

**FINANCE/FACILITIES & TRANSPORTATION**

**1. PAYMENT OF BILLS**

**RESOLVED**, the Randolph Township Board of Education approves the attached list of checks. **Finance Exhibits # 1 – 1.1**, and orders that they be attached to and made a part of the minutes.

1	Check Register – 07/31/13	\$ 1,412,797.81
1.1	Check Register – 08/15/13	\$ 6,995,737.69

**2. BUDGET**

**RESOLVED**, the Randolph Township Board of Education approves **June 2013** transfer, **Finance Exhibits # 2.1 & 2.2**, and orders that they be attached to and made a part of the minutes.

2.1	Monthly Transfer Report 07/31/13
2.2	Expense Account Adjustment 07/31/13

**3. REPORT OF THE SECRETARY AND TREASURER**

**WHEREAS**, the Randolph Township Board of Education has received the Report of the Secretary for the month of **June and July 2013, Finance Exhibits # 3.1 – 3.4**, consisting of:

3.1	Interim Balance Sheet – 06/30/13
3.2	Revenue Report - 06/28/13
3.3	Budget Report – 07/31/13
3.4	Petty Cash Report – 07/30/13
3.5	Treasurer Report – 06/30/13

and

**WHEREAS**, the Randolph Township Board of Education has received the Report of the Treasurer for the month of **June 2013, Finance Exhibit # 3.5**,

<u>JUNE 30, 2013 FUND</u>	<u>CASH BALANCE</u>	<u>APPROPRIATION BALANCE</u>
(10) General Current Expense Fund	\$ 4,208,970.35	
(11) Current Expense	--	\$1,299,841.95
(12) Capital Outlay	--	395,888.40
(20) Special Revenue Fund	(478,348.90)	348,831.22
(30) Capital Projects Fund	4,450,273.28	328,821.03
(40) Debt Service Fund	(.24)	(.24)
(60) Food Service	(195,246.54)	435,628.47
(63) Community School	358,537.54	140,845.39
<b>TOTAL</b>	<b>\$8,344,185.49</b>	<b>\$2,949,856.22</b>

**WHEREAS**, in compliance with N.J.A.C. 6:20-2A.10(d), the Secretary has certified that, as of the date of the report(s), no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education.

**NOW, THEREFORE, BE IT RESOLVED**, the Randolph Township Board of Education accepts the above referenced reports certification and orders that they be attached to and made a part of the minutes, and

**BE IT FURTHER RESOLVED**, in compliance with N.J.A.C. 6:20-2A.10(e), the Randolph Township Board of Education certifies that, after review of the secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of it's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

**4. MOTION TO ALLOW BOARD MEMBER AND ADMINISTRATOR TRAVEL**

**BE IT RESOLVED**, The Randolph Township Board of Education allow the Board Members and Administrators to attend the annual co-sponsored **NJSBA / NJASBO / NJASA Workshop, October 22 – 24, 2013, Atlantic City Convention Center, Atlantic City, New Jersey**. Reimbursement of registration fees, mileage, meals and incidental expenses, subject to the limitations and conditions set forth in *OMB Circular A-87*, and in accordance with district policy 6471 – *School District Travel*.

Individual Registration Fee: \$150.00 / per member (one administrator scheduled to attend):  
*Cancellation Fees may apply.*

**Dr. David Browne**

**A.C. - PER DIEM HOUSING LIMIT PER PERSON:**

Lodging: \$ 96.00 / night *(Note: The federal per diem rates apply for all hotels. While GSA federal per diems for October 2013 in Atlantic City have not yet been issued, the September 30, 2013 hotel limit is \$96 per night.)*

Room tax and tourism fees: (varies from \$5-\$10/day)  
(To be exempt from the 14% room tax, you MUST settle the account with a District Voucher /or/ District Check.

Meals: (M&I.E.): per GSA federal per diems apply.

Mileage: 31cents / mile.

Plus other miscellaneous costs, may include reasonable gratuities  
*Note: Each attendee shall reimburse the district cost differential between the allowable domestic per diem rate vs. actual lodging charge (where applicable)*

**5. MOTION TO ENTER INTO AN AGREEMENT WITH FSMC**

**WHEREAS**, the Randolph Township Board of Education previously approved a contractual agreement with **Metz Culinary Management, Inc.** to provide management services for the District’s food services program for the 2010-2011 school year with four (4), one (1) year options to renew, and

**WHEREAS**, the Randolph Township Board of Education desires to exercise its option to renew the contractual agreement with **Metz Culinary Management, Inc.** to provide management services for the District’s food services program for the 2013-2014 school year for the period beginning July 1, 2013 and ending December 31, 2013.

