years and the option year, if applicable, SDA management will seek further Board approval of annual not-to-exceed amounts following The Safeguard Group's annual marketing of the SDA's Business Insurance Program

A resolution pertaining to this matter was provided to the Board in advance of the meeting. Upon motion duly made by Mr. Vargas, and seconded by Mr. Luckie, the Board authorized management to award broker services for the business insurance program to The Safeguard Group, A Division of Patriot Growth Insurance Services, LLC for the initial policy year at a cost not-to-exceed \$705,000 with its unanimous vote in favor of ***Resolution 5a.***

School Review Committee

The Chairman then asked Mr. Luckie to provide the report of the School Review Committee. Mr. Luckie said that the School Review Committee met on October 16, 2023 and advanced four items for Board consideration today. He said the Committee is recommending Board approval of the award for Professional/Technical Temporary Staffing Services. He reported that the SDA seeks to engage a pool of firms to provide temporary staffing services for Architectural & Engineering; Construction Operations & Cost Estimating; Environmental Services; and Information Systems (Staffing Categories). He advised that upon completion of a scored procurement process, executive management and SDA staff recommend that the Members approve the Authority's engagement of the five highest ranked firms in each of the four Staffing Categories. He explained that the selected firms will provide the SDA with qualified temporary staff to perform temporary staffing services as required by the SDA on an as-needed basis and at agreed-upon hourly rates established at the time of the selection and assignment of temporary staff. He noted that the term of the firms' engagements will be three years, together with a one-year extension at the SDA's option, with compensation for the engagements, including all awardees, not-to-exceed \$5,000,000 in the aggregate. He added that prior to execution of each contract, the contract and related documentation will be reviewed and approved by the SDA Division of Chief Counsel.

A resolution pertaining to this matter was provided to the Board in advance of the meeting. Upon motion duly made by Mr. Burgos, and seconded by Mr. Vargas, the Board approved the contract awards for Professional/Technical Temporary Staffing Services with its unanimous vote in favor of ***Resolution 6a.***

Next, Mr. Luckie said that management is seeking Board approval of awards for Site Consultant Services for School Facilities Projects. He reported that in 2020, the SDA entered

into contracts with various firms for the provision of site consultant and environmental services on a task order basis. He explained that the current task order contracts will expire in February 2024 and SDA management is now seeking Board approval to award contracts to ten firms thereby creating a new pool of firms with the experience and qualifications to successfully perform the required services on a task order basis. He said that the assigned tasks may include, but are not limited to, predesign and site feasibility; environmental site review; early site development; site/civil planning and design; design-build construction administration; emergent projects; limited architectural and structural engineering and design services; and project closeout activities. He noted that the contracts will have terms of three years and the contract amounts of each of the ten individual contracts will not exceed \$3,000,000 over that three year term. He added that prior to execution, the contracts and related documentation will be reviewed and approved by the SDA Division of Chief Counsel.

A resolution pertaining to this matter was provided to the Board in advance of the meeting. Upon motion duly made by Mr. Burgos, and seconded by Mr. Vargas, the Board approved the contract awards for Site Consultant Services for School Facilities Projects with its unanimous vote in favor of ***Resolution 6b***.

In continuing, Mr. Luckie informed the Members that the Committee is also recommending Board approval of a contract award for State-Wide Relocation Consultant Services. He advised that the SDA's current task order contract for state-wide relocation consultant services, procured in 2020, will expire in December 2023. Accordingly, management is requesting that the Board approve the award of a new contract to O.R. Colan Associates (O.R. Colan), the incumbent firm, who has demonstrated that it has the experience and qualifications required to perform relocation services when required by the SDA. He said that management's recommendation follows completion of a single-step procurement process that began on August

17, 2023. He said that the rates to be paid to the O.R. Colan are detailed in the Board memorandum and the engagement is for the not-to-exceed amount of \$3,000,000 over the three year term of the contract. He noted that prior to execution of the contract, the contract and related documentation will be reviewed and approved by the SDA Division of Chief Counsel.

A resolution pertaining to this matter was provided to the Board in advance of the meeting. Upon motion duly made by Mr. Burgos, and seconded by Mr. Vargas, the Board approved the recommended contract award for Relocation Consultant Services with its unanimous vote in favor of ***Resolution 6c.***

Finally, Mr. Luckie said that management is seeking Board approval for an Award for Demolition and Early Site Preparation for the Garfield New Elementary School project (School or Project). He advised that the School is planned to be a 125,000 square foot facility to educate 767 students in grades Kindergarten through five. He reported that on November 2, 2022, the Members approved a preliminary project charter for the Project; and in preparation for the design and construction of the new school, the SDA seeks to engage a contractor to perform demolition of the existing Woodrow Wilson Elementary School No. 5 and limited site restoration activities. He advised that the package for the required services was advertised beginning on August 9, 2023 and upon completion of a competitive procurement process, the responsive low bidder was APS Contracting, Inc. (APS). He said that following a review, APS confirmed that its price proposal is inclusive of all scope elements contained in the contract documents. He added that management recommends that the Members approve the award of a contract in the amount of \$2,071,000, inclusive of SDA-established Allowances totaling \$450,000, to APS to perform demolition of the existing school and limited site restoration activities, in preparation for the delivery of the Project. He said that SDA construction operations director and financial operations director have recommended award of the contract to APS. Mr. Luckie informed the

Members that management expects that in the fourth quarter of 2023 it will advertise for design-build services for design, construction and delivery of the new school facility. He said that prior to execution of the contract, the contract and related documentation will be reviewed and approved by the SDA Division of Chief Counsel.

A resolution pertaining to this matter was provided to the Board in advance of the meeting. Upon motion duly made by Mr. Maloney, and seconded by Mr. Burgos, the Board approved the recommended contract award for Demolition and Early Site Preparation for the Garfield New Elementary School project with its unanimous vote in favor of ***Resolution 6d.***

Mr. Nixon then asked for a motion to adjourn the Open Session of the meeting into Executive Session. He asked Ms. Henneke to announce the matters to be considered by the Board in Executive Session. Ms. Henneke advised that, the Board will adjourn into Executive Session to discuss a Recommendation for a Third Lease Modification and Extension between Matrix East Front Street Operating Company, LLC and SDA. She said that Board will vote on this matter upon its return to Open Session.

Upon motion by Mr. Luckie and seconded by Mr. Vargas the Board unanimously voted to approve ***Resolution No. 9.*** and thereby adjourn the Open portion of the meeting into Executive Session.

Following the Board's return to Open Session, Mr. Vargas announced that in Executive Session the Board had discussed management's and the Real Estate Committee's recommendation for a Third Lease Modification and Extension between Matrix East Front Street Operating Company, LLC and SDA. A resolution pertaining to this matter was provided to the Board for review in advance of the meeting. Upon motion duly made by Mr. Burgos and seconded by Mr. Luckie, the Board approved a with the Board's unanimous vote in favor of ***Resolution 7a.***

Adjournment

There being no further business to come before the Board, upon motion by Chairman Nixon and with unanimous consent, the meeting was adjourned.

Certification: The foregoing represents a true and complete summary of the actions taken by the Board of the New Jersey Schools Development Authority at its November 1, 2023 meeting.

/s/ Albert D. Barnes
Additional Assistant Secretary

Resolution—3a./3b.

Approval of Minutes

WHEREAS, the By-Laws provide that the minutes of actions taken at meetings of the New Jersey Schools Development Authority be approved by the Authority's Board of Directors; and

WHEREAS, pursuant to Section 3(k) of P.L. 2007, Chapter 137, the minutes of the November 1, 2023 Board meeting of the New Jersey Schools Development Authority, for the Open and Executive Sessions were duly forwarded to the Office of the Governor following the meeting.

NOW, THEREFORE, BE IT RESOLVED, that the minutes of the New Jersey Schools Development Authority's November 1, 2023 Open and Executive Session meetings are hereby approved.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately, but no action authorized herein shall have force and effect until 10 days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the Authority meeting at which this resolution was adopted has been delivered to the Governor for his approval, unless during such 10 day period, the Governor shall approve same, in which case such action shall become effective upon such approval.

Dated: December 6, 2023

AUTHORITY MATTERS

CEO REPORT

CHAIRMAN'S REPORT

**REPORT AND RECOMMENDATIONS OF THE AUDIT COMMITTEE
(CHAIRMAN'S REPORT)**

Proposed 2024 SDA Staffing Plan



MEMORANDUM

TO: The Members of the Authority

FROM: Manuel Da Silva, Chief Executive Officer
Donald Guarriello, Vice President & Chief Financial Officer
Janice Venables, Vice President, Corporate Governance

RE: Proposed 2024 SDA Staffing Plan

DATE: December 6, 2023

Background

Article IX, Section 9.1 of the New Jersey Schools Development Authority (SDA or the Authority) Bylaws (Bylaws) establish the Audit Committee as a standing Committee of the Authority. In addition, the Audit Committee's Charter (Charter) sets forth the Committee's authority, composition, voting, and specific responsibilities. On September 4, 2019, the Members of the Authority approved amendments to both the Bylaws and the Charter to increasing the Board's oversight role in matters relating to Authority personnel and compensation.

Among the amendments to the Bylaws and Charter approved by the Board, is the requirement to establish annually a "Staffing Plan" for the Authority. Specifically, Article V, Section 5.1 of the Bylaws requires that the SDA Chief Executive Officer establish an annual Staffing Plan as defined in Article I, Section 1.7 of the Authority's Bylaws, and Section G.2 of the Charter requires that the SDA Audit Committee and Board review the annual Staffing Plan as submitted.

SDA's Chief Executive Officer, in coordination with the members of the Executive Team, has prepared a SDA Staffing Plan for Fiscal Year 2024 and that Plan was presented to the Authority's Audit Committee on November 20, 2023 along with the proposed Fiscal Year 2024 Operating Budget. On that date, following discussions, the Committee determined to advance the SDA's 2024 Staffing Plan to the full Board with a recommendation for approval.

2024 Operating Budget: Forecasted Staff Utilization and Active Project Analysis

Article I, Section 1.7 of the Authority's Bylaws provides that the annual Staffing Plan shall represent "the resources required to satisfy the SDA's mission, goals, commitments and operating needs correlated to the volume and type of work activities to be advanced within a defined period. The Staffing Plan shall include existing SDA resources along with projected resource needs, and shall identify each included resource's function responsibilities and major accountabilities in support of the SDA's mission, goals, commitments and operating needs. The Staffing Plan prepared for presentation to the SDA Board shall be developed through a process that includes data-driven analytics."

In developing the Staffing Plan for 2024 consistent with the Bylaws, management employed data-driven analytics for each operating area within the SDA. To this end, staff began with the body of SDA work that will occur in 2024, reviewed the needed activities to address that body of work on a month-by-month basis and with a full-year view for the entirety of 2024.

The analysis evaluated each staff member's activities related to those needs in that same detailed way in order to assess the resources needed to support the Authority's projects. Essentially, the analysis reviewed each staff member's anticipated activities for each month tied to the overall work of the organization that would advance within that month. In addition, staff considered the impacts resulting from the roll-out of the 18 remaining projects in the 2022 Capital Plan and the need for additional staff.

This assessment resulted in our conclusion that 150 staff members is the number needed to satisfy the SDA's mission, goals, commitments and operating needs correlated to the volume and type of work activities that are ongoing and will be advanced throughout 2024.

Accompanying Materials

The accompanying 2024 Staffing Plan materials includes a 2024 Forecasted Staff Utilization, depicting the results of the assessment as follows: (1) Staff Utilization by Activity Type for the SDA overall; (2) Staff Utilization by Activity Type by Operating Area; and (3) Staff Utilization Dedicated to Projects.

In reviewing activities within each SDA Operating Area, we recognize that the work of each employee can be categorized as either:

- School Facilities Projects
- Statutory, regulatory or governance requirements (e.g. data collection and reporting, auditing, recordkeeping, public transparency and responsiveness requirements)
- Organizational needs

The following provides a brief description of the accompanying materials:

1. The second page depicts the categorization among those three areas - arrived at after we performed a delineation of SDA staff activities across the organization by detailed activity types. Our analysis concluded that 65% of SDA's staff activities are dedicated to school facilities projects; 9% are activities required to be performed in satisfaction of statutory, regulatory or governance needs and 26% are activities related to required organization operation and support.
2. The third page provides a series of bar charts that depict Staff Utilization by activity type by Operating Area:
 - Office of the CEO
 - Office of Corporate Governance
 - Construction Operations
 - Program Operations

- Office of the CFO

Each Operating Area has staff time dedicated to each of the three categories to varying degrees, each area with significant staff time dedicated in support of school facilities projects.

3. The fourth page represents the work of the SDA dedicated to projects and demonstrates - for the 65% of overall SDA staff utilization that is dedicated to projects - the apportionment by each SDA Operating Area dedicated to school facilities projects.

