

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY
BOARD TELECONFERENCE MEETING
WEDNESDAY, DECEMBER 1, 2021 AT 9:00 A.M.**

- 1. NOTICE OF PUBLIC MEETING**
- 2. ROLL CALL**
- 3. APPROVAL OF MEETING MINUTES**
 - a. Board Open Session Meeting Minutes of November 3, 2021
- 4. AUTHORITY MATTERS**
 - a. CEO Report
 - b. Chairman's Report
- 5. REPORT AND RECOMMENDATIONS OF THE AUDIT COMMITTEE (CHAIRMAN'S REPORT)**
 - a. Proposed 2022 Staffing Plan
 - b. Proposed 2022 Operating Budget
- 6. 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 (*no activity*)
 - x. Monthly Financial Report
 - xi. Design Contract De-Obligations Report (*no activity*)
- 7. PUBLIC COMMENTS**
- 8. NO EXECUTIVE SESSION**
 - a. 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 3, 2021 OPEN SESSION MINUTES

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS TELECONFERENCE MEETING
WEDNESDAY, NOVEMBER 3, 2021**

A teleconference meeting of the Board of Directors of the New Jersey Schools Development Authority (SDA or the Authority) was held on Wednesday, November 3, 2021 at 9:00 A.M.

Participating by teleconference were:

Robert Nixon, Chairman
Michael Kanef (Treasury)
Bernard Piaia (DOE)
David Nuse (EDA)
Kevin Luckie (DCA)
Richard Elbert
Daniel Gumble
Loren Lemelle
Michael Maloney
Mario Vargas

being a quorum of the Members of the Board.

At the Chairman's request, Manuel Da Silva, chief executive officer; Andrew Yosha, vice president; Jane F. Kelly, vice president and assistant secretary; Donald Guarriello, vice president and chief financial officer; Albert Barnes, chief counsel; and Karon Simmonds, Director, of the SDA, participated in the meeting by teleconference. Joy Johnson of the Governor's Authorities Unit (GAU) also participated in the meeting by teleconference.

The meeting was called to order by Mr. Nixon, the Chairman of the Board. The Chairman asked Ms. Kelly to read the requisite notice of the meeting. Ms. Kelly announced that the meeting notice was sent to the *Trenton Times* and *Star-Ledger* at least 48 hours prior to the meeting. She said that a call-in number was provided on the SDA Website so that members of

the public could participate in the meeting by teleconference. She also advised the Members that the call-in number for the meeting was posted at the SDA offices earlier in the morning. Ms. Kelly then conducted a roll call and indicated that a quorum of the Members of the Board was present.

Approval of Meeting Minutes

The Chairman presented for consideration and approval the minutes of the Board's October 6, 2021 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. Vargas and seconded by Ms. Lemelle, the Open Session minutes of the October 6, 2021 SDA Board meeting were approved with the Members' unanimous vote in favor of the resolution attached hereto as ***Resolution 3a***.

Next, Mr. Nixon presented for consideration and approval the minutes of the Board's October 6, 2021 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. Piaia, the Executive Session minutes of the October 6, 2021 SDA Board meeting were approved with the Members' unanimous vote in favor of the resolution attached hereto as ***Resolution 3b***.

Authority Matters

CEO Report

The Chairman asked Mr. Da Silva for the Report of the CEO. Mr. Da Silva began his report with an update on design-build projects in construction. He reported that Phase IV footings and foundation work has started for the Millville HS addition and renovations project. For the Passaic Dayton Avenue Educational Campus project, he said that furniture deliveries

began this month. He advised that for the Perth Amboy HS project, foundation work is being completed. He added that steel erection is underway. With respect to the Plainfield Woodland Avenue ES project, he said that steel erection is complete and preparation for installation of exterior walls is ongoing. He added that the Department of Community Affairs is reviewing the project's design package 2.

With respect to projects in the programming/pre-design/in-house design stages, Mr. Da Silva informed the Committee that abatement of the acquired properties is commencing this month for the Union City New Grade 7 to 9 School project.

Turning to non-project related matters, Mr. Da Silva informed the Committee that the SDA launched its annual Contractor Training program on Wednesday, October 6. He said that participants are currently in week 5 of the 9 week program. He added that the virtual program will run weekly through to December 15.

Audit Committee

Memorandum of Agreement between SDA and the New Jersey State Police for Investigative Services; Owner Controlled Insurance Program (OCIP IV) Broker Services and Excess Liability Amendment; Business and Real Estate Property and Casualty Insurance Program Renewal

Mr. Nixon, as Audit Committee Chairman, reported that the Audit Committee met on October 18, 2021 at which time management provided the Committee with the September 2021 New Funding Allocation and Capital Plan Update. He said that staff informed the Committee that there was a \$2.4 million decrease in the 2011 Capital Plan Emergent Projects Reserve balance due to Board approval of a release of funds for the Newark Malcolm X Shabazz High School emergent boiler room vault structure project. Mr. Nixon said that there were no changes in the remaining SDA District Reserve balances during the reporting period.

He then advised the Board that the reserve balance for the Regular Operating Districts (RODs) increased by \$2.1 million during the reporting period due to a reduction in state share for grant projects nearing completion.

Next, Mr. Nixon informed the Board that the Internal Audit Division (IA) provided the Committee with the results of one project audit that was conducted to comply with the statutory requirement that capital portfolio projects with a state share over \$10 million be reviewed to assess whether state funds were expended in accordance with contractual terms, SDA practices and state regulations. He then reported that SDA's outside consultants, Baker Tilly US, LLC, provided the Committee with the results of one operational audit.

Next, Mr. Nixon said that the Committee received a draft 2022 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 again later this month. He said that management plans to present the proposed budget to the Board for consideration at the December Meeting.

Next, Mr. Nixon provided the September 2021 Monthly Financial Report. He advised the Members that the Authority's operating expenses (Actual vs. Budget) for the year-to-date period total \$10.9 million, down \$1.9 million as compared to the budget for the corresponding period. He explained that this decrease is mainly attributable to a decrease in personnel costs resulting primarily from the Authority having 16 fewer FTEs than budgeted, as well as lower spending for facilities and general office expenses training and professional development, professional and other contracted services, information systems and SDA-owned automobiles. He advised that this decrease is partially offset by a lower than projected payroll allocation to project expenditures. Mr. Nixon then reported that school facilities project expenditures (Actual vs. Forecast) for the year-to-date period total \$192.6 million, approximately \$53.1 million lower

as compared to the capital spending forecast for the corresponding period. He advised the Members that this variance is the result of lower than forecasted expenditures for grant activity, construction activity, school furniture purchases, design services and payroll expense allocations to project expenditures. Mr. Nixon said that project expenditures (Actual vs. Prior Year Actual), at approximately \$192.6 million, are lower by approximately \$25.7 million when compared to the capital spending forecast for the corresponding period. He advised the Members that this variance is the result of lower than forecasted expenditures in grant activity, construction activity, project insurance, design services and property acquisition, offset by an increase in school furniture purchases.

Mr. Nixon said that, since program inception, 91.0% 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 \$2 billion.

Next, Mr. Nixon advised the Members that the Committee is advancing 3 agenda items for consideration. First, he discussed the proposed Memorandum of Agreement between SDA and the New Jersey State Police (NJSP) for investigative services (MOA). Referencing materials that were previously provided for Board review, he explained that moral integrity reviews are required by regulation for all vendors who seek to become prequalified with the Authority and/or who work in the SDA Program. He said that the NJSP provides investigation, research, analysis, and other services in support of the SDA's contractor and consultant prequalification process and conducts "moral integrity" screening related to vendor procurements. He explained that a MOA between the SDA and the State Police was first approved in 2008 and formally extended through 2011 with an annual budget of \$500,000. He advised the Board that the NJSP continued to

provide these services to the SDA under similar terms in the absence of any formal agreement memorializing the arrangement. Mr. Nixon said that, this year, management entered into negotiations with the Department of Law and Public Safety, Division of Law on behalf of the State Police to reach an agreement that would govern the arrangement. He said that the MOA presented to the Board today provides the formal terms for a continuation of the services by the State Police for compensation that is fair and reasonable and consistent with prior Agreements. He requested that the Members ratify and approve the MOA at an annual budget of \$500,000 in accordance with the MOA's provisions for an initial term extending from July 1, 2021 through June 30, 2025, with an optional renewal for a 3-year term thereafter.

A resolution pertaining to this matter was provided to the Board in advance of the meeting. Upon motion duly made by Mr. Luckie and seconded by Ms. Lemelle, the Board ratified and approved the MOA between the SDA and the New Jersey State Police with its unanimous vote in favor of ***Resolution 5a***.

Next, referencing materials that previously were provided for Board review, Mr. Nixon discussed the proposed owner controlled insurance program (OCIP IV) broker services and excess liability amendment. He reminded the Members that in September 2017 Willis Towers Watson/Willis of New York, Inc. (Willis) was awarded the contract for broker services for OCIP IV marketing of multiple types of policies including workers' compensation, general liability and excess liability. He noted that in February 2018 the Members engaged The Hartford as primary insurer, along with various excess liability insurers based on a 3-year term to enroll projects from March 1, 2018 through March 1, 2021 inclusive of an additional 2-years to allow for enrolled projects to complete through March 1, 2023. He explained that the program was priced on an estimated construction value of \$903 million for 13 capital projects and 17 emergent projects. He said that the Board had approved costs based on \$1 billion in construction value to allow for

unanticipated increases in values or enrollment of additional projects into the Program. He explained that during the first quarter of 2020 it became apparent that some project completions were now expected in 2024 and 2025, potentially causing a gap in coverage. Mr. Nixon said that The Hartford initially agreed to extend the policy's expiration date until December 31, 2024. He said that The Hartford then agreed to a further extension until December 31, 2025. He added, however, that 8 current insurers providing various layers of excess liability--having reached their capacities for 5-year coverage—have indicated that they could not extend their expiration dates beyond March 1, 2023, resulting in a potential gap in coverage for the 2 capital projects expected to complete in 2024 and 2025. He said that after exploring various cost effective alternatives, management and the Committee request that the Board approve an amendment to the Willis contract in the lump sum amount of \$25,000 to market a new excess liability program for the 2 projects expected to complete in 2024 and 2025, a combined construction value of approximately \$290 million. He further explained that if the Members ultimately approve the purchase of new excess liability policies, an additional \$25,000 would be owed to Willis to provide policy administration and claims services for the 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 Ms. Lemelle, the Board approved the proposed amendment to the OCIP IV broker's services contract with Willis for a lump sum of \$25,000 with its unanimous vote in favor of ***Resolution 5b***.

Lastly, Mr. Nixon discussed the Committee's recommendation for renewal of SDA's Business and Real Estate Property and Casualty Insurance Program (Program). Referencing materials that previously were provided for Board review, he reminded the Members that the SDA maintains a combined property and casualty insurance program for its business and real estate activities separate from its construction activities. He said that in November 2020 the

Board approved a contract award to The Safegard Group (Safegard) for annually placing and servicing the program. He said that the contract was for a 3 year term, inclusive of 2 renewal years for a not-to-exceed value of \$1,560,000 or \$520,000 annually for each of the three years of the contract term. He said that in September 2021 Safegard made outreach to various insurers to obtain pricing for the first renewal policy term commencing December 4, 2021. He explained that the insurance industry is experiencing a “hard market” which is an upswing in the market cycle where premium rates are escalating while the capacity for many types of insurance is decreasing. Mr. Nixon said that management is seeking Board approval to renew various insurance policies to continue the Authority’s Program for a revised annual cost not-to-exceed \$590,000 (inclusive of contingency) for the policy terms commencing on December 4, 2021 and December 4, 2022 respectively. He noted, however, that following the Committee meeting, Ms. Simmonds engaged in discussions with Safegard and that the latter has indicated that they expect pricing for the policies to differ from the pricing they had originally anticipated and that appears in the Board memorandum. He asked Ms. Simmonds to provide the Board with an update based on those discussions. Ms. Simmonds emphasized that the discussions did not indicate the need for a change to the memorandum’s \$590,000 annual figure for the renewal Program. She advised that the hard market is impacting pricing slightly for OCIP IV excess liability, while pricing for workers compensation is down. She noted that the overall impact is a half of a percent higher than what was discussed with the Committee.