**BE IT RESOLVED**, that the district further incorporates the following contractual management/administrative fee(s) / guarantees into this motion as stated in an agreement between the Randolph Township School District and **Metz Culinary Management, Inc.**, for the period beginning July 1, 2013 and ending on December 31, 2013.

**MANAGEMENT FEE(S) / GUARANTEES**

1. Management/Administrative Fees  
Management/Administrative Fees – Cents Per Meal
  1. Metz Culinary Management, Inc., will charge a management fee of \$00.045 per meal and meal equivalents served.  
“Meals” shall be determined by actual count and are calculated by adding the number of National School Lunch Program meals, School Breakfast Program meals and After School Snack Program meals served to children. Cash receipts, other than

from sales of National School Lunch Program meals, School Breakfast Program meals and After School Snack Program meals served to children, shall be divided by \$1.00 to arrive at meal equivalents.

2. Metz Culinary Management, Inc., will charge an administrative fee of \$00.0538 per meal and meal equivalents served. Meals” shall be determined by actual count and are calculated by adding the number of National School Lunch Program meals, School Breakfast Program meals and After School Snack Program meals served to children. Cash receipts, other than from sales of National School Lunch Program meals, School Breakfast Program meals and After School Snack Program meals served to children, shall be divided by \$1.00 to arrive at meal equivalents.

2. Guarantee  
(Breakeven)

Metz Culinary Management, Inc., guarantees that the bottom line on the operational financial report for 2013-2014 school year shall operate at “no cost”. In the event the program costs exceed total revenues (from all sources), Metz Culinary Management, Inc., shall be responsible for any losses (shortfalls) incurred. This guarantee is contingent upon the following conditions:

3. Guarantee Conditions

- a. Reimbursement rates for all Child Nutrition Programs meals will not be less than the rates estimated in the proposal and/or renewal from prior year.
- b. The value of government-donated commodities will not be less than the value of government-donated commodities estimated in the proposal and/or renewal from prior year.
- c. The number of serving periods, locations, serving times and types of service will not change materially.
- d. Staffing levels, rates of pay and Medical and Dental benefit levels stay consistent with prior year.
- e. The Local Education Agency and the Food Service Management Company must mutually agree upon any changes in staffing, wages and benefits.
- f. Service will not be interrupted as a result of fire, work stoppage, strike or school closing.
- g. The District and its representatives including but not limited to, school principals, teachers and District employees shall fully cooperate with Metz Culinary Management in the implementation of the Food Service Program. The District shall fully cooperate with Metz Culinary Management to limit the expansion of competitive

- food sales in order to maximize the gross receipts and other non-cash sales of the Food Service Program.
- h. The LEA shall have timely submitted all documentation for reimbursement claims, except where such failure is due to an act of omission of Metz Culinary Management.
  - i. The number of students eligible for free and reduced priced meals will be no less than that estimated in the Metz Culinary Management proposal from prior year.
  - j. All current satellite feeding programs will continue unchanged with respect to pricing, service days, number of meals per day and delivery arrangements from prior year.
  - k. LEA is responsible for all kitchen equipment maintenance and repair, smallwares purchases.
  - l. No restrictions on the regular menu or a la carte offerings except that they meet previously stated New Jersey State guidelines.
  - m. Changes made to the USDA or NJ school food service guidelines/regulations made after proposal and/or renewal is submitted may result in a decrease in the District's financial return.
  - n. No competitive sales during School Food Service operation hours from student groups, teachers, clubs, vending not from FSMC, etc.
  - o. Catering will be billed to the District at mutually agreed pricing
  - p. Depreciation levels remain consistent with prior year.
  - q. If the LEA decides to implement/change the student access control system during or prior to the school year, all related costs of computer and training labor hours are not included or part of the guarantee
  - r. A special dietary policy for an individual or group that results in an extraordinary expense will be recorded separately.

In the event the above conditions are not met during the school year, Metz Culinary Management's guarantee obligation shall be reduced by an amount equivalent to any increase cost or loss of revenue attributable to the changes in such conditions.

**NOW, THEREFORE, BE IT RESOLVED**, that the Randolph Board of Education enter into an agreement with **Metz Culinary Management, Inc.** to provide management services for the District's food services program for the 2013-2014 school year for the period beginning July 1, 2013 and ending December 31, 2013, and further subject to the approval from the New Jersey Department of Agriculture.