Conclusion/Recommendation

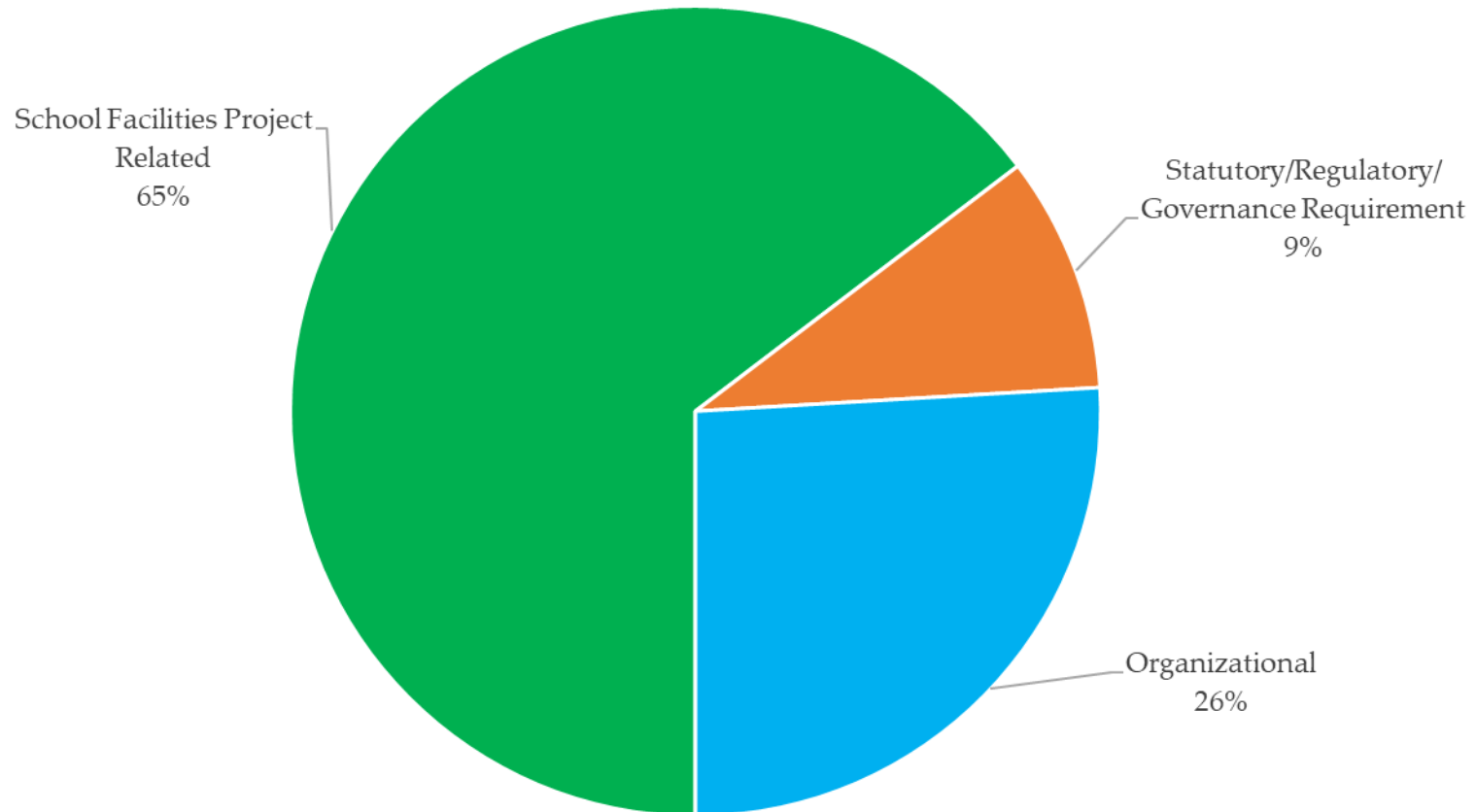
SDA Executive Management requests and recommends that the Members of the Authority approve the proposed 2024 Staffing Plan as discussed herein and as presented in the accompanying materials. The proposed 2024 Staffing Plan reflects that 65% of SDA's staff activities are dedicated to school facilities projects; 9% are activities required to be performed in satisfaction of statutory, regulatory or governance requirements and 26% are activities related to required organizational operation. The Staffing Plan includes a proposed headcount of 150, the number of staff needed to satisfy the SDA's mission, goals, commitments and operating needs correlated to the volume and type of work activities that are ongoing and projected for advancement throughout 2024. Management's recommendation for Board approval follows a detailed presentation of the 2024 Staffing Plan to the Authority's Audit Committee and the Committee's advancement of the same for Board consideration and approval.

Presentation prepared by: William Coonahan

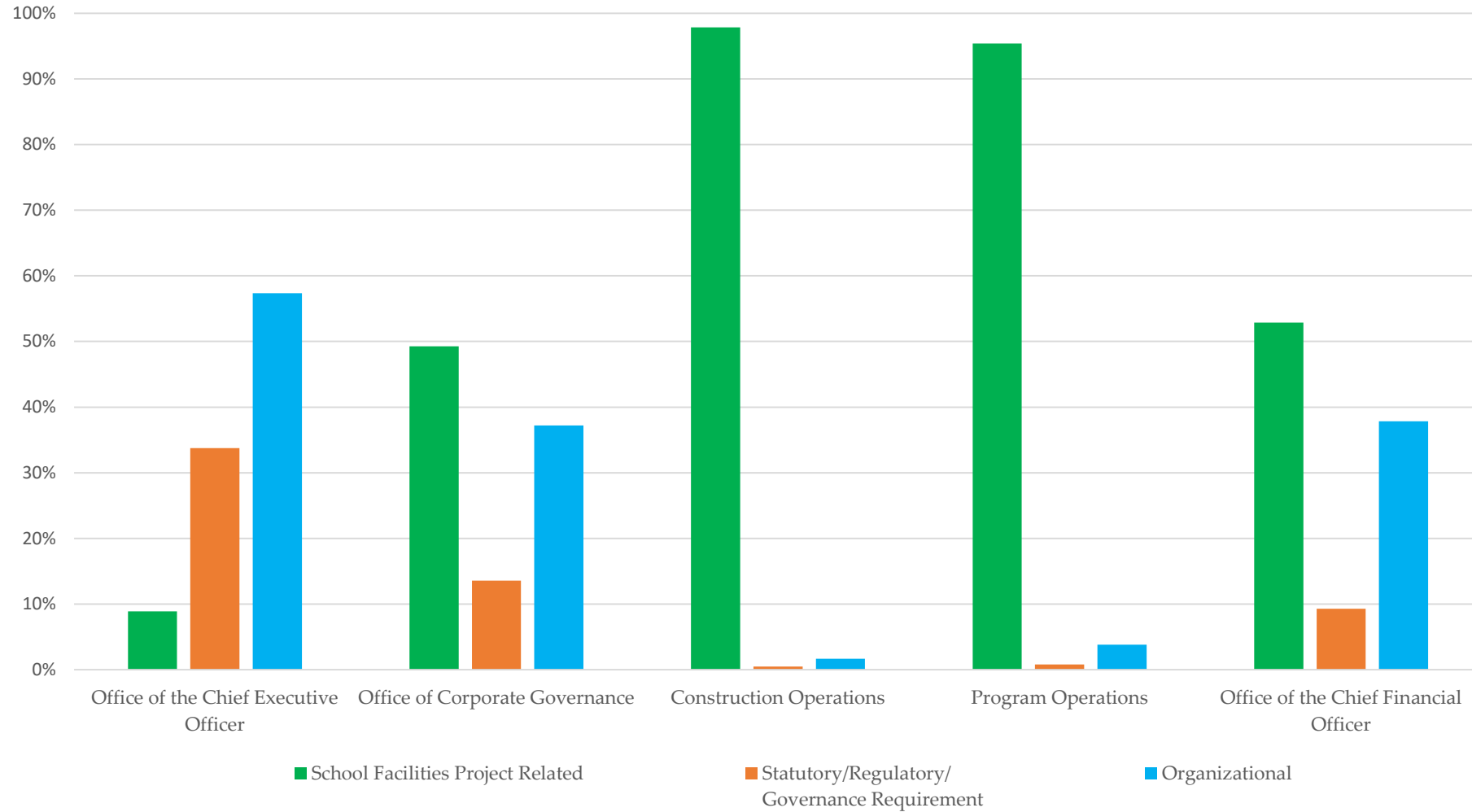


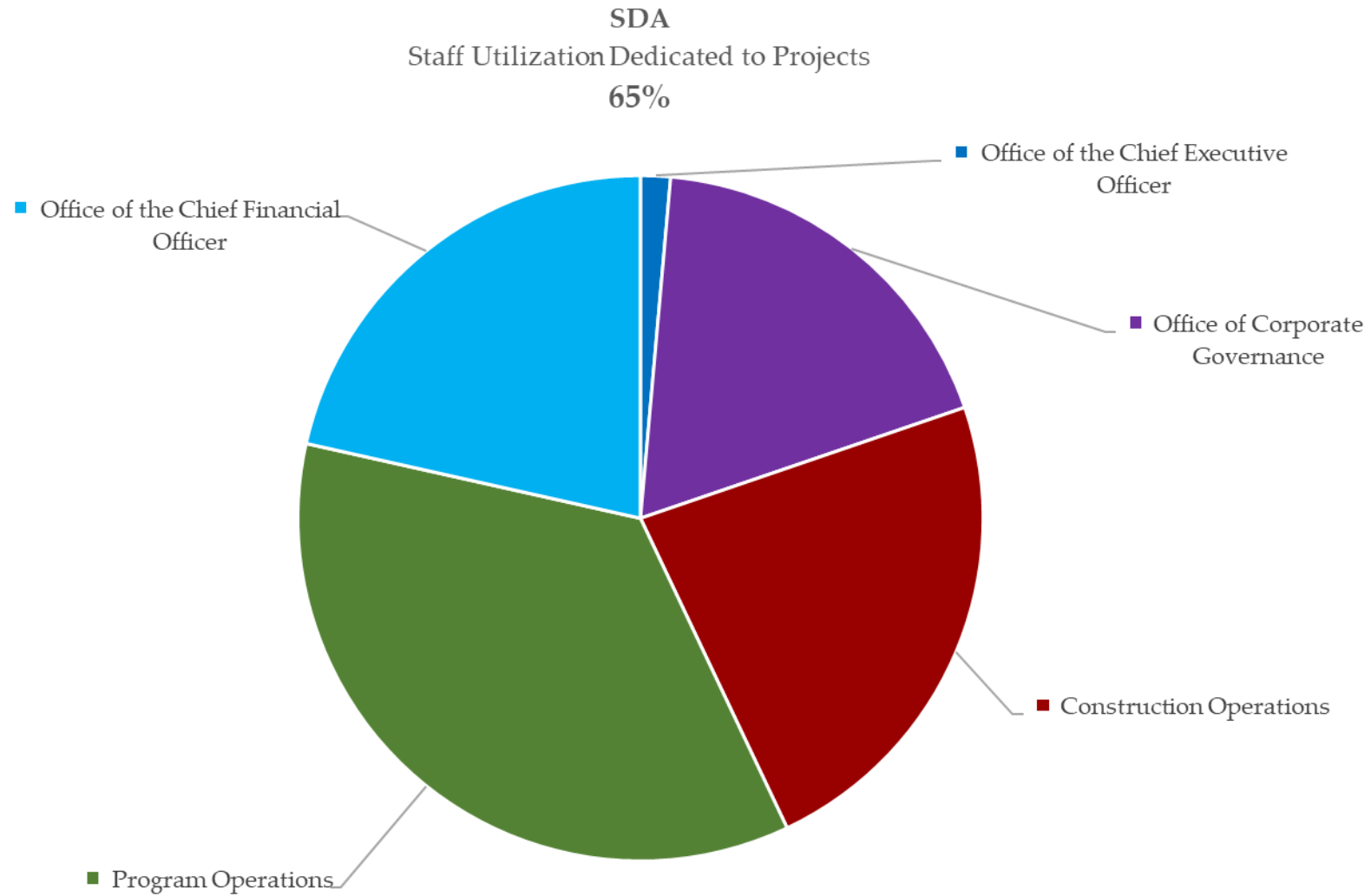
2024 Staffing Plan
Forecasted Staff Utilization
December 6, 2023

SDA
Staff Utilization by Activity Type



SDA
 Staff Utilization by Activity Type by Area





Resolution-5a.

**Resolution Approving the
2024 Staffing Plan
of the New Jersey Schools Development Authority**

Resolution

WHEREAS, the New Jersey Schools Development Authority (SDA or the Authority) was established by law pursuant to P.L.2007, C.137 (N.J.S.A. 52:18A-235 et. seq.) as an entity “in but not of” the New Jersey State Department of the Treasury; and

WHEREAS, pursuant to law, the Authority is authorized to “adopt bylaws for the regulation of its affairs and the conduct of its business”, which bylaws were adopted by the Authority on August 15, 2007 and amended by the Board of Directors in May 2014 and September 2019; and

WHEREAS, Article IX, Section 9.1 of the Authority’s Bylaws (Bylaws) establishes the Audit Committee as a standing committee of the Authority; and

WHEREAS, the Audit Committee’s Charter (Charter) sets forth the authority, composition, meetings, voting, and other responsibilities of the Audit Committee; and

WHEREAS, on September 4, 2019, the Members of the Authority approved amendments to the SDA Bylaws and Charter to clarify and strengthen the Board’s oversight role in matters involving personnel and compensation; and

WHEREAS, among the amendments to the Bylaws and Charter approved by the Board are amendments requiring the annual establishment of a “Staffing Plan” for the Authority; and

WHEREAS, Article V., Section 5.1 of the SDA Bylaws requires that the SDA’s Chief Executive Officer, upon establishment of the Authority’s annual Staffing Plan as defined in Article I, Section 1.7 of the Bylaws, present the same for consideration and adoption by the SDA Board of Directors; and

WHEREAS, Section G.2 of the SDA Audit Committee Charter stipulates that the SDA Audit Committee as well as the Board shall review the annual Staffing Plan as submitted by the SDA Chief Executive Officer; and

WHEREAS, on November 20, 2023, the SDA Audit Committee conducted a detailed review of the 2024 Staffing Plan prepared and submitted by the Chief Executive Officer and recommends approval of the same by the SDA Board of Directors.