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 Ms. Lemelle, the Board authorized renewal of SDA’s contract for various Business and Real Estate Property and Casualty Insurance Programs for a revised annual not-to-exceed cost of \$590,000 with its unanimous vote in favor of ***Resolution 5c.***

School Review Committee

Award of Task Order – Trenton Public Schools District – Trenton Central High School - Safety, Security and Acoustic Upgrades; Notification of Completion of Pre-Design Phase Services and Authorization to Proceed with Design Phase Services, Veterans Memorial Family School, Camden Emergent Project – Building Envelope and Hardscape Repair [INFORMATIONAL]

Mr. Nixon asked Mr. Luckie to provide the report of the School Review Committee. Mr. Luckie reported that the School Review Committee met on October 18, 2021 at which time two items were discussed. He advised the Board that management is seeking approval of a task order award for safety, security and acoustic upgrades (Project) at the Trenton Central HS (TCHS). He explained that the SDA has implemented revised school security system guidelines for consistency in the designs and to ensure that the designs conform to the 2016 School Security Law and 2018 standards. He said that the SDA is applying these revised standards to all projects currently under contract for design or construction, and has begun applying the requirements to schools that were delivered for opening in September 2019.

In continuing, Mr. Luckie reported that TCHS opened to students in September 2019 and after development of the updated security standards, the SDA design studio provided the Trenton District with a security enhancement scope for TCHS for review. He said that the Project's construction contractor declined interest in performing the security enhancement scope so SDA sought to engage a general contractor through the general construction services task order contract utilizing a rotational task order assignment,. He added that the engagement would require the general contractor to engage the services of a design consultant to complete the design services. He advised that SDA staff contacted Ernest Bock and Sons, Inc. (Bock) and Bock confirmed acceptance of the task order assignment. He added that scope refinement and price negotiations followed. He explained that the package will be awarded on a time and material basis for a not-to-exceed value representing the most extensive scope of work. He noted

that to complete the entirety of the work, the final cost proposal equals a not-to-exceed value of \$1,557,000. Mr. Luckie said that once the design is complete, staff will validate the appropriate scope, along with the final projected cost and schedule for the scope of work and decide to either advance the construction work on a time and material basis at the not-to-exceed value, or establish a fixed cost for the scope of work as defined in the construction documents. He noted that SDA staff will provide construction management oversight for the project. In closing, Mr. Luckie said that management recommends that the Board authorize award of the task order to Bock to provide the safety and security upgrades at TCHS.

A resolution pertaining to this matter was provided to the Board in advance of the meeting. Upon motion duly made by Mr. Nuse and seconded by Mr. Vargas, the task order award for the Trenton Central HS project was approved with the Board's unanimous vote in favor of ***Resolution 6a***.

Next, Mr. Luckie said that management also presented the Committee with an informational item regarding the Camden Veterans Memorial Family School Emergent Project (Project). He advised the Board that SDA is using the design consultant task order contract to advance an emergent project to address building envelope and surrounding hardscape conditions at the Camden Veterans Memorial Family School. He reported that NK Architects (NKA) was hired to perform pre-design phase services (including investigation and testing) in order to provide SDA with recommendations for addressing the conditions. He said that, based upon the results of those pre-design phase services and SDA's review of NKA's Condition Assessment and Options Development Reports, staff determined that the appropriate scope of work to address the conditions includes replacement and repair of portions of the existing masonry façade; replacement of the existing cupola; repair and re-covering of the existing flat roof system; selective removal and replacement of existing paving; selective replacement of the

masonry retaining wall; and replacement and repair of the storm water conveyance system. He explained that performance of this scope of work will provide long-term structural stability and will address the water infiltration condition within the shortest time duration among the options considered, and at a reasonable cost. He noted that this will allow for preservation of the school facility and for vehicular and safe pedestrian use on the courtyard parking/play area. He said that staff expects that the design will be completed by April 2022, followed by the procurement of a general contractor in the 3rd quarter of 2022. He added that construction work will take place between November 2022 and November 2023.

Public Comments

The Chairman then opened the Public Comments portion of the meeting. No member of the public indicated an interest in addressing the Board.

Adjournment

There being no further business to come before the Board, upon motion by the Chairman 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 3, 2021 meeting.

/s/ Jane F. Kelly
Assistant Secretary

Resolution—3a.

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 3, 2021 Board meeting of the New Jersey Schools Development Authority, for the Open Session 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 3, 2021 Open Session meeting is 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 1, 2021

AUTHORITY MATTERS

CEO REPORT

CHAIRMAN'S REPORT

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

Proposed 2022 Staffing Plan

**MEMORANDUM**

TO: The Members of the Authority

FROM: Manuel Da Silva, Chief Executive Officer
Andrew Yosha, Vice President, Program Operations & Strategic Planning
Donald Guarriello, Vice President & Chief Financial Officer
Jane F. Kelly, Vice President, Corporate Governance & Legal Affairs

RE: Proposed 2022 SDA Staffing Plan

DATE: December 1, 2021

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 clarify and strengthen 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, are amendments requiring the annual establishment of 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 2022 and that Plan was presented to the Authority's Audit Committee on November 15, 2021 along with the proposed Fiscal Year 2022 Operating Budget. On that date, following discussion, the Committee determined to advance the 2022 Staffing Plan to the full Board with a recommendation for approval.

2022 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 2022 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 2022, 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 2022.

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.

This assessment results in our conclusion that 175 staff members, as broken down by functional area, is 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 will be advanced throughout 2022.

Accompanying Materials

The accompanying 2022 Staffing Plan materials include a 2022 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 recognized that the work of each employee can be categorized as either:

- School Facilities Project Work
- Work that is required either by statute, regulation or other governance requirement (e.g. data collection and reporting, auditing, recordkeeping, public transparency and responsiveness requirements)
- Other Organizational needs

The following provides a brief description of the accompanying materials:

1. The first 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 70% of SDA's staff activities are dedicated to school facilities projects; 6% are activities required to be performed in satisfaction of statutory, regulatory or other governance requirements and 24% are activities related to required organization operation and support.
2. The second 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 and Legal Affairs
 - Program Operations and Construction 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 third page represents the work of the SDA dedicated to projects and demonstrates - for the 70% 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 2022 Staffing Plan as discussed herein and as presented in the accompanying materials. The proposed 2022 Staffing Plan reflects that 70% of SDA's staff activities are dedicated to school facilities projects; 6% are activities required to be performed in satisfaction of statutory, regulatory or other governance requirements and 24% are activities related to required organization operation and support. The Staffing Plan includes a headcount of 175, 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 will be advanced throughout 2022. Management's recommendation for Board approval follows a detailed presentation of the 2022 Staffing Plan to the Authority's Audit Committee and the Committee's advancement of the same for Board consideration and approval.

