

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 – 11/30/13	\$ 5,513,606.42
1.1	Check Register – 12/11/13	\$ 3,312,725.61

2. BUDGET

RESOLVED, the Randolph Township Board of Education approves **November 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 11/30/13
2.2	Expense Account Adjustment 11/30/13

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 **October and November 2013, Finance Exhibits # 3.1 – 3.4**, consisting of:

3.1	Interim Balance Sheet – 10/31/13
3.2	Revenue Report - 10/31/13
3.3	Budget Report – 11/30/13
3.4	Petty Cash Report – 11/30/13
3.5	Treasurer Report – 10/31/13

and

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

<u>OCT 31, 2013 FUND</u>	<u>CASH BALANCE</u>	<u>APPROPRIATION BALANCE</u>
(10) General Current Expense Fund	\$ 10,545,421.32	\$ 7,133,657.93
(11) Current Expense	-----	-----
(12) Capital Outlay	-----	-----
(20) Special Revenue Fund	(261,788.60)	130,855.87
(30) Capital Projects Fund	1,434,261.90	221,603.10
(40) Debt Service Fund	(2,119,458.70)	.16
(60) Food Service	(66,413.55)	13,871.85
(63) Community School	121,749.04	533,546.54
TOTAL	\$ 9,653,771.41	\$ 8,033,535.45

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 and approves 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 APPROVE CHANGE ORDER

RESOLVED, the Randolph Township Board of Education approve the following change order as summarized in **Finance Exhibit # 4**.

PROJECT: Randolph HS/MS Baseball/Softball Fields

VENDOR NAME: Gallen Contracting Inc.

DESCRIPTION OF CHANGED WORK PER THE FOLLOWING CHANGE ORDERS:

CHANGE ORDER No. 001:

Additional Scope of Work / Unforeseen Field Conditions: \$ 83,567.28
Less Contract Allowance: < 6,000.00 >
Total Contract Change: \$77,567.28

5. MOTION TO APPROVE CHANGE ORDER

RESOLVED, the Randolph Township Board of Education approve the following change order as summarized in **Finance Exhibit # 5**.

PROJECT: Randolph HS/MS Baseball/Softball Fields

VENDOR NAME: National Lawn Sprinkler, Inc.

DESCRIPTION OF CHANGED WORK PER THE FOLLOWING CHANGE ORDERS:

CHANGE ORDER No. 001:

Irrigation was added to the bull pen:	\$ 2,000.00
Less Contract Allowance:	<u>< 2,000.00 ></u>
Total Contract Change:	<u>\$ - 0 -</u>

6. MOTION TO ACCEPT PROPOSAL FOR CANNON DIGITAL EQUIPMENT

RESOLVED, the Randolph Township Board of Education approve the proposal received from United Business Systems for lease of new Cannon Multi-Functional Digital Equipment, related service and customer support as summarized in **Finance Exhibit # 6**.

7. MOTION TO ACCEPT THE 2012-2013 DISTRICT AUDIT

BE IT RESOLVED, that the Randolph Township Board of Education District Report of the Audit Year Ended June 30, 2013 prepared by Nisivoccia & Company, LLP of Mount Arlington, New Jersey, be accepted. The report includes:

- A. Comprehensive Annual Financial Report (CAFR)
- B. Auditors Management Report on Administrative Findings

RECOMMENDATIONS:

1. Administrative Practices and Procedures
None
2. Financial Planning, Accounting and Reporting
 - a) The goods or services be received prior to payment of bills.

- b) District vehicles should be used for school purposes only unless formally approved in advance and with the appropriate reporting of allocated income and withholding of taxes for this benefit.
- c) Internal controls be reviewed to ensure that employees are only being compensated for work performed related to the District and the personal enterprise during the District's work-day will not be permitted.
- d) The annual report be filed with the County Superintendent in a timely manner in accordance with State statute.

3. School Purchasing Program

The District's policies and procedures be reviewed to ensure documentation of all relevant and appropriate requirements and the District's compliance with those requirements.

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Other

None

10. Status of Prior Year's Findings/Recommendations:

The District had no prior year findings or recommendations.

8. ACCEPTANCE OF DONATIONS

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

➤ **Center Grove School**

- through the Center Grove PTO grant program, a donation of math intervention kit (called Camelot Learning) that can be used with all BSI students, having an estimated value of \$2,151;
- through the Center Grove PTO grant program, a donation of organizational / storage device that attaches to student chairs, having an estimated value of \$130;
- through the Center Grove PTO grant program, a donation of two (2) day conference for Pre-K teachers with four (4) sessions per day. Two (2) teachers attending for two (2) days with overnight accommodations, having estimated value of \$807;
- through the Center Grove PTO grant program, a donation of collection of Mentor Texts for the purpose of teaching Reader's and Writer's Workshop with the objective of using these Mentor Texts to provide students with a wide variety of literature, having estimated value of \$2,111.

➤ **High School:**

- funds in the amount of \$200; grant teaching staff member applied for at MSUER; supplies for the Negro League Capstone project.

BE IT FURTHER RESOLVED, that Mr. Mario Rodas, Principal of the Center Grove School, Ms. Deborah Iosso, Principal of the High School acknowledges the donation in a letter to the appropriate parties.

Amendment:1

9. MOTION TO APPROVE CHANGE ORDER

*The Randolph Township Board of Education approve the following change orders as summarized in **Finance Exhibit # 7**.*

PROJECT: *Window Replacement District Elementary Schools*

VENDOR NAME: *Architectural Window Mfg. Corp.*

DESCRIPTION OF CHANGED WORK PER THE FOLLOWING CHANGE ORDERS:

CHANGE ORDER NUMBER 001:

<i>Remove revise and reinstall window system (Shongum #15) to accommodate revised UV position</i>	<i>\$ 5,507.00</i>
<i>Less Contract Allowance</i>	<i>< 27,000.00 ></i>
<i>Total Contract Modifications</i>	<i>< \$ 21,493.00 ></i>

10. MOTION TO ENTER INTO AN AGREEMENT WITH TYLER TECHNOLOGIES, INC.

RESOLVED, the Randolph Township Board of Education enter into an agreement with Tyler Technologies, Inc., for the use of Tyler software products as set forth in the agreement shown as **Finance Exhibit # 8**, attached hereto and made a part of the minutes.

Amendment:2

11. MOTION TO ENTER INTO LICENSING AGREEMENT WITH DISCOVERY EDUCATION, INC.

RESOLVED, the Randolph Township Board of Education enter into an agreement with Discovery Education, Inc., **Finance Exhibit # 9**, for limited, non-exclusive, terminable, non-transferable license to access Discovery Education streaming via the website or other means as set forth in the "Terms of Use" agreement.