NOW, THEREFORE, BE IT RESOLVED, that the Members of the Authority hereby adopt the 2024 Staffing Plan prepared and submitted by the SDA Chief Executive Officer for comprehensive review by the Authority’s Audit Committee on November 20, 2023, and for Board consideration and adoption on this date, and authorize its implementation.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately, but no action authorized herein shall have force and effect until 10 days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the Authority meeting at which this resolution was adopted has been delivered to the Governor for his approval, unless during such 10 day period, the Governor shall approve same, in which case such action shall become effective upon such approval.

Attached: Memorandum, Approval of SDA 2024 Staffing Plan, dated December 6, 2023

Dated: December 6, 2023

Proposed 2024 Operating Budget



MEMORANDUM

TO: The Members of the Authority

FROM: Manuel Da Silva, Chief Executive Officer
Donald Guarriello, Chief Financial Officer

RE: Proposed 2024 Operating Budget

DATE: December 6, 2023

Justification for Budget Request

Pursuant to Article V, Section 5.1.B of the Authority's By-Laws, the Chief Executive Officer is required to prepare and submit a proposed annual budget for the Authority for adoption by the Members. Accordingly, in support of the Authority's current and projected project activities and other initiatives, we are submitting to the Board of Directors for their consideration a calendar year 2024 Operating Budget of \$15.6M, a decrease of \$293K as compared to the 2023 Operating Budget. The 2024 Operating Budget includes a proposed headcount of 150 full-time equivalents (FTE) which is the same as the current year budget. Combined with the prior five budget years, headcount is reduced by a total of 107 positions.

In April and September of 2022, the SDA Board of Directors approved amendments to SDA's Capital Plan authorizing the advancement of 19 additional capital projects. These 19 capital projects will be funded largely from the \$200 million authorized for the Authority in the State FY 2022 budget, and from the \$1.55 billion appropriated from the State of New Jersey Debt Defeasance and Prevention Fund on June 30, 2022. An additional \$350 million was appropriated from the Debt Defeasance and Prevention Fund, also on June 30, 2022, for Regular Operating District grant projects. Although there is no proposed increase in staffing for 2024, in all likelihood, SDA's staffing will need to be increased during the 2025 budget year and beyond, as these projects evolve.

The management and administration of a \$300 million to \$350 million a year School Construction Program requires significant human resources. These resources and the functional areas they support have diverse responsibilities and accountabilities, but frequently their work is interrelated and all are critical to the successful management and administration of the Program. Several functional areas directly or indirectly impact school facilities projects such as capital planning, project controls and budgeting, real estate, design, construction management, contract management, project insurance and safety. Several other functional areas directly or indirectly touch projects, although their involvement may not be as apparent. These include procurement,

accounts payable and legal. The Authority also administers a grants program providing state funding to regular operating districts for school facilities projects. In fact, nearly 70% of SDA's employees either directly or indirectly touch school facilities projects.

The management and oversight of numerous school construction capital projects, emergent projects and a grants program is not possible without back office support and necessary control functions. These functional areas include human resources, payroll, information systems, records management, internal auditing, communications, corporate governance and financial and risk management, including accounting, operational budgeting, treasury operations and risk mitigation (i.e., insurance).

Budget Approach

To appropriately assign accountability, operating expenses are budgeted on a departmental basis. Departmental budget information supplied to the budget team is aggregated to arrive at divisional and Authority totals. Once approved, the budget is apportioned for 2024 monthly reporting.

Consistent with prior years, a portion of the Authority's employee salaries and benefits costs will be appropriately charged to school facilities projects based upon employee weekly time sheet data. For budget year 2024, the Authority has estimated the amount of such costs to be charged to school facilities projects at \$11.2M, which amount has been backed out of operating expense as presented in the attached materials.

Significant Operating Budget Variances

- Employee salaries charged to operating expense are projected to increase by \$34K to approximately \$7M. The 2024 Operating Budget includes a proposed headcount of 150, which is the same as 2023. The amount of salaries estimated to be charged to school facilities projects is expected to increase by \$32K. This is due to the fact that nine open positions - which have been approved and advertised - are for project-related staff members.
- Employee benefit costs charged to operating expense are projected to decrease by \$140K as compared to the current year budget to approximately \$2.9M. This is primarily due to a reduction in Pension & Life Insurance costs of \$313K, as well as an overall increase in employee benefit costs charged to projects of \$41K – which serves to decrease the remaining Operating Expense portion of benefit costs. These decreases are partially offset by increases in Health Insurance Costs of \$104K, Prescription Drug Insurance costs of \$81K and Post-Retirement Benefit costs of \$10K.

Overall, employee benefit costs are estimated to comprise approximately 44.12% of gross payroll in 2024. This represents a decrease of 0.88% from the 2023 Budgeted figure of 45.00%.

- General Office & Facilities costs are expected to decrease by \$320K due mainly to decreases in Office Lease costs of \$236K, Cellular Phone/GPS/Engine costs of \$23K, Utilities expenses of \$20K, Furniture & Equipment expenses of \$20K and Office Supplies of \$12K.
- Information Systems expenses are \$106K higher than the current year budget due primarily to increases in MIS Projects of \$49K, External Services of \$33K and Maintenance & Support of \$23K.
- Property & Casualty Insurance costs are anticipated to increase by \$41K for the 2024 Budget due primarily to the persistence of a “hard market” in the insurance industry which has resulted in commercial insurance premiums increasing at higher-than-average rates across nearly all lines of coverage. For SDA, Public Officials’ Liability, including Excess coverage increased by \$82K and Cyber Liability coverage increased by \$11K. This is partially offset by lower Umbrella Liability, including Excess coverage of \$51K.
- The overall 2024 Operating Budget amount for SDA-owned automobile costs is increased by \$55K. The 2024 Budget includes costs for the replacement of three SDA-owned vehicles nearing the end of their useful lives, which is increased by \$45K over the 2023 amount to reflect current pricing. We are also anticipating an increase in 2024 State of New Jersey motor pool charges of \$10K. The SDA currently has five vehicles that exceed 150,000 miles, with another three that exceed 125,000 miles.
- The 2024 Reserve for Unforeseen Events and New Initiatives has been reduced by \$25K versus the 2023 amount, reflecting recent experience.

Proposed 2024 Capital Budget and Carryforward Items (Non-School Facilities Capital Projects)

- The 2024 budget does not anticipate any new SDA capital projects.

Accompanying Materials

The accompanying 2024 Operating Budget materials include the following: (1) Operating Budget Summary, (2) Operating Budget Details, (3) Employee Salaries and Fringe Benefit Expense Details, (4) Employee Headcount, (5) 5-Year Operating Budget Summary Comparison and, as Supplemental Information to the Budget, (6) Historical Data – Revenue & Expenditures for the Years 2000-2023.

Historical Perspective on the Authority's Operational Expenses

For the spending comparisons discussed in this section, operational expense dollar amounts are inclusive of Authority-wide employee salaries and benefits costs (i.e., both operating and project related). This is necessary in order to make a fair, apples to apples comparison of costs, since the Authority didn't begin charging a portion of its salaries and benefits costs to school facilities projects until the year 2014. Salaries and benefits costs appropriately charged to school facilities projects are based on employee time sheet data and standard costing.

During the period of several years through the end of 2009, the Authority experienced significant growth both in terms of staffing and operational expenses. As a result, by December 31, 2009, the Authority had 332 full time employees and its operational expenses for the same year were over \$43 million. By comparison, the Authority is projecting operational expenses for the proposed 2024 budget of approximately \$26.8 million, and a maximum headcount of 150.

Additionally, from 2010 through 2023 (projected), the Authority has saved more than \$100 million in total operational expenses when compared to 2009, the year Authority operational expenses reached their highpoint. Furthermore, during the same period the Authority reduced its headcount from 332 to 137 (SDA's current headcount plus seven (7) vacant positions approved for backfill), a 59% reduction in staffing.

Since inception of the School Construction program, 95.7% of all SDA disbursements relate to school facilities projects and 4.3% relate to operational expenses.

Recommendation

The Members of the Authority are recommended to approve the proposed 2024 Operating Budget as presented in the accompanying materials. The proposed 2024 Operating Budget is for the amount of \$15.6 million, and includes a headcount of 150. As discussed above, the 2024 budget does not anticipate any new SDA capital expenditures for non-School Facilities Projects.

Prepared by: Robert Carney and James Wiegartner

New Jersey Schools Development Authority
Proposed 2024 Operating Budget
Presentation to the Board of Directors

Table of Contents

	<u>Page No(s).</u>
1. Operating Budget Summary	1
2. Operating Budget Details	2 - 6
3. Employee Salaries and Fringe Benefit Expense Details	7
4. Employee Headcount	8
5. 5-Year Operating Budget Summary Comparison	9
Supplemental Information:	
7. Historical Data - Revenue & Expenditures for the Years 2000-2023	10

New Jersey Schools Development Authority

Proposed 2024 Operating Budget

Presentation to the Board of Directors

	Proposed 2024 Budget	2023 Budget	2023 Reforecast	Over/(Under)	
				2024 Budget vs 2023 Budget	2024 Budget vs 2023 Reforecast
Personnel Expenses:					
Employee Salaries	\$ 14,600,000	\$ 14,535,760	\$ 12,455,185	\$ 64,240	\$ 2,144,815
Employee Benefits	6,442,126	6,541,014	5,832,097	(98,888)	610,029
Direct Hire Temporary Employee Costs	50,000	48,443	15,000	1,557	35,000
Total Employee Salaries & Benefits Costs	21,092,126	21,125,217	18,302,282	(33,091)	2,789,844
<u>Less:</u> Employee Salaries Costs Charged to Projects	(7,672,076)	(7,640,240)	(7,004,839)	(31,836)	(667,237)
<u>Less:</u> Employee Benefits Costs Charged to Projects	(3,528,372)	(3,487,316)	(3,152,181)	(41,056)	(376,191)
Salaries & Benefits Costs Charged to Operating Expense	9,891,678	9,997,661	8,145,262	(105,983)	1,746,416
Temporary Staffing Services	100,000	150,000	10,000	(50,000)	90,000
Travel & Expense Reimbursements	30,540	30,900	26,250	(360)	4,290
Training & Professional Development	96,726	94,806	48,000	1,920	48,726
Total Personnel Expenses	10,118,944	10,273,367	8,229,512	(154,423)	1,889,432
Non-Personnel Expenses:					
Facilities & General Office Expenses	2,022,440	2,342,477	2,244,527	(320,037)	(222,087)
Information Systems	1,718,000	1,612,500	1,440,000	105,500	278,000
Professional & Other Contracted Services	935,600	930,100	603,100	5,500	332,500
Property & Casualty Insurance	594,000	553,400	553,400	40,600	40,600
SDA-Owned Automobiles	200,000	145,000	151,000	55,000	49,000
Communications & Outreach	4,000	4,000	4,000	-	-
Reserve for Unforeseen Events & New Initiatives	25,000	50,000	50,000	(25,000)	(25,000)
Total Operating Expenses	\$ 15,617,984	\$ 15,910,844	\$ 13,275,539	\$ (292,860)	\$ 2,342,445
Total Full-Time Employees (FTEs)	150	150	130	-	20

New Jersey Schools Development Authority

Proposed 2024 Operating Budget

Presentation to the Board of Directors

	Proposed 2024 Budget	2023 Budget
PERSONNEL EXPENSES:		
Employee Salaries & Benefits		
Employee Salaries	\$ 14,600,000	\$ 14,535,760
Employee Benefits	6,442,126	6,541,014
Direct Hire Temporary Employee Costs	50,000	48,443
Total Employee Salaries & Benefits Costs	21,092,126	21,125,217
<u>Less:</u> Employee Salaries Costs Charged to Projects	(7,672,076)	(7,640,240)
<u>Less:</u> Employee Benefits Costs Charged to Projects	(3,528,372)	(3,487,316)
Total Salaries & Benefits Costs Charged to Operating Expense	9,891,678	9,997,661
Temporary Staffing Services	100,000	150,000
Travel & Expense Reimbursements		
Mileage Reimbursements	7,740	8,650
Tolls & Parking	22,800	22,250
Total Travel & Expense Reimbursements	30,540	30,900
Training & Professional Development		
Conferences & Seminars	37,611	32,451
HR Training - Authority Wide	15,000	15,000
Career Development	10,000	10,000
Publications & Subscriptions	17,050	19,730
Professional Memberships & Licenses	17,065	17,625
Total Training & Professional Development	96,726	94,806
TOTAL PERSONNEL EXPENSES	10,118,944	10,273,367
NON-PERSONNEL EXPENSES:		
FACILITIES & GENERAL OFFICE EXPENSES		
Office Leases & Parking		
Trenton	1,170,140	1,406,177
Total Office Leases & Parking	1,170,140	1,406,177
Telephone		
Private-VoIP	15,000	15,000
Cellular	110,000	132,000
Cellular - GPS/Engine & Maint Status	4,000	5,000
Total Telephone	129,000	152,000
Utilities		
Trenton Office	195,000	215,000
Total Utilities	195,000	215,000

New Jersey Schools Development Authority
Proposed 2024 Operating Budget
Presentation to the Board of Directors

	Proposed 2024 Budget	2023 Budget
Postage & Delivery		
Meter Usage	1,500	2,000
Post Office Box Rental	1,900	1,500
State of NJ	400	400
Package Delivery	4,000	5,000
Total Postage & Delivery	7,800	8,900
Furniture & Equipment		
Furniture Purchases	1,500	1,500
Equipment Purchases	1,500	1,500
Equipment Leases/Maintenance	45,000	65,000
Total Furniture & Equipment	48,000	68,000
Office Supplies		
Stationery & Supplies	15,000	20,000
Printer & Copier Paper	8,000	10,000
Toner	20,000	25,000
Business Cards	500	500
Total Office Supplies	43,500	55,500
Building Security		
Building Security	-	5,000
Total Building Security	-	5,000
Mechanical Maintenance		
Repairs & Maintenance	30,000	30,000
Common Area Maintenance Fees	372,000	372,000
Total Mechanical Maintenance	402,000	402,000
Other		
Refreshments & Supplies	12,500	12,500
Employee Services	1,500	4,400
Recruitment Expense	13,000	13,000
Total Other	27,000	29,900
TOTAL FACILITIES & GENERAL OFFICE EXPENSES	2,022,440	2,342,477