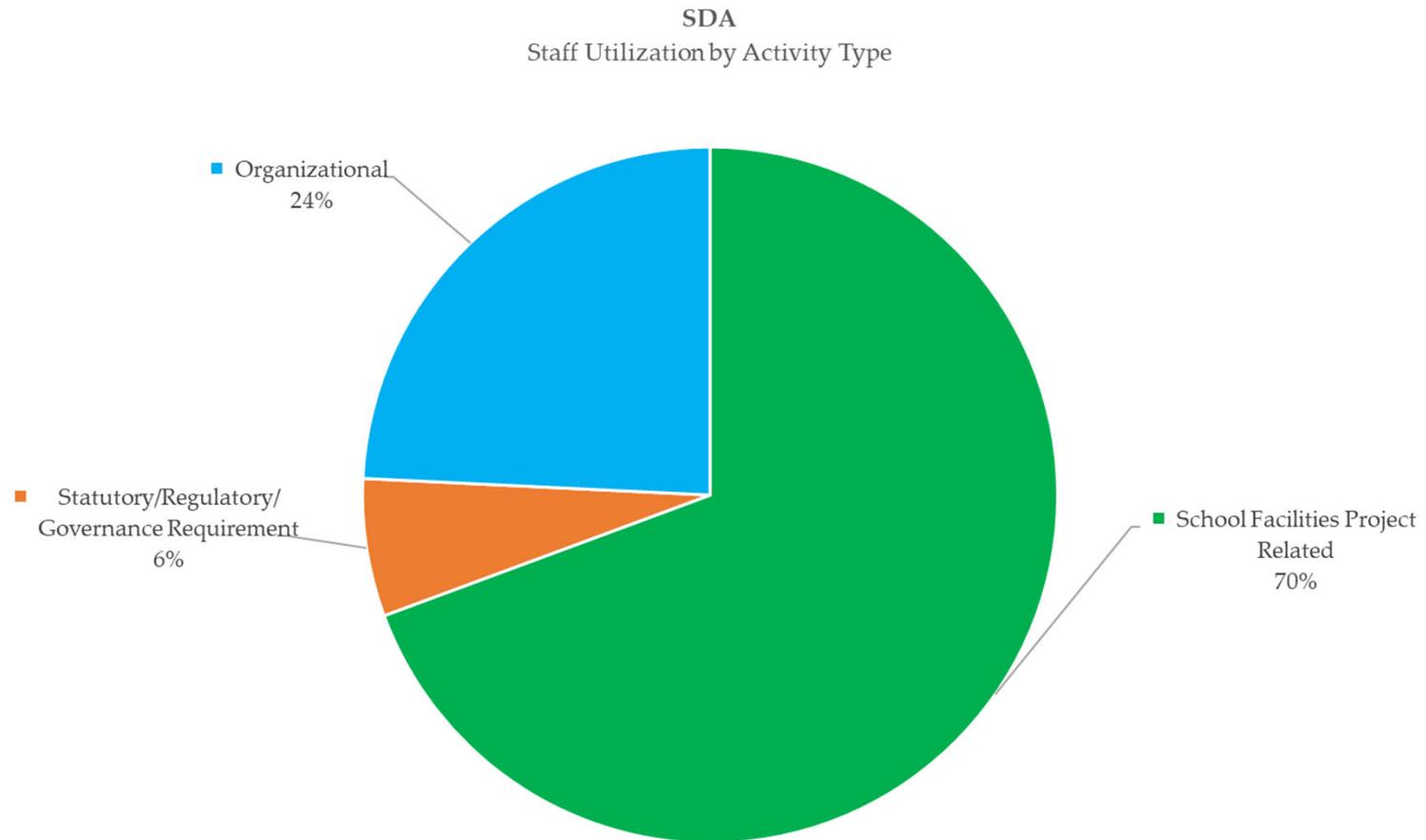


STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

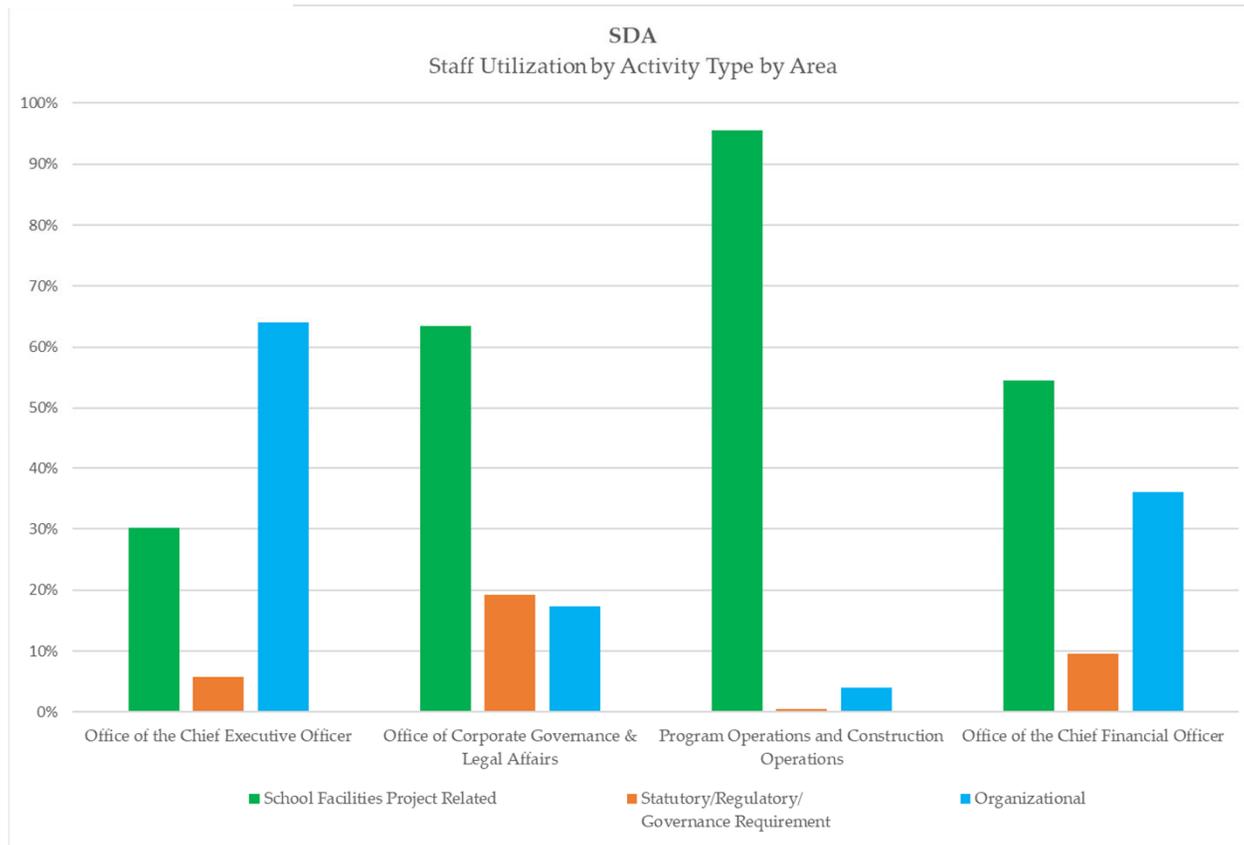
2022 Operating Budget
Forecasted Staff Utilization
December 1, 2021

2022 Forecasted Staff Utilization
Projected Staff Utilization by Activity Type

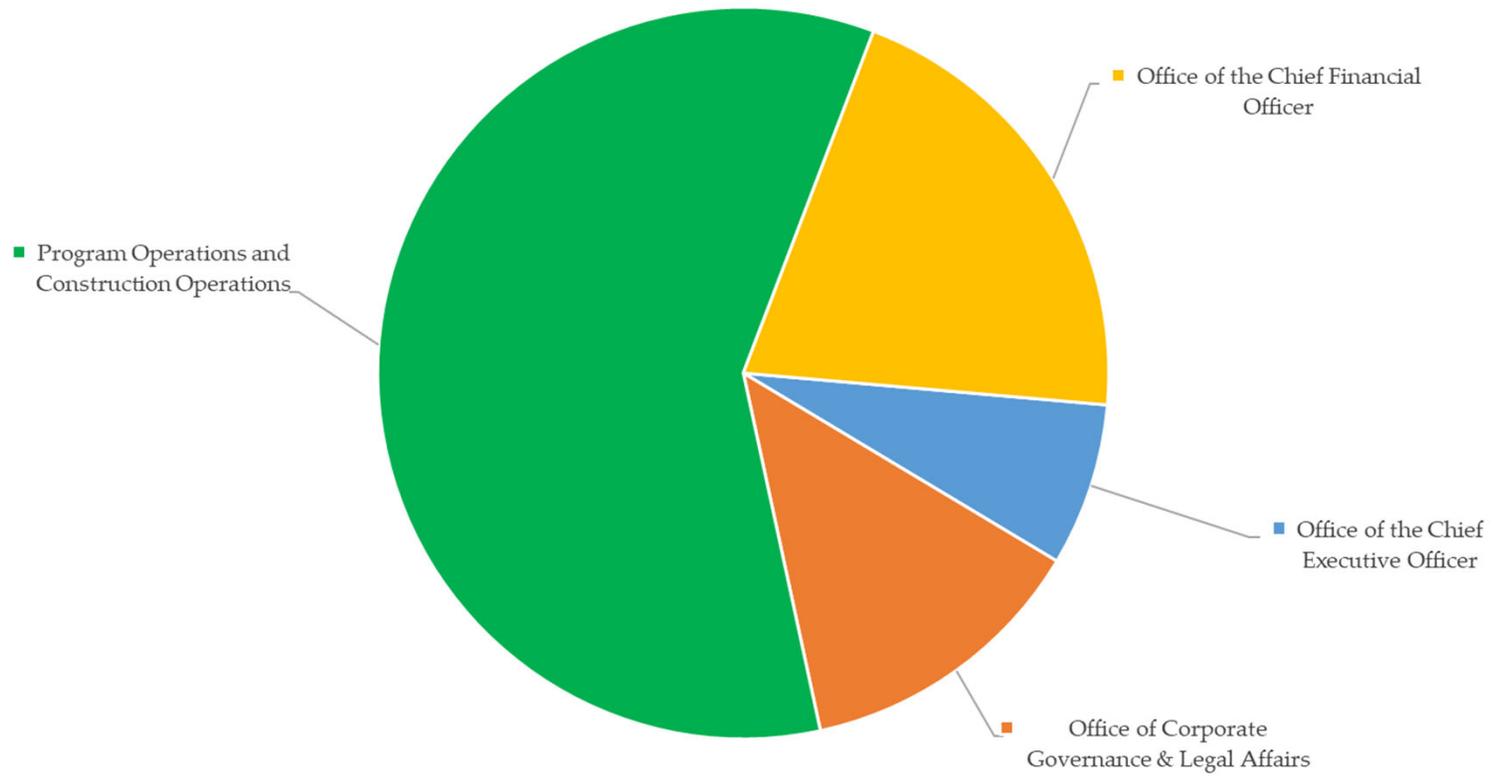


2022 Forecasted Staff Utilization

Projected Staff Utilization by Activity Type



SDA
Staff Utilization Dedicated to Projects



Resolution-5a.

**Resolution Approving the
2022 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

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 specific responsibilities of the Audit Committee; and

WHEREAS, on September 4, 2019, the Members of the Authority approved amendments to the 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 and presentation to the SDA Board of Directors 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 establish the annual Staffing Plan for the Authority as defined in Article I, Section 1.7 thereof for presentation to and adoption by the SDA Board of Directors; and

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

WHEREAS, on November 15, 2021, the SDA Audit Committee conducted a detailed review of the 2022 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 approve the 2022 Staffing Plan prepared and submitted by the SDA Chief Executive Officer for comprehensive review by the Authority’s Audit Committee on November 15, 2021, and for Board consideration and approval 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 2022 Staffing Plan, dated December 1, 2021

Dated: December 1, 2021

Proposed 2022 Operating Budget



MEMORANDUM

TO: The Members of the Authority

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

RE: Proposed 2022 Operating Budget

DATE: December 1, 2021

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 2022 Operating Budget of \$15.8M, a decrease of \$538K as compared to the 2021 Operating Budget. The 2022 Operating Budget includes a proposed headcount of 175 full-time equivalents (FTE) which is unchanged from the current year budget. In the prior three budget years, the SDA reduced overall headcount by a combined 82 positions.

On June 29, 2021, Governor Murphy signed the Fiscal Year 2022 Appropriations Act into law, which includes a \$200 million General Fund appropriation in support of the school construction program. Although the \$200 million is intended for current school facilities projects, this new funding source will allow the Authority to reallocate previously authorized and committed bond monies to advance new Capital Project work. The Fiscal Year 2022 budget also directs \$75 million into the Authority's capital maintenance and emergent needs grants program, with preference being given to projects that would mitigate COVID-related health and safety issues in the SDA Districts and Regular Operating Districts.

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, more than 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 2022 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 2022, the Authority has estimated the amount of such costs to be charged to school facilities projects at \$12.3M, 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 remain flat as compared to the current year budget at approximately \$7.0M. The 2022 Operating Budget includes a proposed headcount of 175, which is unchanged from 2021. The amount of salaries estimated to be charged to school facilities projects is expected to decrease \$697K. This is due to several employee retirements taking place in 2021 and the starting dates for staff replacements being staggered throughout the upcoming year – the overwhelming majority of which are project-related staff members.
- Employee benefit costs charged to operating expense are projected to decrease by \$321K as compared to the current year budget to approximately \$2.9M. This is primarily due to a decrease in the annual contribution to the Public Employees' Retirement System (PERS) of \$373K, as well as decreases in Health and Prescription Drug Insurance costs of \$76K, Social Security contributions of \$54K and Dental Insurance costs of \$15K. These decreases are partially offset by an increase in Postretirement Health Benefits of \$70K, as well as a decrease in employee benefit costs charged to projects of \$132K – which serves to increase the remaining Operating Expense portion of benefit costs.

Overall, employee benefit costs are estimated to comprise approximately 42.54% of gross payroll in 2022. This represents a decrease of 0.97% from the 2021 Budgeted figure of 43.51%.

- General Office & Facilities costs are expected to decrease by \$242K due mainly to the elimination of the Lease, Utilities and Common Area Maintenance fee costs associated with the Newark Office totaling \$192K, and a decrease in Cellular Phone expense of \$42K.
- Information Systems expenses are \$81K lower than the current year budget due primarily to decreases in Authority Infrastructure Projects of \$90K, Maintenance & Support of \$80K, Internet Service Provider of \$34K, Technical Training for Information Systems staff of \$20K and On-Line Board Books of \$15K. These decreases are offset by an increase in System Software costs of \$80K and a \$60K increase in PMWeb Maintenance costs.
- Professional and Other Contracted Services are expected to increase by \$42K for the 2022 Budget due to increases to Internal Audit costs of \$26K, ADP Services of \$9K and Independent Auditor Services of \$7K. The increase in ADP Services costs is related to new ADP services purchased by the Authority in 2021; however, this increase is more than offset by the elimination of System Maintenance costs for two legacy Human Resources' systems.
- Property & Casualty Insurance costs are anticipated to increase by \$61K for the 2022 Budget due primarily to market cycle changes. Currently, we are in what is called a "hard market" which in the industry is indicative of decreasing capacity for many types of insurance, resulting in an upsurge in insurance premiums. For SDA, Umbrella Liability, Public Officials' Liability and Cyber Liability insurance premiums are expected to increase the most.
- The 2022 Operating Budget reflects a \$5K reduction in SDA-owned automobile costs, due to lower anticipated motor pool charges as a result of the Authority having fewer vehicles for a portion of 2022. The 2022 Budget includes costs for the replacement of two SDA-owned vehicles nearing the end of their useful lives. The SDA currently has five vehicles that are used daily by field staff that exceed 125,000 miles, and three pool vehicles, also with over 125,000 miles, used by office staff working in the field.