**6. ACCEPTANCE OF PROPOSED AMENDMENTS AND RESTATEMENTS TO 403(b) PLAN DOCUMENT AND 457(b) ADMINISTERED BY TSA CONSULTING GROUP INC.**

**RESOLVED**, the Randolph Township Board of Education adopt the proposed amendments and restatements of existing contract – 403(b) plan document as summarized in **FFT Exhibit 4**, attached hereto and made a part of the minutes.

**7. APPROVAL OF AN AGREEMENT BETWEEN THE RANDOLPH TOWNSHIP BOARD OF EDUCATION AND THE ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION FOR THE 2012-2013 SCHOOL YEAR**

**BE IT RESOLVED**, the Randolph Township Board of Education approve an agreement between the Randolph Township Board of Education and the Essex Regional Educational Services Commission for the 2013-2014 school year to provide instructional services for Chapters 192/193 and IDEA-B services, as summarized in **Finance Exhibit # 5 and 5a**, attached hereto and made a part of the minutes.

**8. APPROVAL OF AN AGREEMENT BETWEEN THE RANDOLPH TOWNSHIP BOARD OF EDUCATION AND TEQUIPMENT INC. FOR ON SITE PROFESSIONAL DEVELOPMENT SERVICES DURING 2013-2014 SCHOOL YEAR.**

**BE IT RESOLVED**, the Randolph Board of Education approve Tequipment, Inc. to provide fifty three (53) full days of on-site professional development during the 2013-2014 school year at both Randolph High School and Randolph Middle School. The total cost of \$87,450.00 (\$1,650.00 per day) will be paid by 2014 NCLB Title IIA funds.

**9. APPROVAL OF AN AGREEMENT BETWEEN THE RANDOLPH TOWNSHIP BOARD OF EDUCATION AND TEQUIPMENT INC.**

**BE IT RESOLVED**, the Randolph Board of Education approve an agreement between Randolph Township Board of Education and Tequipment, Incorporated for the purchase of advanced proprietary hardware and software as summarized in **Finance Exhibit # 6**, attached hereto and made a part of the minutes.

**10. MOTION TO ACCEPT FUNDS**

**BE IT RESOLVED**, the Randolph Township Board of Education accept the following funds from the New Jersey Department of Education, **INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)** grant program (Basic/Preschool) for FY 2014 school year.

<b>BASIC</b> (Ages 3–21)	
<b>Grant:</b>	\$ 957,988

**Non-Public Share:** \$ 48,519

**PRESCHOOL (Ages 3–5)**

**Grant:** \$ 43,310

**Non-Public Share:** \$ 921

**11. MOTION TO ACCEPT FUNDS**

**BE IT RESOLVED**, the Randolph Township Board of Education accept the 2014 *No Child Left Behind (NCLB)* funds from the New Jersey Department of Education, as summarized in **Finance Exhibit # 7**, attached hereto and made a part of the minutes.

<i>Title IA</i>	\$92,602.00
<i>Title IIA</i>	\$92,314.00
<i>Title III</i>	\$13,388.00

**12. ACCEPTANCE OF DONATIONS**

**RESOLVED**, the Randolph Township Board of Education accepts the following donations:

➤ **High School:**

- donation from Dr. Manford Strott, Ernst Leitz Wetzlar microscope with case, having an estimated value of \$300.
- donation from the RHS PTSO, new reception station desk for the main entrance to the high school, having an estimated value of \$4,044.
- donation from the RHS PTSO of two (2) water fillers for the high school, having an estimated value of \$2,110.

➤ **Ironia School:**

- through the Ironia PTO grant program for 2012 – 2013 school year, the following donations having an estimated value of \$8,920;
  - Brodsky/Smart Document Camera – \$845.50;
  - Greenhiii/Smart Document Camera - \$845.50;
  - 4th Grade teachers/National Geographic Explorer - \$652.18;

- Lockwood/Common Core Standards Support through Non-Fiction - \$899.85;
- Lockwood/iPad and Apple TV- \$600 (will replace the iPad with Retina display request in the grant with iPad 2.0 for \$499);
- Feeney & Carmona/Music Playback System - \$203.79;
- Davidson/Music Education for the 21st Century Lerner- \$961.16;
- Feeney/iPad Technology in the Music Room- \$600 (will replace the iPad with Retina display request in the grant with iPad 2.0 for \$499 and no apple care);
- Tyroler/Puppet Palooza - \$621.88;
- Brembs/WeDo STEM Activities - \$1k;
- Brembs & CirellaNou Can Solve It! - \$200;
- Friedland & Murphy/College Summer Institute on Reading at Columbia- \$1400 max to cover the tuition;
- Shirkey/Raz Kids- \$89.95;

**ADDENDUM1**

- through the Ironia PTO grant program, PTO purchasing the following materials for use in classroom instruction, having an estimated value of \$3,172;
  - fifteen (15) Apple TV's;
  - eight (8) VGA adapters;
  - fifteen (15) HDMI cables, and
  - two (2) iPads.