New Jersey Schools Development Authority

Proposed 2024 Operating Budget

Presentation to the Board of Directors

	Proposed 2024 Budget	2023 Budget
INFORMATION SYSTEMS		
Maintenance and Support	927,000	904,000
Media Storage	32,000	32,000
System Supplies	30,000	30,000
System Software		
General	88,000	80,000
Software-CrowdStrike	5,000	15,000
Total System Software	93,000	95,000
System Hardware		
General	100,000	72,500
Server	-	25,000
Total System Hardware	100,000	97,500
Technology Projects		
CFO Projects	50,000	-
Governance & Compliance Projects	45,000	-
Document Management	30,000	30,000
Authority Infrastructure Projects	110,000	206,000
Real Estate Projects	45,000	-
PM Web	50,000	45,000
Total MIS Projects	330,000	281,000
External Services		
Internet Service Provider	154,000	132,000
Other On-Line Subscription Services	46,000	35,000
Total External Services	200,000	167,000
Information Systems Staff Technical Training	6,000	6,000
TOTAL INFORMATION SYSTEMS	1,718,000	1,612,500
PROFESSIONAL & OTHER CONTRACTED SERVICES		
Auditing		
Independent Auditor Services	135,000	127,500
Internal Audit	180,000	189,000
Total Auditing	315,000	316,500

New Jersey Schools Development Authority

Proposed 2024 Operating Budget

Presentation to the Board of Directors

	Proposed 2024 Budget	2023 Budget
Outside Legal & Related Services		
Outside Legal Services	400,000	400,000
DAG Legal Services	55,000	55,000
OAL Annual Assessment	15,000	25,000
Outside Legal & Related Services Total	470,000	480,000
Interagency Services		
Authorities Unit Assessment	7,000	-
Total Other Professional Services	7,000	-
Other Professional Services		
ADP Services	50,000	50,000
Actuary Services	7,000	7,000
Total Other Professional Services	57,000	57,000
Other		
Document Storage (Off Site)	75,000	65,000
Computer Checks	600	600
Shredding Services	5,000	5,000
Bank Service Charges	6,000	6,000
Total Other	86,600	76,600
TOTAL PROFESSIONAL & OTHER CONTRACTED SERVICES	935,600	930,100
PROPERTY & CASUALTY INSURANCE		
Package-Owned	34,000	38,100
Automobile	38,200	38,200
Umbrella Liability	17,100	43,800
Umbrella Liability-Excess	34,000	58,000
Public Officials Liability	308,000	240,100
Public Officials Liability-Excess	101,000	86,500
Cyber Liability	47,500	36,300
Workplace Violence	8,200	6,700
Employee Dishonesty	6,000	5,700
TOTAL PROPERTY & CASUALTY INSURANCE	594,000	553,400
SDA-OWNED AUTOMOBILES		
Automobile Purchase Cost	110,000	65,000
State of NJ Central Motor Pool Charges	90,000	80,000
TOTAL SDA-OWNED AUTOMOBILES	200,000	145,000

New Jersey Schools Development Authority
Proposed 2024 Operating Budget
Presentation to the Board of Directors

	Proposed 2024 Budget	2023 Budget
COMMUNICATIONS & OUTREACH		
External Communications		
General	4,000	4,000
External Communications Total	4,000	4,000
TOTAL COMMUNICATIONS & OUTREACH	4,000	4,000
RESERVE FOR UNFORSEEN EVENTS & NEW INITIATIVES	25,000	50,000
TOTAL OPERATING EXPENSES	\$ 15,617,984	\$ 15,910,844
Full-Time Employees (FTEs)		
Current Actives	130	132
Replacement Positions	20	18
Total Full-Time Employees	150	150

New Jersey Schools Development Authority
Proposed 2024 Operating Budget
Presentation to the Board of Directors

	Proposed 2024 Budget	2023 Budget	2024 Budget vs 2023 Budget
Employee Salaries:			
Employee Salaries	\$ 14,600,000	\$ 14,535,760	\$ 64,240
Direct Hire Temporary Employee Costs	50,000	48,443	1,557
Total Employee Salaries	14,650,000	14,584,203	65,797
Less: Employee Salaries Costs Charged to Projects	(7,672,076)	(7,640,240)	(31,836)
Total Employee Salaries Charged to Operating Expense	6,977,924	6,943,963	33,961
Employee Benefits:			
Social Security	1,109,527	1,102,914	6,613
Unemployment Insurance	50,000	50,002	(2)
Workers Compensation Insurance	89,000	89,000	-
Long-Term Disability	90,618	90,737	(119)
Pension and Life Insurance	2,155,000	2,468,000	(313,000)
Health Insurance	1,980,640	1,876,923	103,717
Prescription Drug Insurance	484,770	403,939	80,831
Dental Care	127,571	121,999	5,572
Vision Care	30,000	22,500	7,500
Post Retirement Benefits	325,000	315,000	10,000
Total Employee Benefits	6,442,126	6,541,014	(98,888)
Less: Employee Benefits Costs Charged to Projects	(3,528,372)	(3,487,316)	(41,056)
Total Employee Benefits Charged to Operating Expense	2,913,754	3,053,698	(139,944)
Total Salaries & Benefits Charged to Operating Expense	\$ 9,891,678	\$ 9,997,661	\$ (105,983)
Fringe Benefit Rate	44.12%	45.00%	

New Jersey Schools Development Authority
Proposed 2024 Operating Budget
Presentation to the Board of Directors

SDA Division/Unit	Employee Headcount			Proposed Headcount vs.	
	Proposed 2024 Budget	2023 Budget	12/31/2023 Actual	2023 Budget	12/31/2023 Actual
Office of Chief Executive Officer (CEO)	2	2	2	-	-
Human Resources	4	4	4	-	-
Communications	3	3	3	-	-
Legislative Affairs	1	1	1	-	-
EEO/AA & Vendor Services	4	4	4	-	-
Office of Corporate Governance	4	4	4	-	-
Chief Counsel	8	7	8	1	-
Information Systems	11	12	11	(1)	-
Central Records Management	3	3	3	-	-
Safety	4	5	4	(1)	-
Internal Audits	3	2	2	1	1
Office of Construction Operations	1	-	-	1	1
Project Teams	20	22	18	(2)	2
Office of Program Operations & Strategic Planning	-	1	-	(1)	-
Capital Planning & Program Operations	10	10	10	-	-
Design Studio	13	12	10	1	3
Grants Administration	7	7	7	-	-
Real Estate Services & Predevelopment	3	2	3	1	-
Office of Chief Financial Officer	1	1	1	-	-
Financial Operations	7	7	7	-	-
Financial Accounting & Disbursements	11	11	11	-	-
Procurement	10	10	10	-	-
Risk Management	2	3	2	(1)	-
Property Management	-	-	-	-	-
Facilities	5	5	5	-	-
Replacement Positions*	13	12	-	1	13
Total Full-Time Employees (FTEs)	150	150	130	-	20

* These replacement positions to be determined at a later time, on an as needed basis.

New Jersey Schools Development Authority
Proposed 2024 Operating Budgetg
Calendar Years 2024 - 2020

	2024 Budget	2023 Budget	2022 Budget	2021 Budget	2020 Budget
Personnel Expenses:					
Employee Salaries	\$ 14,600,000	\$ 14,535,760	\$ 15,593,100	\$ 16,287,680	\$ 17,827,447
Employee Benefits	6,442,126	6,541,014	6,633,366	7,087,010	7,333,500
Direct Hire Temporary Employee Costs	50,000	48,443	48,443	48,443	48,443
Total Employee Salaries & Benefits Costs	21,092,126	21,125,217	22,274,909	23,423,133	25,209,390
<u>Less:</u> Employee Salaries Costs Charged to Projects	(7,672,076)	(7,640,240)	(8,594,438)	(9,291,136)	(9,676,717)
<u>Less:</u> Employee Benefits Costs Charged to Projects	(3,528,372)	(3,487,316)	(3,695,608)	(3,828,243)	(3,959,253)
Salaries & Benefits Costs Charged to Operating Expense	9,891,678	9,997,661	9,984,863	10,303,754	11,573,420
Temporary Staffing Services	100,000	150,000	150,000	150,000	75,000
Travel & Expense Reimbursements	30,540	30,900	26,200	24,660	28,250
Training & Professional Development	96,726	94,806	98,499	94,140	70,000
Total Personnel Expenses	10,118,944	10,273,367	10,259,562	10,572,554	11,746,670
Non-Personnel Expenses:					
Facilities & General Office Expenses	2,022,440	2,342,477	2,448,559	2,690,240	2,581,911
Information Systems	1,718,000	1,612,500	1,378,000	1,458,500	1,256,640
Professional & Other Contracted Services	935,600	930,100	1,003,930	961,700	1,332,600
Property & Casualty Insurance	594,000	553,400	467,300	406,300	365,200
SDA-Owned Automobiles	200,000	145,000	145,000	150,000	100,000
Communications & Outreach	4,000	4,000	1,800	3,000	3,000
Reserve for Unforeseen Events & New Initiatives	25,000	50,000	50,000	50,000	50,000
Total Operating Expenses	\$ 15,617,984	\$ 15,910,844	\$ 15,754,151	\$ 16,292,294	\$ 17,436,021
Total Full-Time Employees (FTEs)	150	150	175	205	205

New Jersey Schools Development Authority
Cash Revenue & Expenditures - ACTUALS
For the Years Ended December 31, 2000 through 2023

Year	Revenue	Expenditures			FTEs	Entity
		Projects	Operating	Total		
2000-2006	\$6,227,654,713	\$5,268,474,377	\$137,648,131	\$5,406,122,508	N/A	EDA/SCC
2007	\$828,845,412	\$890,787,821	\$35,628,052	\$926,415,873	272	SCC/SDA
2008	\$464,421,866	\$880,936,507	\$40,701,100	\$921,637,607	298	SDA
2009	\$777,458,577	\$613,756,613	\$43,502,014	\$657,258,627	332	SDA
2010	\$496,621,171	\$282,888,651	\$41,695,616	\$324,584,267	304	SDA
2011	\$862,800	\$173,991,754	\$34,535,745	\$208,527,499	255	SDA
2012	\$375,435,837	\$189,648,010	\$32,495,152	\$222,143,162	241	SDA
2013	\$427,282	\$211,970,054	\$17,559,429	\$229,529,483	243	SDA
2014	\$585,287,172	\$288,876,308	\$15,355,679	\$304,231,987	227	SDA
2015	\$501,514,026	\$427,094,323	\$15,055,127	\$442,149,450	230	SDA
2016	\$345,113,521	\$391,156,388	\$16,119,496	\$407,275,884	229	SDA
2017	\$353,843,695	\$355,980,655	\$15,187,085	\$371,167,740	211	SDA
2018	\$357,212,504	\$341,112,915	\$16,363,155	\$357,476,070	222	SDA
2019	\$359,379,328	\$309,552,506	\$17,819,677	\$327,372,183	183	SDA
2020	\$2,740,129	\$293,539,122	\$13,840,305	\$307,379,427	174	SDA
2021	\$625,249,302	\$260,076,617	\$14,182,157	\$274,258,774	152	SDA
2022	\$81,382,221	\$287,363,759	\$13,710,279	\$301,074,038	127	SDA
2023 (1)	\$339,589,134	\$294,145,390	\$11,838,889	\$305,984,279	130	SDA
Totals	\$12,723,038,690	\$11,761,351,770	\$533,237,088	\$12,294,588,858		

Expenditure Percentages **95.7%** **4.3%** **100.0%**

Maximum Employee Salaries (2010) **\$23,961,013**
Current Annual Employee Salaries - 130 Employees as of 11/1/2023 **\$12,793,800**

(1) Amounts for 2023 are based on eight (8) months of actuals plus four (4) months estimated.

Note: Beginning in 2013, the Authority began charging a portion of its salaries and benefits costs to school facilities projects. Salaries and benefits costs appropriately charged to school facilities projects are based on employee time sheet data and standard costing.

Resolution—5b.

Approval of the Fiscal Year 2024 SDA Annual Operating Budget

Resolution

WHEREAS, the New Jersey Schools Development Authority (SDA or the Authority) was established by law pursuant to P.L.2007, C.137 (NJSA 52:18A-235 et. seq.) as an entity “in but not of” the New Jersey State Department of the Treasury; and

WHEREAS, pursuant to law, the Authority is authorized to “adopt bylaws for the regulation of its affairs and the conduct of its business” and bylaws were adopted by the Authority on August 15, 2007 and amended in May 2014 and September 2019; and

WHEREAS, pursuant to Article IX of the Authority’s bylaws, there was established an SDA Audit Committee, the duties and responsibilities of which are set forth in the Audit Committee Charter; and

WHEREAS, pursuant to Article VII, Section 7.1 of the Authority’s bylaws, “the fiscal year of the Authority shall commence on the first day of January of each calendar year and conclude on the last day of December of the same calendar year; and

WHEREAS, pursuant to Article V. Section 5.1B of the Authority’s bylaws, the Authority’s “Chief Executive Officer shall prepare and submit a proposed annual budget for the Authority for each ensuing year for adoption by the members of the Authority”; and

WHEREAS, pursuant to Article V. Section 5.1B of the Authority’s bylaws, the Chief Executive Officer submitted to the Audit Committee for consideration a proposed operating budget for the Authority’s Fiscal Year 2024; and

WHEREAS, at its October 16, 2023 and November 20, 2023 meetings, the Audit Committee reviewed and discussed the Fiscal Year 2024 budget proposal submitted by the Chief Executive Officer; and

WHEREAS, pursuant to Article VII A.1 of the Audit Committee Charter and following deliberations, the Audit Committee recommends for approval by the Members of the Authority the \$15.6 million budget proposal recommended by SDA management for Fiscal Year 2024 and it is so presented in the attachment hereto.