Proposed 2022 Capital Budget and Carryforward Items (Non-School Facilities Capital Projects)

- The 2022 budget does not anticipate any new SDA capital projects. However, work will continue in 2022 on replacement of the current Contract Management system with PMWeb's Construction Program Management Software Solution. This work began in 2018 and is estimated to have a cost of approximately \$1.3M for software and implementation services, plus an additional \$800K in capitalized staffing costs. The SDA Board approved this capital project in December 2017.

Accompanying Materials

The accompanying 2022 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, (6) Capital Budget and Carryforward Items and, as Supplemental Information to the Budget, (7) Historical Data – Revenue & Expenditures for the Years 2000-2021.

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 2013. 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 2022 budget of approximately \$28 million, and a maximum headcount of 175.

Additionally, from 2010 through 2021 (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 175 (current HC including 2021 retirements, resignations and other departures), a 47.3% 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 2022 Operating Budget and 2022 Capital Budget and Carryforward Items as presented in the accompanying materials. The proposed 2022 Operating Budget is for the amount of \$15.8 million, and includes a headcount of 175. As discussed above, the 2022 budget does not anticipate any new SDA capital projects, although work will continue in 2022 on development of the PMWeb Construction Program Management Software Solution.

New Jersey Schools Development Authority
Proposed 2022 Operating Budget
Presentation to the Board of Directors

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New Jersey Schools Development Authority

Proposed 2022 Operating Budget

Presentation to the Board of Directors

	Proposed 2022 Budget	2021 Budget	2021 Reforecast	Over/(Under)	
				2022 Budget vs 2021 Budget	2022 Budget vs 2021 Reforecast
Personnel Expenses:					
Employee Salaries	\$ 15,593,100	\$ 16,287,680	\$ 15,359,359	\$ (694,580)	\$ 233,741
Employee Benefits	6,633,366	7,087,010	6,880,350	(453,644)	(246,984)
Direct Hire Temporary Employee Costs	48,443	48,443	-	-	48,443
Total Employee Salaries & Benefits Costs	22,274,909	23,423,133	22,239,709	(1,148,224)	35,200
<u>Less:</u> Employee Salaries Costs Charged to Projects	(8,594,438)	(9,291,136)	(8,271,884)	696,698	(322,554)
<u>Less:</u> Employee Benefits Costs Charged to Projects	(3,695,608)	(3,828,243)	(3,599,102)	132,635	(96,506)
Salaries & Benefits Costs Charged to Operating Expense	9,984,863	10,303,754	10,368,723	(318,891)	(383,860)
Temporary Staffing Services	150,000	150,000	10,000	-	140,000
Travel & Expense Reimbursements	26,200	24,660	21,600	1,540	4,600
Training & Professional Development	98,499	94,140	56,000	4,359	42,499
Total Personnel Expenses	10,259,562	10,572,554	10,456,323	(312,992)	(196,761)
Non-Personnel Expenses:					
Facilities & General Office Expenses	2,448,559	2,690,240	2,381,320	(241,681)	67,239
Information Systems	1,378,000	1,458,500	1,450,500	(80,500)	(72,500)
Professional & Other Contracted Services	1,003,930	961,700	822,674	42,230	181,256
Property & Casualty Insurance	467,300	406,300	406,300	61,000	61,000
SDA-Owned Automobiles	145,000	150,000	105,000	(5,000)	40,000
Communications & Outreach	1,800	3,000	3,000	(1,200)	(1,200)
Reserve for Unforeseen Events & New Initiatives	50,000	50,000	50,000	-	-
Total Operating Expenses	\$ 15,754,151	\$ 16,292,294	\$ 15,675,116	\$ (538,143)	\$ 79,034
Total Full-Time Employees (FTEs)	175	175	156	-	19

New Jersey Schools Development Authority

Proposed 2022 Operating Budget

Presentation to the Board of Directors

	Proposed 2022 Budget	2021 Budget
PERSONNEL EXPENSES:		
Employee Salaries & Benefits		
Employee Salaries	\$ 15,593,100	\$ 16,287,680
Employee Benefits	6,633,366	7,087,010
Direct Hire Temporary Employee Costs	48,443	48,443
Total Employee Salaries & Benefits Costs	22,274,909	23,423,133
<u>Less:</u> Employee Salaries Costs Charged to Projects	(8,594,438)	(9,291,136)
<u>Less:</u> Employee Benefits Costs Charged to Projects	(3,695,608)	(3,828,243)
Total Salaries & Benefits Costs Charged to Operating Expense	9,984,863	10,303,754
Temporary Staffing Services	150,000	150,000
Travel & Expense Reimbursements		
Mileage Reimbursements	8,300	7,060
Tolls & Parking	17,900	17,600
Total Travel & Expense Reimbursements	26,200	24,660
Training & Professional Development		
Conferences & Seminars	36,369	35,640
HR Training - Authority Wide	15,000	15,000
Career Development	10,000	10,000
Publications & Subscriptions	19,590	16,910
Professional Memberships & Licenses	17,540	16,590
Total Training & Professional Development	98,499	94,140
TOTAL PERSONNEL EXPENSES	10,259,562	10,572,554
NON-PERSONNEL EXPENSES:		
FACILITIES & GENERAL OFFICE EXPENSES		
Office Leases & Parking		
Trenton	1,439,919	1,463,108
Newark	-	156,522
Total Office Leases & Parking	1,439,919	1,619,630
Telephone		
Private-VoIP	15,000	15,000
Cellular	132,000	174,000
Cellular - GPS/Engine & Maint Status	5,000	5,000
Miscellaneous Charges	-	3,000
Total Telephone	152,000	197,000

New Jersey Schools Development Authority

Proposed 2022 Operating Budget

Presentation to the Board of Directors

	Proposed 2022 Budget	2021 Budget
Utilities		
Trenton Front St	215,000	215,000
Newark	-	25,000
Total Utilities	215,000	240,000
Postage & Delivery		
Meter Usage	6,000	6,000
Post Office Box Rental	1,340	1,310
State of NJ	400	400
Package Delivery	5,000	5,000
Total Postage & Delivery	12,740	12,710
Furniture & Equipment		
Furniture Purchases	1,500	1,500
Equipment Purchases	1,500	1,500
Equipment Leases/Maintenance	65,000	65,000
Total Furniture & Equipment	68,000	68,000
Office Supplies		
Stationery & Supplies	30,000	22,000
Printer & Copier Paper	20,000	20,000
Toner	50,000	50,000
Business Cards	500	500
Total Office Supplies	100,500	92,500
Building Security		
Building Security	5,000	5,000
Total Building Security	5,000	5,000
Janitorial		
Carpet Maintenance	10,000	10,000
Total Janitorial	10,000	10,000
Mechanical Maintenance		
Repairs & Maintenance	35,000	25,000
Common Area Maintenance Fees (Trenton)	372,000	372,000
Common Area Maintenance Fees (Newark)	-	10,000
Total Mechanical Maintenance	407,000	407,000

New Jersey Schools Development Authority

Proposed 2022 Operating Budget

Presentation to the Board of Directors

	Proposed 2022 Budget	2021 Budget
Other		
Refreshments & Supplies	21,000	21,000
Employee Services	4,400	4,400
Recruitment Expense	13,000	13,000
Total Other	38,400	38,400
TOTAL FACILITIES & GENERAL OFFICE EXPENSES	2,448,559	2,690,240
INFORMATION SYSTEMS		
Maintenance and Support	850,000	930,000
Media Storage	31,000	32,500
System Supplies	30,000	30,000
System Software		
General	100,000	20,000
Total System Software	100,000	20,000
System Hardware		
General	48,500	48,500
Total System Hardware	48,500	48,500
Technology Projects		
Document Management	30,000	20,000
Authority Infrastructure Projects	20,000	110,000
CFO Purchasing Procurement Project	10,000	-
PM Web Expense	75,000	15,000
Total MIS Projects	135,000	145,000
External Services		
Internet Service Provider	131,000	165,000
On-Line Board Books	-	15,000
Other On-Line Subscription Services	44,500	44,500
Total External Services	175,500	224,500
Information Systems Staff Technical Training	8,000	28,000
TOTAL INFORMATION SYSTEMS	1,378,000	1,458,500

New Jersey Schools Development Authority
Proposed 2022 Operating Budget
Presentation to the Board of Directors

	Proposed 2022 Budget	2021 Budget
PROFESSIONAL & OTHER CONTRACTED SERVICES		
Auditing		
Independent Auditor Services	123,180	116,000
Internal Audit	183,750	157,500
Total Auditing	306,930	273,500
Outside Legal & Related Services		
Outside Legal Services-Litigation	450,000	450,000
DAG Legal Services	55,000	55,000
OAL Annual Assessment	60,000	60,000
Outside Legal & Related Services Total	565,000	565,000
Other Professional Services		
ADP Services	50,000	41,200
Actuary Services	7,000	7,000
Total Other Professional Services	57,000	48,200
Other		
Document Storage (Off Site)	65,000	65,000
Computer Checks	500	500
Shredding Services	5,000	5,000
Bank Service Charges	4,500	4,500
Total Other	75,000	75,000
TOTAL PROFESSIONAL & OTHER CONTRACTED SERVICES	1,003,930	961,700
PROPERTY & CASUALTY INSURANCE		
Package-Owned	34,700	32,100
Automobile	39,500	40,000
Umbrella Liability	38,000	37,900
Umbrella Liability-Excess	40,000	6,200
Public Officials Liability	201,000	194,700
Public Officials Liability-Excess	72,400	72,400
Cyber Liability	30,000	12,400
Workplace Violence	5,600	4,500
Employee Dishonesty	6,100	6,100
TOTAL PROPERTY & CASUALTY INSURANCE	467,300	406,300

New Jersey Schools Development Authority

Proposed 2022 Operating Budget

Presentation to the Board of Directors

	Proposed 2022 Budget	2021 Budget
SDA-OWNED AUTOMOBILES		
Automobile Purchase Cost	60,000	50,000
State of NJ Central Motor Pool Charges	85,000	100,000
TOTAL SDA-OWNED AUTOMOBILES	145,000	150,000
COMMUNICATIONS & OUTREACH		
External Communications		
General	1,800	3,000
External Communications Total	1,800	3,000
TOTAL COMMUNICATIONS & OUTREACH	1,800	3,000
RESERVE FOR UNFORSEEN EVENTS & NEW INITIATIVES	50,000	50,000
TOTAL OPERATING EXPENSES	\$ 15,754,151	\$ 16,292,294
Full-Time Employees (FTEs)		
Current Actives	156	174
Retirements, Resignations, Other Departures	19	1
Total Full-Time Employees	175	175

New Jersey Schools Development Authority
Proposed 2022 Operating Budget
Presentation to the Board of Directors

	Proposed 2022 Budget	2021 Budget	2022 Budget vs 2021 Budget
Employee Salaries:			
Employee Salaries	\$ 15,593,100	\$ 16,287,680	\$ (694,580)
Direct Hire Temporary Employee Costs	48,443	48,443	-
Total Employee Salaries	15,641,543	16,336,123	(694,580)
Less: Employee Salaries Costs Charged to Projects	(8,594,438)	(9,291,136)	696,698
Total Employee Salaries Charged to Operating Expense	7,047,105	7,044,987	2,118
Employee Benefits:			
Social Security	1,174,228	1,228,057	(53,829)
Unemployment Insurance	50,004	50,000	4
Workers Compensation Insurance	81,600	84,000	(2,400)
Long-Term Disability	95,140	98,920	(3,780)
Pension and Life Insurance	2,480,117	2,852,617	(372,500)
Health Insurance	1,796,671	1,850,546	(53,875)
Prescription Drug Insurance	469,968	491,791	(21,823)
Dental Care	139,388	154,829	(15,441)
Vision Care	26,250	26,250	-
Post Retirement Benefits	320,000	250,000	70,000
Total Employee Benefits	6,633,366	7,087,010	(453,644)
Less: Employee Benefits Costs Charged to Projects	(3,695,608)	(3,828,243)	132,635
Total Employee Benefits Charged to Operating Expense	2,937,758	3,258,767	(321,009)
Total Salaries & Benefits Charged to Operating Expense	\$ 9,984,863	\$ 10,303,754	\$ (318,891)
Fringe Benefit Rate	42.54%	43.51%	