➤ **Middle School:**

- donation in the amount of \$250 from the Prudential Foundation for the purchase of emergency kits for middle school classrooms.

- donation in the amount of \$250 from the Randolph Rotary for the purchase of emergency kits for Middle School classrooms.

**BE IT FURTHER RESOLVED**, that Ms. Deborah Iosso, Principal of the High School and Mr. Lee Nittel, Principal of the Ironia School and Dr. Dennis Copeland, Principal of the Middle School acknowledges the donation in a letter to the appropriate parties.

**ADDENDUM1**

**13. MOTION TO AUTHORIZE ACCEPTANCE AWARD OF BID FOR IRRIGATION SYSTEM AT BASEBALL/SOFTBALL FIELDS AT RANDOLPH HIGH SCHOOL**

***BE IT RESOLVED***, the Randolph Township Board of Education advertised for sealed bids for the Irrigation Systems at the Baseball and Softball Fields at Randolph High School on August 6, 2013. The bids were received and read aloud on August 20, 2013 at 10:00 a.m. in the Administration Offices of the Randolph Township Board of Education, 25 School House Road, Randolph, New Jersey.

***Bid packages were picked up by:***

***Andy-Matt, Inc. Wharton, NJ  
National Lawn Sprinklers, White Plains, NJ  
BZ Irrigation, Clifton, NJ***

***Wicklow & Laurano, Flanders, NJ  
Let It Grow, Inc. River Edge, NJ  
Garden Irrigation, Morganville, NJ***

***Proposals were received from Andy-Matt, Inc., National Lawn Sprinklers, Let it Grow, and Garden Irrigation. The breakdown of all bidders is summarized in Finance Exhibit 8, attached hereto and made a part of the minutes.***

***BE IT FURTHER RESOLVED*** that the Randolph Township Board of Education awards the following:

***National Lawn Sprinklers  
645 North Broadway  
North White Plains, NY 10603***

***The total amount of \$69,500 is being awarded based on the lowest responsive and responsible bidders meeting all specifications as set forth in the bid documents. Bid documentation to be reviewed by the Board Counsel.***

**14. MOTION TO RESCIND FINANCE, FACILITIES AND TRANSPORTATION MOTION NO. 15 OF JUNE 18, 2013 FOR APPROVAL / THE SUBMISSION OF**

**SCHOOL FACILITIES PROJECTS TO THE NEW JERSEY DEPARTMENT OF EDUCATION AND REPLACE WITH THE FOLLOWING MOTION**

***BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Randolph Board of Education approves the submission of the following school facilities projects to the New Jersey Department of Education for review and approval. The District is seeking ROD Grant Funding for these projects:***

<b><u>School</u></b>	<b><u>Project</u></b>
<b><i>Randolph High School</i></b>	<b><i>Roof Replacements</i></b>
<b><i>Randolph High School</i></b>	<b><i>Mechanical Unit Replacements</i></b>
<b><i>Randolph High School</i></b>	<b><i>Main Entrance Security Upgrades</i></b>
<b><i>Randolph High School</i></b>	<b><i>Window Replacements</i></b>
<b><i>Randolph High School</i></b>	<b><i>Hazardous Materials Removal</i></b>
<b><i>Randolph Middle School</i></b>	<b><i>Roof Coating Replacements</i></b>
<b><i>Randolph Middle School</i></b>	<b><i>Hazardous Materials Removal</i></b>
<b><i>Shongum Elementary School</i></b>	<b><i>Roof Replacements</i></b>
<b><i>Shongum Elementary School</i></b>	<b><i>Hazardous Materials Removal</i></b>
<b><i>Shongum Elementary School</i></b>	<b><i>Window Replacements</i></b>
<b><i>Fernbrook Elementary School</i></b>	<b><i>Roof Replacements</i></b>
<b><i>Fernbrook Elementary School</i></b>	<b><i>Window Replacements</i></b>
<b><i>Fernbrook Elementary School</i></b>	<b><i>Hazardous Materials Removal</i></b>