NOW THEREFORE BE IT RESOLVED, that the Board hereby approves the attached Fiscal Year 2024 Annual Operating Budget for staffing, general and administrative expenses and capital expenditures in support of SDA operations totaling \$15.6 million and authorizes the Chief Executive Officer to expend funds on behalf of the Authority pursuant to this Budget as required.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately, but no action authorized herein shall have force and effect until 10 days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the Authority meeting at which this resolution was adopted has been delivered to the Governor for his approval, unless during such 10 day period, the Governor shall approve same, in which case such action shall become effective upon such approval.

Attached: Memorandum, Proposed Fiscal Year 2024 Annual Operating Budget, dated
December 6, 2023

Dated: December 6, 2023

**REPORT AND RECOMMENDATIONS OF THE REAL ESTATE COMMITTEE
(CHAIRMAN'S REPORT)**

TO BE PROVIDED IN EXECUTIVE SESSION

MONTHLY REPORTS
(For Informational Purposes)

ACTIVE PROJECTS STATUS REPORT



MEMORANDUM

TO: Members of the Authority

FROM: Gregory Voronov
Managing Director

DATE: December 6, 2023

SUBJECT: Active Project Status Report
(For Informational Purposes Only)

The 1st section of the report includes an Activities Summary of projects identified for advancement in the Authority's Capital Plans.

The 2nd part of the report displays project completion milestones for all other active major capital projects and emergent projects for which a contract for construction has been awarded.

Portfolio Projects Activities Summary

as of 11/20/23

2022 Portfolio Projects - sorted by Advancement Status, District

1									
District	Project	Grade Alignment	FES Capacity	Max. Capacity	Total Estimated Cost (millions)	Delivery Method	Advancement Status	School Opening	Comments
Newark	Nelson Mandela ES (Existing Building Acq.)	PK-8	338	376	\$20.5	Alternative Delivery	Building Acquisition Complete.	Sep-23	
Bridgeton	HS Addition/Renovation	9-12	326	384	\$49.2	Design-Build	Preliminary Charter approved Nov. 2022 Board.	TBD	
Elizabeth	New ES (Battin Replacement)	PK-8	973	1,068	\$96.2	Design-Build	Preliminary Charter approved Nov. 2022 Board.	TBD	ESP advertised Sep. 2023. ESP proposals due 12/12/23.
Garfield	New ES (No. 5 Replacement)	PK-5	767	852	\$80.2	Design-Build	Preliminary Charter approved Nov. 2022 Board.	TBD	ESP advertised Aug. 2023. ESP ROA approved Nov. 2023 Board.
New Brunswick	Middle School Annex (40 Van Dyke Ave.)	6-8, 9-12	765	859	TBD	Alternative Delivery	Acquisition approved Aug. 2023 Board.	n/a	Facility is currently leased by the District as an active school facility. Facility also housed the existing P-Tech HS Program.
Paterson	New STEAM & STARS HS	9-12	1,200	1,532	\$160.3	Design-Build	Preliminary Charter approved Jul. 2023 Board.	TBD	
Trenton	ES at Dunn MS	K-6	753	837	\$83.8	Design-Build	Preliminary Charter approved Jul. 2023 Board.	TBD	
Pleasantville	New Decatur Ave ES	PK-5	550	604	TBD	Design-Build	SDA In-House Design Program Concept Phase On-Going.	TBD	
West New York	New Middle School	6 - 8	750	833	TBD	Design-Build	SDA In-House Design Program Concept Phase On-Going.	TBD	Capital Plan included new PK - 5 school. Identified project will allow 6th grade students to move to MS and alleviate overcrowding in existing elementary schools.
Camden	New High School (East Side HS Replacement)	9 - 12	800	941	TBD	Design-Build	Bridging Design Consultant Procurement	TBD	Capital Plan included 2 replacement ES projects however District has requested advancement of a replacement HS project instead.
Newark	New High School (University HS Replacement)	9 - 12	900	1,059	TBD	Design-Build	Bridging Design Consultant Procurement	TBD	Replacement HS will leverage prior SDA site acquisition and allow existing aged Hawthorne School to occupy existing University HS.
Bridgeton	6-8	6-8	TBD	TBD	TBD	Design-Build	DOE/District/SDA Working Group Meetings ongoing	TBD	
Bridgeton	PK, 6-8	PK, 6-8	TBD	TBD	TBD	Design-Build	DOE/District/SDA Working Group Meetings ongoing	TBD	
Jersey City	PK	PK	TBD	TBD	TBD	Design-Build	DOE/District/SDA Working Group Meetings ongoing	TBD	
New Brunswick	MS Addition	6 - 8	TBD	TBD	TBD	Design-Build	DOE/District/SDA Working Group Meetings ongoing	TBD	Need beyond acquisition of Middle School Annex under review with NJDOE.
Passaic City	9-12	9-12	TBD	TBD	TBD	Design-Build	DOE/District/SDA Working Group Meetings ongoing	TBD	
Perth Amboy	K-5	K - 5	TBD	TBD	TBD	Design-Build	DOE/District/SDA Working Group Meetings ongoing	TBD	
Salem City	PK-8	PK-8	TBD	TBD	TBD	Design-Build	DOE/District/SDA Working Group Meetings ongoing	TBD	
Garfield	PK-5	PK-5	TBD	TBD	TBD	Design-Build	Project phased with advancement of New ES (No. 5 Replacement).	TBD	

Notes

PLEASE NOTE - Dates in past are actual.

NOTE #1 - Estimated Costs, Grade Alignment and Capacity are based upon approved Project Charters where applicable.

For projects without an approved charter, Estimated Costs, Grade Alignment and Capacity are based upon Planning Assumptions.

Portfolio Projects Activities Summary

as of 11/20/23

2012 Portfolio Projects (Active) - sorted by District

		1							
District	Project	Grade Alignment	FES Capacity	Max. Capacity	Total Estimated Cost (millions)	Delivery Method	Advancement Status	School Occupied	Comments
Orange	Cleveland St. ES	PK-6	316	348	\$51.7	Design-Bid-Build	Award for GC approved Apr. 2023. (Terminal).	Sep-24	Previous GC Terminated for convenience 3/1/22. (B&C)
Perth Amboy	High School	HS	2,800	3,295	\$283.8	Design-Build	Award for D-B approved Nov. 2019 Board. (Terminal)	Sep-24	
Union City	New Grade 7 to 9 School	7-9	756	840	\$93.7	Design-Build	Award for D-B approved Jun. 2022 Board. (Dobco, Inc.)	Sep-25	

Notes

PLEASE NOTE

- Dates in past are actual.

NOTE #1

- Estimated Costs, Grade Alignment and Capacity are based upon approved Project Charters where applicable.

For projects without an approved charter, Estimated Costs, Grade Alignment and Capacity are based upon Planning Assumptions.

Portfolio Projects Activities Summary

as of 11/20/23

2012 Portfolio Projects (Completed) - sorted by District

District	Project	1				Delivery Method	Advancement Status	School Occupied	Comments
		Grade Alignment	FES Capacity	Max. Capacity	Total Estimated Cost (millions)				
Camden	High School	9-12	1,244	1,468	\$132.6	Design-Build	School occupied Sep. 2021. (Bock)	Sep-21	
East Orange	Sheila Y. Oliver Academy (GW Carver ES)	PK-5	470	512	\$41.2	Design-Build	School occupied Sep. 2020. (Dobco)	Sep-20	
Elizabeth	New ES @ Halloran PS #22 ES Site	2-8	860	956	\$55.3	Design-Build	School occupied Sep. 2017. (Torcon)	Sep-17	
Garfield	James Madison ES	K-5	275	305	\$29.7	Design-Bid-Build	School occupied Sep. 2018. (Brockwell & Carrington)	Sep-18	
Gloucester City	Elementary/Middle School	4-8	687	763	\$65.3	Design-Build	School occupied Sep. 2017. (Terminal)	Sep-17	
Harrison	New ES	PK - 1	392	432	\$36.1	Design-Build	School delivered Nov. 2020. (Bock)	Nov-20	
Irvington	Madison Avenue ES	PK-5	463	504	\$38.6	Design-Build	School occupied Sep. 2019. (Bock)	Sep-19	
Keansburg	Caruso ES	K-4	758	842	\$50.9	Design-Build	School occupied Sep. 2016. (Hall Construction)	Sep-16	
Keansburg	Port Monmouth Road School	PK	318	318	\$28.4	Design-Bid-Build	School occupied Sep. 2023 (Niram)	Sep-23	
Millville	Senior HS Addition/Renovation	HS	2,026	2,384	\$145.0	Design-Build	School occupied Sep. 2023 (Hall Construction)	May-23	
New Brunswick	Robeson ES	PK-5	823	893	\$48.5	Design-Build	School occupied Sep. 2018. (Hall Construction)	Sep-18	
Newark	Elliot Street ES	PK-8	848	932	\$46.7	Design-Build	School occupied Jan. 2016. (Hall Construction)	Jan-16	
Newark	South Street ES	PK-8	597	657	\$69.9	Design-Build	School occupied Sep. 2018. (Bock)	Sep-18	
Orange	High School	9-12	1,440	1,694	\$59.8	Design-Bid-Build	School occupied Sep. 2023. (Terminal)	Sep-23	
Passaic	Dayton Ave. Campus	PK-8	2,760	3,020	\$240.9	Design-Build	Sub. Comp. achieved Nov. 2021. (Terminal)	Nov-21	
Passaic	Sonia Sotomayor ES (New ES @ Leonard Place)	K-5	628	698	\$55.9	Design-Build	School occupied Sep. 2019. (Dobco, Inc.)	May-19	
Paterson	Joseph A. Taub MS (New MS @ Union Ave.)	6-8	996	1,107	\$113.9	Design-Build	School Delivered 1 QTR 2022. (Epic Management)	1 QTR 22	
Pemberton	Denbo-Crichton ES	K-5	846	930	\$58.7	Design-Build	School occupied Sep. 2020. (Bock)	Sep-20	
Perth Amboy	Rose M. Lopez ES (Seaman Avenue ES)	K-5	724	804	\$56.4	Design-Build	School occupied Sep. 2019. (Epic Management)	Sep-19	
Phillipsburg	High School	9-12	1,846	2,172	\$127.5	Design-Bid-Build	School occupied Sep. 2016. (Epic Management)	Sep-16	
Plainfield	New Woodland ES	K-5	756	840	\$59.4	Design-Build	School occupied Sep. 2023. (Epic Management)	Sep-23	
Trenton	Central HS	10-12	1,850	2,176	\$155.4	Design-Build	School occupied Sep. 2019. (Terminal)	Sep-19	
Vineland	Lincoln Ave. MS (New MS)	6-8	562	624	\$49.8	Design-Build	School occupied Sep. 2018. (Bock)	Sep-18	
West New York	Memorial HS	9-12	1,859	2,194	\$16.0	Alternative Delivery	Acquisition of Existing St. Joseph's HS complete.	n/a	Renovation work delegated to District via Grant.

Notes

PLEASE NOTE - Dates in past are actual.

NOTE # 1 - Estimated Costs, Grade Alignment and Capacity are based upon approved Project Charters where applicable.

For projects without an approved charter, Estimated Costs, Grade Alignment and Capacity are based upon Planning Assumptions.

Portfolio Projects Activities Summary

as of 11/20/23

2011 Portfolio Projects (Completed) - sorted by District

		1							
District	Project	Grade Alignment	FES Capacity	Max. Capacity	Total Estimated Cost (millions)	Delivery Method	Advancement Status	School Occupied	Comments
Bridgeton	Buckshutem ES	K-8	581	645	\$23.3	Design-Build	School occupied Sep. 2016. (Bock)	Sep-16	
Bridgeton	Quarter Mile Lane ES	PK-8	731	795	\$39.0	Design-Build	School occupied Sep. 2017. (Bock)	Sep-17	
Elizabeth	Frank J. Cicarell Academy (Academic HS)	9-12	1,091	1,284	\$64.1	Design-Bid-Build	School occupied Sep. 2016. (Patock)	Sep-16	
Jersey City	Patricia M. Noonan ES (ES 3)	PK-5	778	848	\$54.0	Design-Build	School occupied Sep. 2017. (Dobco, Inc.)	Sep-17	
Jersey City	Dr. Maya Angelou PS #20	K-5	628	698	\$49.3	Design-Bid-Build	School occupied Sep. 2016. (Dobco, Inc.)	Sep-16	
Long Branch	Catrambone ES	PK-5	794	867	\$40.0	Design-Bid-Build	School occupied Sep. 2014. (Terminal Construction)	Sep-14	
New Brunswick	Redshaw ES	PK-5	906	990	\$51.2	Design-Build	School occupied Jan. 2015. (Hall Construction)	Jan-15	
Newark	Oliver St. ES	PK-8	848	932	\$73.6	Design-Build	School occupied May 2016. (Epic Management)	May-16	
Paterson	Dr. Hani Awadallah ES (Marshall St. ES)	K-8	650	722	\$55.2	Design-Bid-Build	School occupied Sep. 2016. (Dobco, Inc.)	Sep-16	
Paterson	PS 16	PK-8	641	705	\$62.4	Design-Build	School occupied Sep. 2016. (Hall Construction)	Sep-16	
West New York	Harry L. Bain PS 6	PK-6	736	814	\$16.8	Design-Bid-Build	School occupied Sep. 2017. (Paul Otto)	Aug-17	

Notes
PLEASE NOTE - Dates in past are actual.