New Jersey Schools Development Authority
Proposed 2022 Operating Budget
Presentation to the Board of Directors

SDA Division/Unit	Proposed 2022 Budget	Employee Headcount		Proposed Headcount vs.	
		2021 Budget	12/31/2021 Actual	2021 Budget	12/31/2021 Actual
Office of Chief Executive Officer (CEO)	3	4	3	(1)	-
Human Resources	4	4	4	-	-
Communications	3	2	3	1	-
Information Systems	13	14	13	(1)	-
Central Records Management	3	3	3	-	-
Legislative Affairs	1	1	1	-	-
Office of Corporate Governance & Legal Affairs	5	5	5	-	-
Chief Counsel	8	9	8	(1)	-
Safety	8	6	8	2	-
Internal Audits	3	3	3	-	-
Office of Construction Operations	-	-	-	-	-
Project Teams	26	28	26	(2)	-
Office of Program Operations & Strategic Planning	2	2	2	-	-
Capital Planning & Program Operations	7	7	7	-	-
Design Studio	16	18	16	(2)	-
Grants Administration	9	10	9	(1)	-
Real Estate Services & Predevelopment	4	8	4	(4)	-
Vendor Development	-	5	-	(5)	-
Office of Chief Financial Officer	2	2	2	-	-
Financial Operations	7	7	7	-	-
Financial Accounting & Disbursements	10	11	10	(1)	-
Procurement	8	10	8	(2)	-
Risk Management	8	8	8	-	-
Property Management	2	4	2	(2)	-
Facilities	4	4	4	-	-
2021 Retirements, Resignations, Other Departures	19			19	19
Total Full-Time Employees (FTEs)	175	175	156	-	19

New Jersey Schools Development Authority
Proposed 2022 Operating Budget
Calendar Years 2022 - 2018

	2022 Budget	2021 Budget	2020 Budget	2019 Budget	2018 Budget
Personnel Expenses:					
Employee Salaries	\$ 15,593,100	\$ 16,287,680	\$ 17,827,447	\$ 20,620,593	\$ 19,906,047
Employee Benefits	6,633,366	7,087,010	7,333,500	8,459,920	8,209,129
Direct Hire Temporary Employee Costs	48,443	48,443	48,443	161,476	290,655
Total Employee Salaries & Benefits Costs	22,274,909	23,423,133	25,209,390	29,241,989	28,405,831
<u>Less:</u> Employee Salaries Costs Charged to Projects	(8,594,438)	(9,291,136)	(9,676,717)	(10,974,530)	(11,347,683)
<u>Less:</u> Employee Benefits Costs Charged to Projects	(3,695,608)	(3,828,243)	(3,959,253)	(4,648,810)	(4,576,086)
Salaries & Benefits Costs Charged to Operating Expense	9,984,863	10,303,754	11,573,420	13,618,649	12,482,062
Temporary Staffing Services	150,000	150,000	75,000	150,000	150,000
Travel & Expense Reimbursements	26,200	24,660	28,250	45,200	38,075
Training & Professional Development	98,499	94,140	70,000	155,400	146,800
Total Personnel Expenses	10,259,562	10,572,554	11,746,670	13,969,249	12,816,937
Non-Personnel Expenses:					
Facilities & General Office Expenses	2,448,559	2,690,240	2,581,911	2,696,673	2,661,834
Information Systems	1,378,000	1,458,500	1,256,640	1,425,500	1,281,400
Professional & Other Contracted Services	1,003,930	961,700	1,332,600	440,800	442,100
Property & Casualty Insurance	467,300	406,300	365,200	347,000	343,000
SDA-Owned Automobiles	145,000	150,000	100,000	195,000	115,000
Communications & Outreach	1,800	3,000	3,000	100,000	1,000
Reserve for Unforeseen Events & New Initiatives	50,000	50,000	50,000	50,000	50,000
Total Operating Expenses	\$ 15,754,151	\$ 16,292,294	\$ 17,436,021	\$ 19,224,222	\$ 17,711,271
Total Full-Time Employees (FTEs)	175	205	205	257	257

New Jersey Schools Development Authority
Proposed 2022 Operating Budget
Presentation to the Board of Directors

Description of Capital Item:	Budget Year	Current Budget Amount	Capital Expenditures - Actuals			Project Funds No Longer Required	2022 Budget and Carry-forward items
			2021 *	Pre-2021	Total		
PMWeb Software System:							
Software & Development - Consulting	2018-2021	\$ 1,300,000	\$ 37,000	\$ 818,302	\$ 855,302	\$ -	\$ 444,698
Development - SDA Staff Time	2019-2021	800,000	103,200	520,697	623,897	-	176,103
2022 Capital Projects **	2022	-	-	-	-	-	-
Totals		\$ 2,100,000	\$ 140,200	\$ 1,338,999	\$ 1,479,199	\$ -	\$ 620,801

* Amounts for 2021 are estimated, as actuals for the full year are currently not available.

** No new SDA capital projects are anticipated in 2022.

New Jersey Schools Development Authority
Cash Revenue & Expenditures - ACTUALS
For the Years Ended December 31, 2000 through 2021

Year	Revenue	Expenditures			FTEs	Entity
		Projects	Operating	Total		
2000	\$1,515,988	\$0	\$640,556	\$640,556	N/A	EDA
2001	\$574,588,684	\$18,967,828	\$8,440,904	\$27,408,732	N/A	EDA
2002	\$596,112,907	\$460,970,915	\$12,759,157	\$473,730,072	N/A	EDA
2003	\$613,722,969	\$1,096,480,983	\$27,593,209	\$1,124,074,192	204	EDA
2004	\$1,708,454,297	\$1,289,801,167	\$29,726,836	\$1,319,528,003	250	EDA/SCC
2005	\$2,093,111,283	\$1,332,923,106	\$27,655,249	\$1,360,578,355	240	SCC
2006	\$640,148,585	\$1,069,330,378	\$30,832,220	\$1,100,162,598	241	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 (1)	\$625,237,500	\$280,100,000	\$13,006,100	\$293,106,100	156	SDA
Totals	\$12,302,055,533	\$11,199,866,004	\$506,511,863	\$11,706,377,867		

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

Maximum Employee Salaries (2010) **\$23,961,013**

Current Employee Salaries (October 1, 2021 Annualized) **\$13,610,780**

(1) Amounts for 2021 are based on nine (9) months of actuals plus three (3) 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 2022 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

WHEREAS, pursuant to Article IX of the Authority’s bylaws, there is established an 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 bylaws of the Authority, the Chief Executive Officer has submitted to the Audit Committee for consideration a proposed operating budget for the Authority’s Fiscal Year 2022; and

WHEREAS, at its October 18, 2021 and November 15, 2021 meetings, the Audit Committee reviewed and discussed the Fiscal Year 2022 budget proposal; 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 \$15.8 million budget proposal recommended by SDA management for Fiscal Year 2022 and it is so presented in the attachment hereto.

NOW THEREFORE BE IT RESOLVED, that the Board hereby approves the attached Fiscal Year 2022 Annual Operating Budget for staffing, general and administrative expenses and capital expenditures in support of SDA operations totaling \$15.8 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 2022 Annual Operating Budget, dated
December 1, 2021

Dated: December 1, 2021

MONTHLY REPORTS
(For Informational Purposes)

ACTIVE PROJECTS STATUS REPORT



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

MEMORANDUM

TO: Members of the Authority

FROM: Gregory Voronov
Managing Director

DATE: December 1, 2021

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.

2011 & 2012 Portfolio Projects Activities Summary

as of 11/16/21

2011 Portfolio Projects - sorted by District

1

District	Project	Grade Alignment	FES Capacity	Max. Capacity	Total Estimated Cost (millions)	Design Status	Advancement Status	Projected Construction Advertisement Date*
Bridgeton	Buckshutem ES	K-8	581	645	\$23.3	Kit of Parts/ Design-Build	School occupied Sep. 2016. (Bock)	5/31/13
Bridgeton	Quarter Mile Lane ES	PK-8	731	795	\$39.0	Kit of Parts/ Design-Build	School occupied Sep. 2017. (Bock)	5/31/13
Elizabeth	Frank J. Cicarell Academy (Academic HS)	9-12	1,091	1,284	\$64.1	Existing Design	School occupied Sep. 2016. (Patock)	12/8/11 7/11/12
Jersey City	Patricia M. Noonan ES (ES 3)	PK-5	778	848	\$54.0	Kit of Parts/ Design-Build	School occupied Sep. 2017. (Dobco, Inc.)	6/25/12 2/25/13
Jersey City	Dr. Maya Angelou PS #20	K-5	628	698	\$49.3	Existing Design	School occupied Sep. 2016. (Dobco, Inc.)	4/17/12 3/6/13
Long Branch	Catrambone ES	PK-5	794	867	\$40.0	Existing Design	School occupied Sep. 2014. (Terminal Construction)	12/20/11
New Brunswick	Redshaw ES	PK-5	906	990	\$51.2	Kit of Parts/ Design-Build	School occupied Jan. 2015. (Hall Construction)	5/29/12
Newark	Oliver St. ES	PK-8	848	932	\$73.6	Kit of Parts/ Design-Build	School occupied May 2016. (Epic Management)	6/27/12 11/29/12
Paterson	Dr. Hani Awadallah ES (Marshall St. ES)	K-8	650	722	\$55.2	Existing Design	School occupied Sep. 2016. (Dobco, Inc.)	6/13/12 2/12/13
Paterson	PS 16	PK-8	641	705	\$62.4	Kit of Parts/ Design-Build	School occupied Sep. 2016. (Hall Construction)	3/27/12 8/28/13
West New York	Harry L. Bain PS 6	PK-6	736	814	\$16.8	Design-Bid-Build	School occupied Sep. 2017. (Paul Otto)	2/27/12 12/29/15

***PLEASE NOTE** - Dates in the Past are ACTUAL. Includes Advertisement dates for Early Site Preparation Construction & School Construction where applicable.

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. Recommendations of DOE/SDA/District Working Groups may impact this information in the future.

2011 & 2012 Portfolio Projects Activities Summary

as of 11/16/21

2012 Portfolio Projects - sorted by District

1

District	Project	Grade Alignment	FES Capacity	Max. Capacity	Total Estimated Cost (millions)	Design Status	Advancement Status	Projected Construction Advertisement Date*
Gloucester City	Elementary/Middle School	4-8	687	763	\$65.3	Kit of Parts/ Design-Build	School occupied Sep. 2017. (Terminal)	3/4/14
Keansburg	Caruso ES	K-4	758	842	\$50.9	Kit of Parts/ Design-Build	School occupied Sep. 2016. (Hall Construction)	10/20/11 6/27/13
Keansburg	Port Monmouth Road School	PK	318	318	\$28.4	Design-Bid-Build	Award for D-B approved Nov. 2019 Board. (Niram)	6/24/19
New Brunswick	Robeson ES	PK-5	823	893	\$48.5	Kit of Parts/ Design-Build	School occupied Sep. 2018. (Hall Construction)	4/22/15
Newark	Elliot Street ES	PK-8	848	932	\$46.7	Kit of Parts/ Design-Build	School occupied Jan. 2016. (Hall Construction)	12/27/12
Newark	South Street ES	PK-8	597	657	\$69.9	Kit of Parts/ Design-Build	School occupied Sep. 2018. (Bock)	6/28/13 6/29/15
Passaic	Dayton Ave. Campus	PK-8	2,760	3,020	\$240.9	Kit of Parts/ Design-Build	Award for D-B approved Nov. 2017 Board. (Terminal)	6/13/17
Phillipsburg	High School	9-12	1,846	2,172	\$127.5	Existing Design	School occupied Sep. 2016. (Epic Management)	9/27/12
West New York	Memorial HS	9-12	1,859	2,194	\$16.0	Alternative Delivery (acquisition) & Renovation	Acquisition of Existing St. Joseph's HS complete. Renovation work delegated to District via Grant.	n/a

***PLEASE NOTE** - Dates in the Past are ACTUAL. Includes Advertisement dates for Early Site Preparation Construction & School Construction where applicable.
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.
 Recommendations of DOE/SDA/District Working Groups may impact this information in the future.

2011 & 2012 Portfolio Projects Activities Summary

as of 11/16/21

2012 Portfolio Projects (Educational Priority that require further conversations with District & 2013 Amended Projects) - sorted by District

1								
District	Project	Grade Alignment	FES Capacity	Max. Capacity	Total Estimated Cost (millions)	Design Status	Advancement Status	Projected Construction Advertisement Date*
East Orange	Sheila Y. Oliver Academy (GW Carver ES)	PK-5	470	512	\$41.2	Kit of Parts/ Design-Build	School delivered Sep. 2020 (Dobco)	4/26/16 1/20/17
Elizabeth	New ES @ Halloran PS #22 ES Site	2-8	860	956	\$55.3	Kit of Parts/ Design-Build	School occupied Sep. 2017. (Torcon)	6/9/14
Garfield	James Madison ES	K-5	275	305	\$29.7	Existing Design	School occupied Sep. 2018. (Brockwell & Carrington)	2/19/14 6/30/15
Harrison	New ES	PK - 1	392	432	\$36.1	Kit of Parts/ Design-Build	School delivered Nov. 2020 (Dobco)	11/10/15 7/13/16
Irvington	Madison Avenue ES	PK-5	463	504	\$38.6	Kit of Parts/ Design-Build	School occupied Sep. 2019. (Bock)	11/19/15 8/16/16
Millville	Senior HS Addition/Renovation	HS	2,026	2,384	\$145.0	Design-Build	Award for D-B approved Apr. 2017 Board. (Hall Construction)	9/30/16
Passaic	Sonia Sotomayor ES (New ES @ Leonard Place)	K-5	628	698	\$55.9	Kit of Parts/ Design-Build	School occupied Sep. 2019. (Dobco, Inc.)	8/13/15
Paterson	New MS @ Union Ave.	6-8	996	1107	\$113.9	Design-Build	Award for D-B approved Sep. 2018 Board. (Epic Management)	3/2/17 4/26/18
Pemberton	Denbo-Crichton ES	PK-5	846	930	\$58.7	Design-Build	School delivered Sep. 2020. (Bock)	3/1/17 9/13/17
Perth Amboy	High School	HS	2,800	3,295	\$283.8	Design-Build	Award for D-B approved Nov. 2019 Board. (Terminal)	3/26/19
Perth Amboy	Rose M. Lopez ES (Seaman Avenue ES)	K-5	724	804	\$56.4	Kit of Parts/ Design-Build	School occupied Sep. 2019. (Epic Management).	2/3/16
Plainfield	New Woodland ES	K-5	756	840	\$59.4	Kit of Parts/ Design-Build	Award for D-B approved Feb. 2020 Board. (Epic Management)	5/23/18 8/29/19
Union City	New Grade 7 to 9 School	7-9	756	840	\$75.5	Kit of Parts/ Design-Build	Advertisement for D-B 11/15/21. Proposals due 12/16/21.	5/19/21 11/15/21
Vineland	Lincoln Ave. MS (New MS)	6-8	562	624	\$49.8	Kit of Parts/ Design-Build	School occupied Sep. 2018. (Bock).	9/24/15

***PLEASE NOTE** - Dates in the Past are ACTUAL. Includes Advertisement dates for Early Site Preparation Construction & School Construction where applicable.
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.
 Recommendations of DOE/SDA/District Working Groups may impact this information in the future.

2011 & 2012 Portfolio Projects Activities Summary

as of 11/16/21

2012 Portfolio Projects (Facilities Deficiencies) - sorted by District

1								
District	Project	Grade Alignment	FES Capacity	Max. Capacity	Total Estimated Cost (millions)	Design Status	Advancement Status	Projected Construction Advertisement Date*
Camden	High School	9-12	1,244	1,468	\$132.6	Design-Build	School occupied Sep. 2021 (Bock)	6/9/17 3/23/18
Hoboken	Demarest ES	ES	TBD	TBD	TBD	Design-Bid-Build	Pre-Design Services ongoing.	TBD
Orange	Cleveland St. ES	PK-6	316	348	\$33.2	Design-Bid-Build	Award for GC approved Mar. 2019 Board. (Brockwell & Carrington)	9/10/18 11/14/18
Orange	High School	9-12	1,440	1,694	\$51.9	Design-Bid-Build	Award for GC approved Mar. 2019 Board. (Terminal)	10/12/18
Trenton	Central HS	10-12	1,850	2,176	\$155.4	Design-Build	School occupied Sep. 2019. (Terminal)	12/19/14 9/29/15

***PLEASE NOTE** - Dates in the Past are ACTUAL. Includes Advertisement dates for Early Site Preparation Construction & School Construction where applicable.

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. Recommendations of DOE/SDA/District Working Groups may impact this information in the future.

Active Project Status Report

Status as of 11/1/2021

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	3Q 2021	Under Review	Sep-21	Under Review	\$ 34,978,332
2	City of Orange	Orange High School	Addition/Renovation	Construction	2Q 2022	On-target	Phased	On-target	\$ 51,931,218
3	Keansburg	Port Monmouth Road School	Addition/Renovation	Construction	2Q 2022	On-target	Sep-22	On-target	\$ 28,440,130
4	Millville	Millville Senior High School	Addition/Renovation	Construction	3Q 2022	On-target	Phased	On-target	\$ 145,005,733
5	Passaic City	New Dayton Avenue Educational Campus	New Construction	Construction	2Q 2022	On-target	Sep-22	On-target	\$ 240,923,270
6	Paterson	New Union Ave MS	New Construction	Construction	4Q 2021	On-target	Sep-21	Achieved	\$ 113,902,274
7	Perth Amboy	New High School	New Construction	Construction	2Q 2024	On-target	Sep-24	On-target	\$ 283,830,000
8	Plainfield	New Woodland ES	New Construction	Construction	3Q 2022	On-target	Sep-22	On-target	\$ 59,440,000

Active Project Status Report

Status as of 11/1/2021

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	Bridgeton	Bridgeton Senior HS	Roof Replacement & Masonry Repairs	Construction	4Q 2021	Achieved	4Q 2021	On-Target	\$ 9,842,000
2	Newark	Ivy Hill School	Boiler Room Vault Repairs	Construction	4Q 2021	On Target	1Q 2022	On-Target	\$ 1,758,900
3	Newark	Malcolm X. Shabazz HS	Structural Repairs	Construction	1Q 2022	On Target	2Q 2022	On-Target	\$ 3,189,000
4	Newark	Roberto Clemente School	Sub-Basement Water Infiltration	Construction	4Q 2021	On Target	1Q 2022	On-Target	\$ 1,456,800
5	Newark	Techonology High School	Structural Vault Repairs and Façade Repairs	GCTO w/ Design Design Phase	2Q 2022	On Target	2Q 2022	On-Target	\$ 2,867,680
6	Paterson	PS #5	Roof Replacement & Masonry Repairs	Construction	1Q 2022	On Target	1Q 2022	On-Target	\$ 10,968,112

PROJECT STATUS REPORT



MEMORANDUM

TO: Members of the Authority

FROM: Gregory Voronov
Managing Director – Program Operations

DATE: December 1, 2021

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 2021

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

Millville	Millville Senior HS - Addition & Renovation	\$5,000,000	\$5,000,000	\$0	100.0%	80%	Board approved additional building condition repair work and flood hazard area mitigation work added to the project.	Project is in construction and scheduled for completion per the original schedule. Revised Final Project Charter approved by the CEO in June 2021 to allocate additional contingency to the project from the Unforeseen Events Reserve.
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Substantially Complete & Building Occupied

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

Newark	Speedway Avenue E.S.	\$1,826,000	\$1,754,119	\$71,881	96.1%	99%	1. Removal of unforeseen impacted materials	Project complete and building occupied. Project close-out pending resolution of open contracts.
West New York	West New York P.S. #2	\$2,708,883	\$2,708,883	\$0	100.0%	99%	1. Unforeseen site foundation issues	Project complete and building occupied. Project close-out pending resolution of open contracts.

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 2021

#	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 Data During the Reporting Period

Revisions to Project Charters

Reporting Period: October 2021

#	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 Data 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 1, 2021

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 through October 31, 2021.

Noteworthy Items during the reporting period:

- Execution of 1 General Construction Task Order contract for the Newark Malcolm X. Shabazz HS Emergent Structural Repair Project to Hall Building Corp for \$1,699,000.

Amendments & Change Orders Report

This report contains the activity of Amendments and Change Orders executed during the period October 1 through October 31, 2021.

Noteworthy Items during the reporting period:

- No Professional Services Amendments were executed during the reporting period totaling.
- 6 Construction Services Change Orders were executed during the reporting period totaling \$38k, of the 6 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: 10/1/2021 through: 10/31/2021

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 2. Construction Services										
Contractor										
Newark	Malcolm X. Shabazz H.S.	Reno	Construction	EP-0114-C01	Hall Building Corporation	S	\$1,699,000	10/4/2021	1,946,038.00	\$1,946,038
Contractor										
Part 2. Construction Services							\$1,699,000			\$1,946,038

Contracts Executed Report

Reporting Period: 10/1/2021 through: 10/31/2021

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											
Camden City	Camden H.S.	New	FFE	CA-0022-K26	DynTek Services, Inc.		\$163,961	10/14/2021	-		
Passaic City	Dayton Ave. Educational Campus	New	FFE	NT-0052-F02	H&H Interiors, Inc.		\$18,828	10/1/2021	-		
Passaic City	Dayton Ave. Educational Campus	New	FFE	NT-0052-F03	H&H Interiors, Inc.		\$22,822	10/14/2021	-		
Passaic City	Dayton Ave. Educational Campus	New	FFE	NT-0052-Q47	Wenger Corporation		\$71,490	10/4/2021	-		
Passaic City	Dayton Ave. Educational Campus	New	FFE	NT-0052-Q48	Toledo Furniture Inc.		\$26,176	10/4/2021	-		
Passaic City	Dayton Ave. Educational Campus	New	FFE	NT-0052-Q49	Wenger Corporation		\$90,129	10/5/2021	-		
Passaic City	Dayton Ave. Educational Campus	New	FFE	NT-0052-Q50	Krueger International, Inc.		\$93,868	10/19/2021	-		
Others											
Part 4. Other Contracts & Services											
							\$487,274			Total Contracts Awarded	
											8
Grand Totals - Professional and Construction Services Combined							\$2,186,274			8	

** 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: 10/1/2021 through: 10/31/2021

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 %	
Construction Services														
Contractor														
City Of Orange Township	Cleveland Street E.S.	ES-0043-C01	5/2/2019	20	Brockwell & Carrington Contractors, Inc.	10/12/2021	\$18,400,000	\$2,871,225	\$7,095			\$21,278,320	15.64%	
City Of Orange Township	Cleveland Street E.S.	ES-0043-C01	5/2/2019	21	Brockwell & Carrington Contractors, Inc.	10/12/2021	\$18,400,000	\$2,878,320	\$10,443			\$21,288,763	15.69%	
Neptune Township	Neptune Senior H.S.	ET-0015-C06	7/26/2021	1	Hall Building Corporation	10/27/2021	\$495,158	\$0	\$2,386			\$497,545	0.48%	
Millville	High School	ST-0046-B01	5/24/2017	37	Hall Construction Co., Inc.	10/18/2021	\$114,453,000	\$7,177,772	\$10,278			\$121,641,050	6.28%	
Pemberton Township	Denbo Crichton E.S.	WT-0023-B01	2/14/2018	34	Ernest Bock & Sons, Inc.	10/26/2021	\$43,185,000	(\$535,189)	(\$12,327)			\$42,637,484	-1.26%	
Perth Amboy	New Perth Amboy High School	ET-0099-B01	1/6/2020	4	Terminal Construction Corp.	10/12/2021	\$247,950,000	(\$366,666)	\$20,488			\$247,603,822	-0.13%	
Contractor														
Construction Services														
									\$38,364					
										Total Change Order Summary		Total Change Orders		
										\$38,364		6		
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: Karon L. Simmonds, Director, Risk Management

DATE: December 1, 2021

SUBJECT: Diversity and Workforce Participation Monthly Update for September 2021

The Risk Management staff continues to participate at mandatory pre-bid and pre-construction meetings to instruct and inform bidders regarding SDA’s Small Business Enterprise (SBE) and Workforce goals, policies and procedures, including:

- 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

At these meetings, vendors are strongly encouraged to identify and hire minority-owned and women-owned firms, as well as locally-based enterprises, for diverse business participation on all school building projects. Additional outreach strategies are discussed and utilized.