NOTE # 1 - Estimated Costs, Grade Alignment and Capacity are based upon approved Project Charters where applicable.
 For projects without an approved charter, Estimated Costs, Grade Alignment and Capacity are based upon Planning Assumptions.



Active Project Status Report Status as of 11/1/2023

Major Capital Projects - With Contract for Building Construction Awarded

#	District	Project Name	Project Scope	Project Status	Substantial Completion	Status Substantial Completion	School Opening	Status of School Opening	Total Estimated Project Cost
1	City of Orange	Cleveland Street ES	Addition/Renovation	Construction	2Q 2024	On-target	Sep-24	On-target	\$ 51,682,267
2	Perth Amboy	New High School	New Construction	Construction	2Q 2024	On-target	Sep-24	On-target	\$ 283,830,000
3	Union City	New Grade 7 to 9 School	New Construction	Design-Build Design	3Q 2025	On-target	Sep-25	On-target	\$ 93,696,300



Active Project Status Report Status as of 11/1/2023

Emergent Projects - With Contract for Construction Awarded

#	District	Project Name	Project Scope	Project Phase	Substantial Completion	Status Substantial Completion	Final Completion	Status of Final Completion	Total Estimated Project Cost
1	Burlington City	Samuel Smith ES	Windows Repair/Replacement Partial Roof Replacement	GCTO w/ Design Design Phase	2Q 2024	On Target	3Q 2024	On-Target	\$ 3,920,500
2	Camden City	Veteran's Memorial School	Exterior Masonry, Windows, Roofing & Site Work	Construction	3Q 2024	On Target	4Q 2024	On-Target	\$ 6,588,900
3	East Orange	Fresh Start Academy	Building Envelope Repairs	GCTO w/ Design Design Phase	2Q 2024	On Target	2Q 2024	On-Target	\$ 3,909,963
4	Irvington	Grove Street School	Boiler Replacement	GCTO w/ Design Construction Phase	1Q 2024	On Target	2Q 2024	On-Target	\$ 3,762,782
5	Newark	Branch Brook School	Building Envelope Repairs	GCTO w/ Design Design Phase	2Q 2024	On Target	3Q 2024	On-Target	\$ 321,635
6	Newark	Cleveland School	Boiler Room Vault Repairs	GCTO w/ Design Design Phase	4Q 2023	On Target	1Q 2024	On-Target	\$ 1,664,389
7	Newark	Salome Urena School	Exterior Masonry Repairs	GCTO w/ Design Design Phase	1Q 2024	On Target	2Q 2024	On-Target	\$ 342,938
8	Newark	Techonology High School	Structural Vault Repairs and Façade Repairs	GCTO w/ Design Design Phase	4Q 2023	On Target	1Q 2024	On-Target	\$ 2,867,680
9	Newark	University High School	Building Envelope Repairs	GCTO w/ Design Design Phase	1Q 2024	On Target	2Q 2024	On-Target	\$ 1,819,548
10	Paterson	PS #5	Roof Replacement & Masonry Repairs	Construction	1Q 2023	Achieved	4Q 2023	On-Target	\$ 10,968,112
11	Trenton	Franklin ES	Exterior Structural Repairs	GCTO w/ Design Design Phase	1Q 2024	On Target	2Q 2024	On-Target	\$ 476,424
12	Union City	Emerson Middle School	Roof, Masonry & Stucco Repairs	GCTO w/ Design Design Phase	1Q 2024	On Target	2Q 2024	On-Target	\$ 2,842,848
13	Union City	Union Hill Middle School	Roof, Masonry, Stucco & Chimney Repairs	GCTO w/ Design Design Phase	1Q 2024	On Target	2Q 2024	On-Target	\$ 3,507,102

PROJECT STATUS REPORT



MEMORANDUM

TO: Members of the Authority

FROM: Gregory Voronov
Managing Director – Planning and Program Operations

DATE: December 6, 2023

SUBJECT: Executive Summary – Monthly Project Status Reports

MONTHLY PROJECT STATUS REPORT

Projects that have Expended 75% or More of Board Approved Contingency:

No activity during the reporting period

Projects Greater than 90 Days Behind Schedule:

No activity during the reporting period

Revisions to Project Charters:

No activity during the reporting period.



Projects that have Expended 75% or More of Board Approved Contingency

Reporting Period: January 2008 to October 2023

District	Project	Board Approved Project Charter Contingency	Contingency Expended/Committed	Contingency Remaining ¹	% of Contingency Expended/Committed	Project Completion %	Cause(s)	Current Status
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In Construction

No Activity To Report for Projects Active in Construction

Substantially Complete & Building Occupied

Please refer to the Project Close-Out Activity Report for status of close-out activities

Millville	Millville Senior HS - Addition & Renovation	\$14,700,000	\$10,074,875	\$4,625,125	68.5%	99%	Board approved additional building condition repair work and flood hazard area mitigation work added to the project.	Revised Final Project Charter approved by the Board in August 2023 to allocate additional contingency to the project from the Unforeseen Events Reserve. Change Order work to address HVAC issues remains to be completed.
Orange	Orange HS - Addition & Renovation	\$10,300,000	\$8,111,783	\$2,188,217	78.8%	99%	Unforeseen conditions related to the site and renovation portions of the project and connection of the HS to the Orange Preparatory Academy.	Revised Final Project Charter approved by the Board to allocate additional contingency to the project from the Unforeseen Events Reserve. Change Order work related to green house construction remains to be completed.

¹ Does not include expended contingency or contingency funds allocated for change orders, amendments



Projects Greater than 90 Days Behind Schedule or with Occupancy Date in Jeopardy

Reporting Period: October 2023

#	Event Date	District	Project	Board Approved Project Charter SubComp Date	Current Contract SubComp Date	Forecasted Contract SubComp Date	# of Days Behind Schedule	Cause(s)	Current Status
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No Activity During the Reporting Period



Revisions to Project Charters

Reporting Period: October 2023

#	District	Project	Financial & Schedule Impacts	Additional Funds Approved	Additional Funds as % of Total Project Budget	Operating Authority Approval Requirement	Description of Revision
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No Activity During the Reporting Period

CONTRACTS EXECUTED REPORT/AMENDMENTS & CHANGE ORDERS REPORT



MEMORANDUM

TO: Members of the Authority

FROM: Gregory Voronov
Managing Director, Program Operations

DATE: December 6, 2023

SUBJECT: Contracts Executed Report and Amendments & Change Orders Report
(For Informational Purposes Only)

Contracts Executed Report

This report contains the activity of Contracts executed during the period October 1, 2023 through October 31, 2023.

Noteworthy Items during the reporting period:

- Executed 1 Bridging Design Consultant Task Order contract for program concept phase design for the Camden School District New East Side High School Replacement project with Design Ideas Group Architecture for \$186,900.

Amendments & Change Orders Report

This report contains the activity of Amendments and Change Orders executed during the October 1, 2023 through October 31, 2023.

Noteworthy Items during the reporting period:

- 3 Professional Services Amendments were executed during the reporting period totaling \$35k, of the executed amendments none required Board approval.
- 11 Construction Services Change Orders were executed during the reporting period totaling \$293k, of the executed change orders none required Board approval.

Report of change orders less than \$10,000 yet requiring Board Approval

In accordance with the Operating Authority adopted by the Members on December 1, 2010 as amended on March 7, 2012, the Members are to be provided a report of any change order which received delegated approval by the CEO due to the fact that they are valued at less than \$10,000 yet require Board approval due the total change orders exceeding 10% of the contract value.

- No Activity to Report

Contracts Executed Report

Reporting Period: 10/1/2023 through: 10/31/2023

District	School Name(s)	Project Type	Contract Type	Contract Number	Vendor	MWSBE Cert(s)	Contract Award Amount	Contract Execution Date	Per School CCE	Total CCE	
Part 1. Professional Services											
Design Consultant											
Camden City	East Side H.S.	New	Design	CA-0025-A01	Design Ideas Group Architecture + Planning, LLC	M	\$186,900	10/25/2023	-		
Design Consultant											
Part 1. Professional Services							\$186,900				

Contracts Executed Report

Reporting Period: 10/1/2023 through: 10/31/2023

District	School Name(s)	Project Type	Contract Type	Contract Number	Vendor	MWSBE Cert(s)	Contract Award Amount	Contract Execution Date	Per School CCE	Total CCE	
Part 4. Other Contracts & Services											
Others											
Perth Amboy	New Perth Amboy High School	New	FFE	ET-0099-K09	Washington Computer Services		\$18,085	10/5/2023	-		
Union City (Hudson Co.)	New Grade 7 to 9 School	New	General	HU-0029-R04	Project Resources Group, Inc.		\$28,348	10/10/2023	-		
Others											
Part 4. Other Contracts & Services											
							\$46,433			Total Contracts Awarded	
									\$233,333	3	
Grand Totals - Professional and Construction Services Combined											

**** Contracts less than \$10,000 are not displayed**

Project Types Legend

HS Health & Safety
 New New Construction
 Add Addition
 RenoAdd Addition & Renovation
 Reno Renovation

Contract Types Legend

Aquisition Property Acquisition Related Costs
 Appraisal Appraisal, Appraisal Review, NRE
 Construction Construction
 Design Design or Site Investigation
 DB Design-Build
 E-Rate E-Rate
 FFE Furniture, Fixtures, and Equipment
 General General Program Cost
 Legal Legal
 Material Material Supply
 ProjectMgmt Project Management Firm
 PreDevelopment Predevelopment or Demolition
 Relocation Relocation Services
 SiteInvstgtn Site Investigation
 Testing Testing
 Title Title Services
 Utilities Utilities Services

MWSBE CERTIFICATIONS

M = Minority Business Enterprise
 W = Women Business Enterprise
 S = Small Business Enterprise

Amendments & Change Orders Report

Reporting Period: 10/1/2023 through: 10/31/2023

District	School Name(s)	Contract Number	Contract Execution Date	CO #	Vendor Name	CO Execution Date	Contract Award Amount	Prior CO's (cumulative)	Current CO Amount	Board Approval Required	Board Approval Date	Revised Contract Amount	Cumulative CO %
Professional Services													
Design Consultant													
Keansburg Borough	Port Monmouth Road School	ET-0098-A01	3/9/2016	11	Lan Associates, Engineering, Planning, A	10/30/2023	\$2,047,296	\$214,924	\$19,344			\$2,281,564	11.44%
Keansburg Borough	Port Monmouth Road School	ET-0098-A01	3/9/2016	12	Lan Associates, Engineering, Planning, A	10/30/2023	\$2,047,296	\$234,268	\$12,220			\$2,293,784	12.04%
Newark	Roberto Clemente E.S.	EP-0110-A01	10/31/2018	4	SSP Architectural Group, Inc.	10/18/2023	\$236,500	\$2,263	\$3,275			\$242,038	2.34%
									\$34,839				
Construction Services													
Contractor													
City Of Orange Township	Cleveland Street E.S.	ES-0043-C02	5/2/2023	3	Terminal Construction Corp.	10/10/2023	\$19,434,958	\$12,121	\$2,017			\$19,449,096	0.07%
Irvington Township	Grove Street E.S.	EP-0119-C01	3/29/2022	3	Catcord Construction Co., Inc.	10/26/2023	\$2,832,782	\$89,012	\$45,750			\$2,967,544	4.75%
Keansburg Borough	Port Monmouth Road School	ET-0098-C01	12/19/2019	22	Niram Inc.	10/26/2023	\$18,645,000	\$1,465,436	\$1,732			\$20,112,168	7.86%
Keansburg Borough	Port Monmouth Road School	ET-0098-C01	12/19/2019	54	Niram Inc.	10/26/2023	\$18,645,000	\$1,467,168	\$12,793			\$20,124,960	7.93%
Keansburg Borough	Port Monmouth Road School	ET-0098-C01	12/19/2019	59	Niram Inc.	10/26/2023	\$18,645,000	\$1,479,960	\$36,030			\$20,160,990	8.13%
Paterson	Number 5 E.S.	EP-0113-C01	6/15/2021	21	Paul Otto Building Co., Inc.	10/5/2023	\$7,494,000	\$485,313	\$195,344			\$8,174,657	9.08%
Jersey City	Patricia M. Noonan E. S. (formerly New ES#3)	JE-0021-B01	7/16/2013	15	Dobco, Inc.	10/2/2023	\$33,487,500	\$55,236	\$46,988			\$33,589,724	0.30%
Passaic City	Dayton Ave. Educational Campus	NT-0052-B01	1/2/2018	39	Terminal Construction Corp.	10/27/2023	\$163,560,000	(\$316,514)	(\$4,279)			\$163,239,207	-0.19%
Passaic City	Dayton Ave. Educational Campus	NT-0052-B01	1/2/2018	40	Terminal Construction Corp.	10/27/2023	\$163,560,000	(\$320,793)	(\$6,452)			\$163,232,755	-0.20%
Perth Amboy	New Perth Amboy High School	ET-0099-B01	1/6/2020	15	Terminal Construction Corp.	10/2/2023	\$247,950,000	\$2,661,372	(\$35,341)			\$250,576,032	1.05%
Plainfield	New K-5 Elementary School	ET-0100-B01	3/11/2020	18	Epic Management, Inc.	10/26/2023	\$45,335,000	\$162,649	(\$1,289)			\$45,496,360	0.35%
									\$293,293				
										Total Change Order Summary	Total Change Orders		
										\$328,132	14		

Grand Totals

Column Description Legend

CO Execution Date	Date the Change Order was entered into the SIMS system
Revised Contract Amount	Current value of the contract (excluding additional assignments) including current change order

CONTRACT TERMINATIONS REPORT *(no activity)*

SETTLEMENT CLAIMS *(no activity)*

DIVERSITY AND WORKFORCE PARTICIPATION REPORT



MEMORANDUM

TO: Members of the Authority

FROM: J Manuel Castillo, Director – EEO/Affirmative Action & Vendor Services

DATE: December 6, 2023

RE: Diversity and Workforce Participation Monthly Update for September 2023

The EEO/Affirmative Action & Vendor Services Team consistently participates in mandatory pre-bid and pre-construction meetings to inform and provide guidance to vendors regarding SDA’s Small Business Enterprise (SBE) and Workforce goals, policies and procedures. The guidance provided in such meetings is on, among other things, the following:

- SBE subcontracting goal of 25% of all contracts
- County workforce goals for minorities and females
- Local county workforce goals for minorities and females
- Detailed process procedures to monitor and track the progress made toward these goals throughout the life cycle of each project

During these meetings, our Team strongly encourages vendors to identify and hire minority-owned, female-owned and disabled veteran-owned firms, as well as locally based enterprises, for diverse business participation on all school building projects. As each project progresses, our Team provides vendors outreach strategies to support their efforts in reaching the above-mentioned goals.