SMALL BUSINESS ENTERPRISE ATTAINMENT

The SDA regularly exceeds the State-mandated 25% SBE goal. The total SDA contract dollars awarded through September 30, 2021 was \$292,073,744. The total contract dollars awarded to all SBE contractors was \$18,711,170 (including minorities, women and veterans). This represents an initial participation of 6.40% of all SDA contracts awarded in 2021. Participation will continue to increase as the Prime contractor continues to hire additional subcontractors/subconsultants through the lifecycle of the construction project.

Diversity Breakdown

Type of Business Enterprise	Contract Amount	% of Total SDA Contracts
Small Business Enterprises	\$ 17,171,425	5.88%
Small/ Minority Business Enterprises	\$ 357,515	0.12%
Small/Women Business Enterprises	\$ 1,182,230	0.40%
Small/Veteran Owned Business Enterprises	\$ -0-	0.00%
Small/Minority/Women Business Enterprises	\$ -0-	0.00%
TOTAL DIVERSITY CONTRACTS	\$ 18,711,170	6.40%

WORKFORCE PARTICIPATION

For the month of September 2021, there was a contractor workforce of 875 on SDA projects. This represents a total of 55,255 contractor workforce hours as follows:

Contractor Workforce Breakdown (All Trades/Districts/Counties)			
Ethnicity	Total Workforce	Total Workforce Hours	Workforce Hours Percentage
Black	54	3,453	6.25%
Hispanic	161	10,609	19.21%
American Indian	0	0	0.00%
Asian	6	518	0.94%
Total Minority Participation	221	14,580	26.39%
Total Non-Minority Participation	654	40,675	73.61%
Total Contractor Workforce	875	55,255	100.00%

There was a contractor workforce of 659,176 total workforce hours and 13,185 total female workforce hours on SDA projects for the period of January 1, 2021 through September 30, 2021. The following table highlights the *Local County Contractor Workforce* participation for this period:

Local County Contractor Workforce Participation	Workforce Hours	Percentage
*Total Workforce Hours	659,176	100.00%
*Total Local County Workforce Hours	29,926	4.54%
Total Local County Non-Minority Workforce Hours	13,490	2.05%
Total Local County Female Workforce Hours	253	0.04%
Total Local County Minority Workforce Hours	16,436	2.49%
**Local County Workforce Hours by Ethnicity:		
Black	5,611	0.85%
Hispanic	10,161	1.54%
American Indian	184	0.03%
Asian	480	0.07 %

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

**Minority breakdown represents Black, Hispanic, American Indian, and Asian laborers. Minority female laborers are captured as female laborers only and 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, 2021 through September 30, 2021.

SDA Managed Project	Total Workforce Hours	Minority Workforce Hours & Percentage		Local County Workforce Hours & Percentage	
Camden HS	120,980	20,449	16.90%	5,771	4.77%
Harrison ES	60	0	0.00%	0	0.00%
Port Monmouth Road School	14,996	5,716	38.12%	214	1.43%
Millville HS	65,647	14,128	21.52%	2,317	3.53%
Dayton Ave Campus	133,116	42,155	31.67%	3,094	2.32%
Union Ave MS	143,478	43,562	30.36%	1,525	1.06%
Cleveland ES	20,065	8,173	40.73%	0	0.00%
Orange HS	53,060	15,356	28.94%	1,568	2.96%
Perth Amboy HS	61,990	14,406	23.24%	3,207	5.17%
Plainfield ES	18,055	3,059	16.94%	4,117	22.80%
Emergent Projects	27,729	8,868	31.98%	8,096	29.20%

Prepared by: Charlotte Brooks
Zaida Olszak

REGULAR OPERATING DISTRICTS (RODs) ACTIVITY REPORT



MEMORANDUM

TO: Members of the Authority

FROM: Gregory Voronov
Managing Director, Program Operations

DATE: December 1, 2021

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 2021. Also included is a detailed list of grants executed and grants offered during the reporting period.

Monthly Update:

- No grants were offered during the reporting period.
- No grants were executed during the reporting period.
- No grants impacting were closed out during the reporting period.
- Since inception, over \$2.9B has been disbursed to 524 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.



SCHOOLS DEVELOPMENT AUTHORITY

Monthly Regular Operating District Grant Report - Summary

October 2021

ROD Grant Summary Since Program Inception				
	Offered ¹	Executed	Closed-Out	Active
Districts Impacted	-	524	518	57
Number of Grant Projects	-	5,404	5,177	227
Total Project Cost Estimate	\$ -	\$ 8,941,925,142	\$ 8,713,696,882	\$ 228,228,260
Grant Amount	\$ -	\$ 3,001,331,919	\$ 2,885,486,549	\$ 115,845,371
Amount Disbursed	N/A	\$ 2,943,694,615	\$ 2,885,486,549	\$ 58,208,066

Total Funding Offered to School Districts via Grant Program	\$ 3,342,209,450
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Total ROD Grant Funding remaining for new Grant Projects	\$ 81,988,788
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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	-	-
Number of Grant Projects	-	-
Total Project Cost Estimate	\$ -	\$ -
Grant Amount	\$ -	\$ -
Amount Disbursed	NA	\$ -

* 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 *(no report)*

MONTHLY FINANCIAL REPORT

MEMORANDUM

TO: Members of the Authority
FROM: Sherman E. Cole, MBA, CPA /s/
Controller
DATE: December 1, 2021
SUBJECT: Monthly Financial Report – October 2021

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

For October 2021 year to date, Authority operating expenses, **\$11.7M**, are **\$2.2M** lower than budget for the corresponding period. This variance is attributable to lower year to date personnel costs, **\$2.1M**, resulting primarily from lower salaries and benefits costs than budgeted, **\$1.9M**, partially offset by a lower than projected payroll expense allocation to project costs, **\$1.4M**. Also contributing to the variance are lower than anticipated spending for general office expenses, **\$562K**, contracted services, **\$433K**, and information systems, **\$409K**.

The current employee headcount as compared to budget is down 21 FTEs.

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

For October 2021 year to date, Authority operating expenses, **\$11.7M** are **\$15K** lower when compared to the corresponding prior year. This variance is primarily due to lower spending for contracted services, **\$110K**, and general office expenses, **\$43K**, mostly offset by increases in spending for information systems, **\$75K**, and property and casualty insurance, **\$42K**. Personnel costs are higher year-over-year by **\$28K** due mainly to lower payroll expense allocation to project costs, **\$844K**, offset by lower salaries and benefits costs, **\$824K**.

The current employee headcount as compared to the prior year is down 20 FTEs.

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

For October 2021 year to date, project expenditures, **\$217.1M**, are **\$54.2M** lower than the capital spending forecast for the corresponding period. This variance is due to lower than forecasted spending for; grants, **\$29.4M**, construction work, **\$19.7M**, design services, **\$2.0M**, payroll expense allocation, **\$1.4M**, and property acquisitions, **\$860K**. The variance is offset by increased furniture and fixture purchases, **\$969K**.

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

For October 2021 year to date, project expenditures, **\$217.1M**, are lower by **\$27.4M** when compared to the corresponding prior year. This variance is related to decreased spending activity in grants, **\$18.8M**, construction work, **\$9.5M**, design services, **\$2.0M**, project insurance, **\$1.7M** and property acquisitions, **\$1.5M**. This variance is offset primarily by a spending increase in furniture and fixture activity, **\$7.0M**.

Other

Since program inception, 91.3% 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 \$1.1B.

Attachment

New Jersey Schools Development Authority
Monthly Financial Report
October 2021
(Unaudited)

New Jersey Schools Development Authority

Overview of Financial Position

October 31, 2021

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, 2021.

► Overall **Cash and Cash Equivalents** have increased by \$396.1 million to \$664.7 million, as follows:

■ Receipt of bond and note proceeds (Issued by EDA)	\$ 350,000,000
■ Appropriation from State	275,000,000
■ Investment earnings	185,547
■ Miscellaneous revenue	14,737
■ Project costs	(217,081,479)
■ SDA operating expenses	(12,349,774)
■ SDA capital expenditures	(173,289)
■ Deposits (primarily district local shares)	502,101
Net Change in Cash	\$ 396,097,843

► **Prepaid Expenses** total \$234,961 as follows:

- Prepaid insurance of \$81,091.
- Prepaid rents of \$91,176 for the Authority's leased office space in Newark.
- Prepaid MIS maintenance service contracts of \$33,010.
- Other prepaids of \$29,684.

► **Capital Assets** total \$1,586,929 (net of accumulated depreciation of \$5,658,168), consisting of leasehold improvements (SDA offices), 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 \$161,805 and **Depreciation Expense** is \$72,589.

► **Accrued Liabilities** total \$105.3 million, as follows:

- Accrued project costs of \$30.9 million consisting of unpaid invoices (\$6.1 million) and retainage (\$24.8 million).
- Net pension liability of \$42.4 million.
- Other post-employment benefits obligation of \$28.0 million.
- Pollution remediation obligations (PRO) under GASB 49 net to \$1.6 million (PRO liability \$3.1 million, offset by expected cost recoveries of \$1.5 million).
- Estimated liability for loss contingencies totaling \$0.3 million.
- Payroll related liabilities of \$1.8 million.
- Other accrued liabilities of \$0.3 million.

► **Deposits** total \$5.6 million, as follows:

- \$5.6 million is held for local share agreements (pass-through item).

► The Authority's **Net Position** at month end is \$540.7 million.