SMALL BUSINESS ENTERPRISE ATTAINMENT

The SDA regularly exceeds the State-mandated 25% SBE goal. The total SDA fully contracted dollars awarded in September 2023 was \$8,082,935. The total fully contracted dollars awarded in 2023 through September 30, 2023 was \$38,759,426. Of that total, \$11,675,946 was awarded to SBEs, including any minority, female and veteran owned SBEs. This represents an SBE current participation of 30.12% of all NTP-issued SDA contracts awarded in calendar year 2023. Participation will continue to increase as prime contractors hire additional subcontractors/subconsultants throughout the lifecycle of the construction project.

Diversity Breakdown

Type of Business Enterprise	Contract Amount	% of Total SDA Contracts
Small Business Enterprises	\$ 11,675,946	30.12%
Minority Business Enterprises	\$ 1,000,000	2.58%
Women Business Enterprises	\$ 1,283,000	3.31%
Minority/Women Owned Business Enterprises	\$ -0-	0.00%
Veteran Owned Business Enterprises	\$ -0-	0.00%
Disabled Veteran Owned Business Enterprises	\$ -0-	0.00%
TOTAL DIVERSITY CONTRACTS	\$ 13,958,946	36.01%

WORKFORCE PARTICIPATION

For the month of September 2023, there was a contractor workforce of 392 on SDA projects. This workforce has to this point amassed a total of 38,366 contractor workforce hours. This is explained in more detail below:

Contractor Workforce Breakdown (All Trades/Districts/Counties)			
Ethnicity	Total Workforce	Total Workforce Hours	Workforce Hours Percentage
Black	31	2,603	6.79%
Hispanic	75	6,765	17.63%
Indigenous American	0	0	0.00%
Asian	0	0	0.00%
Total Minority Participation	106	9,368	24.42%
Total Non-Minority Participation	286	28,998	75.58%
Total Contractor Workforce	392	38,366	100.00%

There was a contractor workforce of 355,304 total workforce hours on SDA projects for the period of January 1, 2023 through September 30, 2023, which includes 7,895 total female workforce hours.

The following table highlights the *Local County Contractor Workforce* participation for this period:

Local County Contractor Workforce Participation	Workforce Hours	Percentage
*Total Workforce Hours	355,304	100.00%
*Total Local County Workforce Hours	32,517	9.15%
Total Local County Non-Minority Workforce Hours	23,306	6.56%
Total Local County Female Workforce Hours	549	0.16%
Total Local County Minority Workforce Hours		2.59%
**Local County Workforce Hours by Race/Ethnicity:		
Black	1,555	0.44%
Hispanic	7,392	2.08%
Indigenous American	0	0.00%
Asian	264	0.07%

*Total workforce and total local county workforce represent all laborers including females.

**Race/Ethnicity breakdown of Total Local County Minority Workforce Hours.

NOTE: Hours worked by female laborers who are minority are included in total number of hours worked by female laborers. Therefore, for the purposes of this memorandum, hours worked by female minority laborers are not included in the minority breakdown.

The following table represents contractor minority and female workforce for all SDA active Capital Projects and all active and completed Emergent Projects for the period of January 1, 2023 through September 30, 2023.

SDA Managed Project	Total Workforce Hours	Minority Workforce Hours & Percentage		Local County Workforce Hours & Percentage	
Millville HS	9,263	1,308	14.12%	416	4.49%
Orange HS	1,065	323	30.33%	82	7.70%
Perth Amboy HS	305,566	85,001	27.82%	27,752	9.08%
Plainfield ES	23,925	5,642	23.58%	55	0.23%
Cleveland St ES	12,800	5,614	43.86%	672	5.25%
Emergent Projects	2,436	1,552	63.71%	0	0.00%

Reviewed and recommended by: J Manuel Castillo
 Prepared by: Charlotte Brooks

REGULAR OPERATING DISTRICTS (RODs) ACTIVITY REPORT



MEMORANDUM

TO: Members of the Authority

FROM: Gregory Voronov
Managing Director, Planning and Program Operations

DATE: December 6, 2023

SUBJECT: Regular Operating District Grant Activity Report
(For Informational Purposes Only)

This report summarizes the Regular Operating District Grant activity from inception to date and for the month of October 2023. Also included is a detailed list of grants executed and grants offered during the reporting period if applicable.

Monthly Update:

- No grants were offered during the reporting period.
- No grants were executed during the reporting period.
- 11 grants impacting 6 districts were closed out during the reporting period representing total project costs of \$8.5M and state share of \$3.3M.
- Since inception, over \$2.95B has been disbursed to 523 regular operating districts through the grant program.
- Since inception over \$3.3B in funding has been approved by the Department of Education and offered to regular operating districts through the grant program.

ROD Grant Summary Since Program Inception				
	Offered ¹	Executed	Closed-Out	Active
Districts Impacted	-	523	520	37
Number of Grant Projects	-	5,394	5,240	154
Total Project Cost Estimate	\$ -	\$ 8,937,104,862	\$ 8,816,870,476	\$ 120,234,386
Grant Amount	\$ -	\$ 2,998,403,761	\$ 2,939,984,236	\$ 58,419,525
Amount Disbursed	N/A	\$ 2,956,875,117	\$ 2,939,984,236	\$ 16,890,880

Total Funding Offered to School Districts via Grant Program	\$ 3,342,209,450
Total ROD Grant Funding remaining for new Grant Projects	\$ 477,199,537

1. Includes grants that have been offered to District's but have not yet been executed.

Monthly Activity ROD Grant Summary		
	Executed	Closed-Out
Districts Impacted	-	6
Number of Grant Projects	-	11
Total Project Cost Estimate	\$ -	\$ 8,450,443
Grant Amount	\$ -	\$ 3,302,028
Amount Disbursed	NA	\$ 3,302,028

* Report is inclusive of all Regular Operating Districts grants (including vocational school districts).

** Total Project Cost Estimate and Grant Amount may be adjusted as the projects advance. Grant Amount is capped at the value approved in the DOE Final Eligible Cost Approval.

**NOTIFICATION OF AMENDMENTS TO GOODS AND SERVICES CONTRACTS NOT
EXCEEDING \$100,000 OR 10% OF THE CONTRACT VALUE (*no activity*)**

COMMUNICATIONS MONTHLY REPORT



MEMORANDUM

TO: Members of the Authority

FROM: /s/ Edye Maier, Director of Communications

DATE: December 6, 2023

RE: Monthly Communications Report

SDA Staff Offers Training to NJASBO Members

On November 14th and 16th, employees from SDA's ROD Grant Staff provided training to members of New Jersey Association of School Business Officials (NJASBO) from around the state with important information regarding the upcoming ROD Grants awards.



In September, the DOE and SDA announced the approval of \$450 million in school construction funds to address critical facilities needs in 261 school districts throughout the state. The funding will provide for numerous high-priority upgrades including hundreds of HVAC systems, dozens of boilers or water heaters, and hundreds of roof projects. Currently, the DOE is issuing approval letters to Districts. SDA expects to begin issuing offer letter prior to the end of the year.

The purpose of the training was to provide Districts with information on the ROD Grant process so that they will know what to do after receiving a grant. Topics covered included:

- Standard SDA Grant Forms and Compliance Regulation
- The Grant Offer and Execution Process
- Project Advancement

Following the trainings, NJASBO staff said that it was wonderful to watch experts giving back to better the knowledge of Business Administrators and district personnel.

SDA Staff Share Information at NJSBA Workshop

On October 24th and 25th, SDA staff attended the New Jersey School Boards Association 2023 Workshop. SDA staffed an exhibit booth for two days in order to provide updates on SDA programs and funding available to school districts throughout the State.



SDA Presents at Alliance For Action Annual Construction Forecast Seminar

On October 25, CEO Manuel Da Silva, presented at the Alliance For Action's Annual Construction Forecast Seminar. Mr. Da Silva provided attendees with an overview of the SDA program, recently approved funding for the school construction program, and forecasted construction opportunities that will be available with the SDA in 2024.

MONTHLY FINANCIAL REPORT



MEMORANDUM

TO: Members of the Authority

FROM: Sherman E. Cole, MBA, CPA
Controller

DATE: December 6, 2023

RE: Monthly Financial Report – October 2023

Fund Reporting Operating Expenses (Year-to-Date Actual vs. Budget)

For October 2023 year to date, Authority operating expenses, **\$10.7M**, are **\$2.8M** lower than budget for the corresponding period. This variance is attributable to lower spending activity for personnel costs **\$2.3M**, professional and other contracted services **\$521K**, information systems **\$509K**, and facilities and general office expenses **\$144K**. This variance is offset by a lower payroll and benefits expense allocation to project costs, **\$928K**.

The full time employee (FTE) headcount is 128 as of October 31, 2023. This total represents a 22 FTE decrease in comparison to the year to date budgeted headcount.

Fund Reporting Operating Expenses (Year-to-Date Actual vs. Prior Year Actual)

For October 2023 year to date, Authority operating expenses, **\$10.7M**, are **\$757K** lower when compared to the corresponding prior year. This variance is primarily attributable to year-over-year decreases in personnel costs **\$270K** and a higher payroll and benefits expense allocation to project costs **\$413K**.

The current number of FTEs, 128, is down 3 FTEs as compared to the corresponding prior year headcount.

School Facilities Project Expenditures (Year-to-Date Actual vs. Forecast)

For October 2023 year to date, project costs, **\$212.9M**, are **\$27.9M** lower than the capital spending forecast for the corresponding period. This variance is attributable to decreased spending for construction work **\$25.5M**, grant agreements **\$10.5M**, project insurance **\$2.1M**, design services **\$1.9M**, construction management services **\$962K**, and lower payroll and benefits expense allocation to project costs **\$928K**. Partially offsetting this variance is the increase in acquisition costs associated with the purchase of a school facility in 2023, **\$15.5M**.

School Facilities Project Expenditures (Year-to-Date Actual vs. Prior Year Actual)

For October 2023 year to date, project expenditures, **\$212.9M**, are lower by **\$24.8M** when compared to the corresponding prior year. This variance is attributable to decreases in spending for construction work **\$18.8M**, grant agreements **\$13.7M**, school furniture and equipment **\$8.4M**, and construction management services, **\$1.1M**. This variance is partially offset by an increase in acquisition costs associated with the aforementioned purchase of a school facility, **\$15.5M**, design services **\$1.2M**, payroll and benefits expense allocation to project costs **\$413K**, and project insurance **\$198K**.

Other

Since program inception, 80.2% of the funds authorized for the SDA Districts have been disbursed. Additionally, since program inception, 96% of all SDA disbursements relate to school facility projects and 4% relate to operating expense.

The estimated value of active school facilities, capital, emergent and ROD grant projects is approximately \$1.2B.

Attachment

New Jersey Schools Development Authority
Monthly Financial Report
October 2023
(Unaudited)

New Jersey Schools Development Authority

Overview of Financial Position

October 31, 2023

To: The Audit Committee

From: Sherman E. Cole, Controller

The information contained in this monthly financial report is for the period as of, and for the year-to-date ending, October 31, 2023.

► Overall **Cash and Cash Equivalents** have increased by \$115.3 million to \$518.1 million, as follows:

■ Appropriation from State	\$ 325,000,000
■ Investment earnings	13,531,246
■ Miscellaneous revenue	22,958
■ Project costs	(212,860,908)
■ SDA operating expenses	(10,884,422)
■ SDA capital expenditures	-
■ Deposits (primarily district local shares)	479,109
Net Change in Cash	\$ 115,287,983

► **Prepaid Expenses** total \$186,132 as follows:

- Prepaid insurance of \$100,503.
- Prepaid security deposit of \$55,798 for the Authority's leased swing space.
- Prepaid MIS maintenance service contracts of \$27,862.
- Other prepaids of \$1,969.

► **Capital Assets** total \$1,327,479 (net of accumulated depreciation of \$8,964,414), consisting of leasehold improvements (SDA office), and capitalized software, equipment, furniture and fixtures in support of SDA operations. Depreciation on capital assets is generally calculated using the straight-line method over the life of each asset. For the year to date, **Capital Expenditures** are \$0 and **Depreciation Expense** is \$443,556.