New Jersey Schools Development Authority

School Facilities Project Expenditures & Funding Allocation

October 31, 2021

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

- During the current year to date, the SDA has received \$625.0 million bond proceeds and State appropriations. The total amount of proceeds received since program inception is \$12.123 billion.
- Project expenditures for the month and year-to-date periods total \$24.5 million and \$217.1 million, respectively, as follows:

<u>Category</u>	<u>Current Month</u>	<u>Current Year-To-Date</u>	<u>Since Program Inception</u>
Construction	\$ 18,303,908	\$ 171,476,463	\$ 5,463,853,882
Design Services	92,612	(274,408)	412,653,692
PMF/CM Services	413,382	5,349,096	473,871,158
SDA Project Management	799,456	9,473,663	120,098,961
Property Acquisition, Relocation & Enviro	146,755	1,737,564	585,503,787
School Furniture, Fixtures & Equipment	4,640,329	19,422,878	218,431,894
Project Insurance	74,840	1,789,032	114,445,938
NJ State Inter-Agency Transfers	-	382,984	52,505,486
SDA District Grant & Funding Agreements	-	192,972	878,964,735
Regular Operating District Grant Agreements	-	6,867,020	2,952,627,166
Real-Time Project Audits	-	162,709	790,709
Property Management, Maintenance & Utils	29,479	230,165	18,774,604
Outside Legal & Claims Resolution Services	13,821	143,301	11,492,222
Temporary Staffing	1,520	46,550	10,676,564
Other Project Costs	1	81,490	62,172,068
Project Credits	-	-	(54,902,944)
Total Project Expenditures	24,516,103	217,081,479	11,321,959,922
Less: Local Share Contributions	-	-	(185,112,439)
Project Expenditures (State Share)	\$ 24,516,103	\$ 217,081,479	\$ 11,136,847,483
 2021 Capital Spending Forecast	 \$ 25,684,314	 \$ 271,301,034	

Allocations Since Program Inception

► **Program Funding & Expenditures**

	<u>Bonding Caps</u> ¹	<u>Total Funding</u> ²	<u>Paid to Date</u> ³
■ SDA Districts	\$ 8,900,000,000	\$ 9,027,030,399	\$ 8,240,682,414
■ Regular Operating Districts	3,450,000,000	3,500,276,089	3,279,481,411
■ Vocational Schools	150,000,000	152,009,181	122,712,484
Total - State Share	\$ 12,500,000,000	\$ 12,679,315,669	\$ 11,642,876,309

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

■ SDA Districts	91.3%
■ Regular Operating Districts	93.7%
■ Vocational Schools	80.7%
Total - State Share	91.8%

1 Of the \$12.5 billion authorized for the school construction program, \$12,122,702,648 principal amount of bond proceeds and State appropriations have been received to date.

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

3 These amounts include the allocation of SDA operating expenses and capital expenditures totaling \$506,028,826.

New Jersey Schools Development Authority
Fund Reporting Operating Expenses vs Budget
October 31, 2021

<u>Category</u>	<u>Actual</u>	<u>Budget</u>	<u>Over/</u>
	<u>Year-To-Date</u>	<u>Year-To-Date</u>	<u>(Under)</u>
Personnel Expenses:			
Employee Salaries	\$ 12,113,474	\$ 13,521,600	\$ (1,408,126)
Employee Benefits	5,937,227	6,363,797	(426,570)
Direct Hire Temporary Employee Costs	-	40,370	(40,370)
Total Employee Salaries & Benefits Costs	18,050,701	19,925,767	(1,875,066)
<u>Less:</u> Employee Salaries & Benefits Costs			
Charged to Projects	9,473,663	10,848,727	(1,375,064)
Salaries & Benefits Charged to Operating Expense	8,577,038	9,077,040	(500,002)
Temporary Staffing Services	-	125,000	(125,000)
Travel & Expense Reimbursements	18,195	20,550	(2,355)
Training & Professional Development	16,542	78,450	(61,908)
Total Personnel Expenses	8,611,775	9,301,040	(689,265)
Non-Personnel Operating Expenses:			
Facilities & General Office Expenses	1,679,790	2,241,880	(562,090)
Information Systems	748,883	1,157,850	(408,967)
Professional & Other Contracted Services	323,898	756,920	(433,022)
Property & Casualty Insurance	336,750	338,570	(1,820)
SDA-Owned Automobiles	46,097	133,330	(87,233)
Communications & Outreach	2,300	2,500	(200)
Reserve for Unforeseen Events & New Initiatives	-	41,670	(41,670)
Total Authority Operating Expenses	<u>\$ 11,749,493</u>	<u>\$ 13,973,760</u>	<u>\$ (2,224,267)</u>
 2021 Annual Operating Budget		 <u>\$ 16,292,294</u>	

New Jersey Schools Development Authority
Capital Expenditures
October 31, 2021

Description of Capital Item:	Budget Year	Budget Amount	Capital Expenditures			Project Funds Not Required	Over/ (Under) Budget
			2021	Pre-2021 (1)	Total		
Leasehold Improvements		\$ -	\$ -	\$ -	\$ -	\$ -	-
Office Furniture & Equipment		-	56,620	-	56,620	-	56,620
PMWeb Computer Software System:							
Software & Development - Consulting	2018/2019	2,500,000	26,571	818,302	844,873	1,200,000	(455,127)
Development - SDA Staff Time	2019/2020	600,000	78,614	520,697	599,311		(689)
Development - SDA Staff Time Reallocated from Consulting	2021	-	-	-	-	(200,000)	(200,000)
Total Capital Items		\$ 3,100,000	\$ 161,805	\$ 1,338,999	\$ 1,500,804	\$ 1,000,000	

(1) Multi-year capital projects only.

New Jersey Schools Development Authority

Fund Reporting Operating Expenses vs Prior Year

October 31, 2021

<u>Category</u>	<u>Actual</u> <u>Year-To-Date</u>	<u>2020</u> <u>Year-To-Date</u>	<u>Over/</u> <u>(Under)</u>
Personnel Expenses:			
Employee Salaries	\$ 12,113,474	\$ 13,140,582	\$ (1,027,108)
Employee Benefits	5,937,227	5,731,889	205,338
Direct Hire Temporary Employee Costs	-	2,561	(2,561)
Total Employee Salaries & Benefits Costs	18,050,701	18,875,032	(824,331)
Less: Employee Salaries & Benefits Costs			
Charged to Projects	9,473,663	10,317,835	(844,172)
Salaries & Benefits Charged to Operating Expense	8,577,038	8,557,197	19,841
Temporary Staffing Services	-	-	-
Travel & Expense Reimbursements	18,195	12,839	5,356
Training & Professional Development	16,542	13,552	2,990
Total Personnel Expenses	8,611,775	8,583,588	28,187
Non-Personnel Operating Expenses:			
Facilities & General Office Expenses	1,679,790	1,722,609	(42,819)
Information Systems	748,883	674,358	74,525
Professional & Other Contracted Services	323,898	433,487	(109,589)
Property & Casualty Insurance	336,750	294,254	42,496
SDA-Owned Automobiles	46,097	55,992	(9,895)
Communications & Outreach	2,300	60	2,240
Reserve for Unforeseen Events & New Initiatives	-	-	-
Total Authority Operating Expenses	\$ 11,749,493	\$ 11,764,348	\$ (14,855)

New Jersey Schools Development Authority

Employee Headcount

October 31, 2021

	<u>Current Month End</u>	<u>Budget</u>	<u>Over/ (Under)</u>
Office of Chief Executive Officer	3	4	(1)
Human Resources	4	4	-
Communications	3	2	1
Information Systems	13	14	(1)
Central Records Management	3	3	-
Legislative Affairs	1	1	-
Office of Program Operations & Strategic Planning	2	2	-
Capital Planning & Program Operations	7	7	-
Design Studio	16	18	(2)
Grants Administration	9	10	(1)
Real Estate Services & Predevelopment	4	8	(4)
Vendor Development	0	5	(5)
Office of Construction Operations	0	0	-
Project Teams	25	28	(3)
Office of Corporate Governance & Legal Affairs	5	5	-
Chief Counsel	8	9	(1)
Safety	8	6	2
Internal Audit	2	3	(1)
Office of Chief Financial Officer	2	2	-
Financial Operations	7	7	-
Financial Accounting & Disbursements	10	11	(1)
Procurement	8	10	(2)
Risk Management	8	8	-
Property Management	2	4	(2)
Facilities	4	4	-
Total Full-Time Employees at Month End	<u>154</u>	<u>175</u>	<u>(21)</u>
Total Full-Time Employees at Year End		<u>175</u>	

New Jersey Schools Development Authority
Statement of Net Position
October 31, 2021

	<u>Current</u> <u>Month End</u>	<u>2020</u> <u>Year End</u>	<u>Over/</u> <u>(Under)</u>
ASSETS			
Cash and Cash Equivalents	\$ 664,733,617	\$ 268,635,774	\$ 396,097,843
Receivables	7,388	41,180	(33,792)
Prepaid Expenses	234,961	227,090	7,871
Capital Assets (Net of Accumulated Depr.)	1,586,929	1,497,713	89,216
Total Assets	666,562,895	270,401,757	396,161,138
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Amount for Pensions & OPEB	11,845,796	14,692,410	(2,846,614)
TOTAL ASSETS & DEFERRED OUTFLOWS OF RESOURCES			
	\$ 678,408,691	\$ 285,094,167	\$ 393,314,524
LIABILITIES			
Accrued Project Costs	\$ 32,940,473	\$ 45,456,575	\$ (12,516,102)
Net Pension Liability	42,434,159	42,434,159	-
Accrued Other Post-Employment Benefits	27,950,647	27,307,940	642,707
Other Accrued Liabilities	1,957,839	5,436,891	(3,479,052)
Deposits	5,591,609	5,089,508	502,101
Total Liabilities	110,874,727	125,725,073	(14,850,346)
DEFERRED INFLOWS OF RESOURCES			
Deferred Amount for Pensions & OPEB	26,873,752	26,873,752	-
NET POSITION			
Invested in Capital Assets	1,586,929	1,497,713	89,216
Restricted for Schools Construction:			
Special Revenue Fund	539,073,283	130,997,629	408,075,654
Net Position	540,660,212	132,495,342	408,164,870
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES & NET POSITION			
	\$ 678,408,691	\$ 285,094,167	\$ 393,314,524

New Jersey Schools Development Authority
Statement of Activities
October 31, 2021

	<u>Current Year-To Date</u>	<u>2020 Year-To Date</u>	<u>Over/ (Under)</u>
REVENUES			
Program Revenues:			
Bond and Note Proceeds (Issued by EDA)	\$ 350,000,000	\$ -	\$ 350,000,000
Appropriation from State	275,000,000	-	275,000,000
Bidding Fees-Plans & Specs	-	-	-
General Revenues:			
Investment Earnings	185,547	2,669,890	(2,484,343)
Rental Income	10,000	31,500	(21,500)
Other Revenue-OPRA	4,737	5,824	(1,087)
Total Revenues	<u>625,200,284</u>	<u>2,707,214</u>	<u>622,493,070</u>
EXPENSES			
Administrative & General Expenses	12,392,200	12,090,884	301,316
Capital Depreciation	72,589	135,134	(62,545)
School Facilities Project Costs	204,570,625	225,797,100	(21,226,475)
Total Expenses	<u>217,035,414</u>	<u>238,023,118</u>	<u>(20,987,704)</u>
CHANGE IN NET POSITION	408,164,870	(235,315,904)	643,480,774
Beginning of Period Net Position	<u>132,495,342</u>	<u>434,338,673</u>	<u>(301,843,331)</u>
NET POSITION END OF PERIOD	<u>\$ 540,660,212</u>	<u>\$ 199,022,769</u>	<u>\$ 341,637,443</u>

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

PUBLIC COMMENT STATEMENT

We will now begin the Public Comment Portion of the Meeting consistent with the New Jersey Open Public Meetings Act.

We would ask that any member of the public who wishes to address the Board limit their comments to 3 minutes. If there are multiple individuals from the same organization or district who wish to address the Board on the same matter, we would ask that you come up together to offer your remarks.

Please keep in mind that public comment is to afford citizens the opportunity to comment on matters pertinent to the Authority's business. Should you seek answers to questions on any topic, please contact the Authority at 609-943-4585 at your convenience.