► **Accrued Liabilities** total \$83.6 million, as follows:

- Accrued project costs of \$19.2 million consisting of unpaid invoices (\$6.0 million) and retainage (\$13.2 million). Project-related lease liabilities are \$0.5 million.
- Net pension liability of \$29.4 million.
- Other post-employment benefits obligation of \$24.6 million.
- Pollution remediation obligations (PRO) under GASB 49 net to \$2.4 million (PRO liability \$2.4 million, offset by expected cost recoveries of \$0.0 million).
- Estimated liability for loss contingencies totaling \$5.5 million.
- Payroll related liabilities of \$1.5 million.
- Other accrued liabilities of \$ 0.5 million, including non-project lease liabilities of \$0.3 million.

► **Deposits** total \$8.5 million, as follows:

- \$8.5 million is held for local share agreements (pass-through item).

► The Authority's **Net Position** at month end is \$409.8 million.

New Jersey Schools Development Authority

School Facilities Project Expenditures & Funding Allocation

October 31, 2023

► **School Facilities Construction Bond/Note Proceeds/Appropriations & Project Expenditures**

- During the current year to date, the SDA has received \$0.0 million in bond/note proceeds & \$325.0 million in appropriations. The total amount received since program inception is \$12.4 billion.
- Project expenditures for the month and year-to-date periods total \$15.5 million and \$212.9 million, respectively, as follows:

<u>Category</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Since Inception</u>
Construction	\$ 10,575,836	\$ 114,460,250	\$ 5,778,307,362
Design Services	160,840	1,296,064	414,251,558
PMF/CM Services	198,057	2,613,221	482,105,176
SDA Project Management	731,466	8,273,546	139,357,342
Property Acquisition, Relocation & Enviro	230,229	16,602,737	602,921,130
School Furniture, Fixtures & Equipment	926,849	4,899,057	241,127,051
Project Insurance	47,447	206,592	114,806,560
NJ State Inter-Agency Transfers	-	545,421	53,621,820
SDA District Grant & Funding Agreements	-	42,585,921	980,304,987
Regular Operating District Grant Agreements	2,572,848	20,679,008	3,006,971,644
Real-Time Project Audits	15,348	165,681	1,230,358
Property Management, Maintenance & Utils	13,500	250,132	19,383,159
Outside Legal & Claims Resolution Services	30,440	145,534	12,389,814
Temporary Staffing	4,180	35,055	10,761,494
Other Project Costs	-	157,550	62,598,077
Project Credits	-	-	(54,902,944)
Total Project Expenditures	15,507,040	212,915,769	11,865,234,588
Less: Local Share Contributions	(54,861)	(54,861)	(185,167,300)
Project Expenditures (State Share)	\$ 15,452,179	\$ 212,860,908	\$ 11,680,067,288
2023 Capital Spending Forecast	\$ 17,752,745	\$ 240,766,085	

Allocations Since Program Inception

► **All Funding Sources & Expenditures**

	<u>All Sources</u> ¹	<u>Total Funding</u> ²	<u>Paid to Date</u> ³
■ SDA Districts	\$ 10,800,000,000	\$ 10,942,220,197	\$ 8,780,079,362
■ RODs Incl Vo-Tech Schools	4,025,000,000	4,082,080,915	3,432,270,547
Total - State Share	\$ 14,825,000,000	\$ 15,024,301,112	\$ 12,212,349,909

► **Percentage of Total Funding Paid to Date**

■ SDA Districts	80.2%
■ RODs Incl Vo-Tech Schools	84.1%
Total - State Share	81.3%

1 Of the \$14.8 billion authorized for the school construction program (including bond funds & appropriations), \$12,522,702,648 has been received to date.

2 Includes bonding cap amounts, appropriations and other income and miscellaneous revenue earned to date (i.e., interest income on invested funds).

3 These amounts include the allocation of SDA operating expenses and capital expenditures totaling \$532,282,621.

New Jersey Schools Development Authority
Fund Reporting Operating Expenses vs Budget
October 31, 2023

<u>Category</u>	<u>Actual</u> <u>Year-To-Date</u>	<u>Budget</u> <u>Year-To-Date</u>	<u>Over/</u> <u>(Under)</u>
Personnel Expenses:			
Employee Salaries	\$ 10,445,407	\$ 12,027,337	\$ (1,581,930)
Employee Benefits	5,197,140	5,833,479	(636,339)
Direct Hire Temporary Employee Costs	7,170	40,370	(33,200)
Total Employee Salaries & Benefits Costs	15,649,717	17,901,186	(2,251,469)
Less: Employee Salaries & Benefits Costs			
Charged to Projects	8,273,546	9,201,627	(928,081)
Salaries & Benefits Charged to Operating Expense	7,376,171	8,699,559	(1,323,388)
Temporary Staffing Services	-	125,000	(125,000)
Travel & Expense Reimbursements	12,796	25,750	(12,954)
Training & Professional Development	24,020	79,000	(54,980)
Total Personnel Expenses	7,412,987	8,929,309	(1,516,322)
Non-Personnel Operating Expenses:			
Facilities & General Office Expenses	1,808,013	1,952,080	(144,067)
Information Systems	777,103	1,286,190	(509,087)
Professional & Other Contracted Services	218,052	739,500	(521,448)
Property & Casualty Insurance	427,224	461,150	(33,926)
SDA-Owned Automobiles	59,214	131,670	(72,456)
Communications & Outreach	2,420	3,330	(910)
Reserve for Unforeseen Events & New Initiatives	-	41,670	(41,670)
Total Authority Operating Expenses	\$ 10,705,013	\$ 13,544,899	\$ (2,839,886)

2023 Annual Operating Budget

\$ 15,910,844

New Jersey Schools Development Authority

Fund Reporting Operating Expenses vs Prior Year

October 31, 2023

<u>Category</u>	<u>Actual</u> <u>Year-To-Date</u>	<u>2022</u> <u>Year-To-Date</u>	<u>Over/</u> <u>(Under)</u>
Personnel Expenses:			
Employee Salaries	\$ 10,445,407	\$ 10,715,227	\$ (269,820)
Employee Benefits	5,197,140	5,173,055	24,085
Direct Hire Temporary Employee Costs	7,170	31,381	(24,211)
Total Employee Salaries & Benefits Costs	15,649,717	15,919,663	(269,946)
Less: Employee Salaries & Benefits Costs Charged to Projects	8,273,546	7,860,709	412,837
Salaries & Benefits Charged to Operating Expense	7,376,171	8,058,954	(682,783)
Temporary Staffing Services	-	-	-
Travel & Expense Reimbursements	12,796	16,859	(4,063)
Training & Professional Development	24,020	19,957	4,063
Total Personnel Expenses	7,412,987	8,095,770	(682,783)
Non-Personnel Operating Expenses:			
Facilities & General Office Expenses	1,808,013	1,730,542	77,471
Information Systems	777,103	804,628	(27,525)
Professional & Other Contracted Services	218,052	339,506	(121,454)
Property & Casualty Insurance	427,224	386,087	41,137
SDA-Owned Automobiles	59,214	104,914	(45,700)
Communications & Outreach	2,420	72	2,348
Reserve for Unforeseen Events & New Initiatives	-	-	-
Total Authority Operating Expenses	\$ 10,705,013	\$ 11,461,519	\$ (756,506)

New Jersey Schools Development Authority

Employee Headcount

October 31, 2023

	<u>Current Month End</u>	<u>Budget</u>	<u>Over/ (Under)</u>
Office of Chief Executive Officer	2	2	-
Human Resources	4	4	-
Vacant Positions	0	12	(12)
Communications	3	3	-
Legislative Affairs	1	1	-
EEO/AA & Vendor Services	4	4	-
Office of Program Operations & Strategic Planning	0	1	(1)
Capital Planning & Program Operations	10	10	-
Design Studio	10	12	(2)
Grants Administration	7	7	-
Real Estate Services & Predevelopment	2	2	-
Office of Construction Operations	0	0	-
Project Teams	18	22	(4)
Office of Corporate Governance & Legal Affairs	3	4	(1)
Chief Counsel	8	7	1
Information Systems	11	12	(1)
Central Records Management	3	3	-
Safety	4	5	(1)
Internal Audit	2	2	-
Office of Chief Financial Officer	1	1	-
Financial Operations	7	7	-
Financial Accounting & Disbursements	11	11	-
Procurement	10	10	-
Risk Management	2	3	(1)
Facilities	5	5	-
Total Full-Time Employees at Month End	<u>128</u>	<u>150</u>	<u>(22)</u>
 Total Full-Time Employees at Year End		<u>150</u>	

New Jersey Schools Development Authority
Statement of Net Position
October 31, 2023

	<u>Current</u> <u>Month End</u>	<u>2022</u> <u>Year End</u>	<u>Over/</u> <u>(Under)</u>
ASSETS			
Cash and Cash Equivalents	\$ 518,119,372	\$ 402,831,389	\$ 115,287,983
Receivables	636	739	(103)
Prepaid Expenses	186,132	127,272	58,860
Capital Assets, net of accumulated depreciation	1,327,479	3,280,015	(1,952,536)
Total Assets	519,633,619	406,239,415	113,394,204
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Amount for Pensions & OPEB	7,491,381	9,950,484	(2,459,103)
TOTAL ASSETS & DEFERRED OUTFLOWS OF RESOURCES			
	\$ 527,125,000	\$ 416,189,899	\$ 110,935,101
LIABILITIES			
Accrued Project Costs	\$ 27,663,281	\$ 50,313,595	\$ (22,650,314)
Net Pension Liability	29,428,895	29,428,895	-
Accrued Other Post-Employment Benefits	24,621,378	24,317,811	303,567
Other Accrued Liabilities	1,907,852	5,409,755	(3,501,903)
Deposits	8,465,521	7,986,412	479,109
Total Liabilities	92,086,927	117,456,468	(25,369,541)
DEFERRED INFLOWS OF RESOURCES			
Deferred Amount for Pensions & OPEB	25,264,768	25,264,768	-
NET POSITION			
Net Investment in Capital Assets	1,327,479	3,280,015	(1,952,536)
Restricted for Schools Construction:			
Special Revenue Fund	408,445,826	270,188,648	138,257,178
Net Position	409,773,305	273,468,663	136,304,642
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES & NET POSITION			
	\$ 527,125,000	\$ 416,189,899	\$ 110,935,101

New Jersey Schools Development Authority
Statement of Activities
October 31, 2023

	<u>Current Year-To Date</u>	<u>2022 Year-To Date</u>	<u>Over/ (Under)</u>
REVENUES			
Program Revenues:			
Appropriation from State	\$ 325,000,000	\$ 75,000,000	\$ 250,000,000
General Revenues:			
Investment Earnings	13,531,246	3,776,673	9,754,573
Rental Income	5,000	11,670	(6,670)
Other Revenue-OPRA	17,958	10,990	6,968
Total Revenues	338,554,204	78,799,333	259,754,871
EXPENSES			
Administrative & General Expenses	11,439,623	12,688,140	(1,248,517)
School Facilities Project Costs	190,809,939	220,516,700	(29,706,761)
Total Expenses	202,249,562	233,204,840	(30,955,278)
CHANGE IN NET POSITION	136,304,642	(154,405,507)	290,710,149
Beginning of Period Net Position	273,468,663	483,103,647	(209,634,984)
NET POSITION END OF PERIOD	\$ 409,773,305	\$ 328,698,140	\$ 81,075,165

DESIGN CONTRACT DE-OBLIGATIONS REPORT (*no activity*)

RESOLUTION TO ADJOURN INTO EXECUTIVE SESSION

Resolution—8.

Resolution to Adjourn into Executive Session

Resolution

WHEREAS, the “Senator Byron M. Baer Open Public Meetings Act” (OPMA), N.J.S.A. 10:4-6, declares “the right of the public to be present at all meetings of public bodies” except as expressly provided in the Act; and

WHEREAS, N.J.S.A. 10:4-12 (b) provides that a public body may exclude the public from that portion of a meeting at which the public body discusses, among other things, any matter involving the lease... of real property with public funds...or any pending or anticipated litigation or contract negotiations in which the public body is or may become a party...falling within the attorney-client privilege, to the extent that confidentiality is required to preserve the attorney-client relationship; and

WHEREAS, the Members of the Authority have before them on this date two matters that, pursuant to N.J.S.A. 10:4-12, are appropriate for consideration in Executive Session consistent with the provisions of the OPMA; and

WHEREAS, the Board will consider in Executive Session a proposed request to lease vacant land as construction staging area for the Elizabeth New Elementary School; and

WHEREAS, the Board will also consider in Executive Session a proposed modification of terms and extension of deadlines in connection with property conveyance to the City of Newark; and

WHEREAS, the minutes of the Board’s December 6, 2023 Executive Session meeting will be available for release for public review upon the full and final conclusion of all negotiations, legal proceedings, and settlements, and associated matters and/or the execution of all documentation, agreements and leases associated with the matters to be discussed therein.

NOW, THEREFORE, BE IT RESOLVED, that the Members of the Authority hereby resolve to adjourn into Executive Session to consider and deliberate with regard to the matters described herein and, thereafter, to vote on the associated Resolutions No. 6a. and 6b. upon the Board’s return to Open Session.

BE IT FURTHER RESOLVED, that the minutes of the Board’s December 6, 2023 Executive Session meeting will be available for release for public review upon the full and final conclusion of all negotiations, legal proceedings, settlements, and associated matters, and/or the execution of all documentation, agreements and leases associated with the matters to be discussed therein.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately, but no action authorized herein shall have force and effect until 10 days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the Authority meeting at which this resolution was adopted has been delivered to the Governor for his approval, unless during such 10 day period, the Governor shall approve same, in which case such action shall become effective upon such approval.

Attached: Resolution to Adjourn into Executive Session, dated December 6, 2023

Dated: December 6, 2023