

FINANCE/FACILITIES & TRANSPORTATION

1. PAYMENT OF BILLS

RESOLVED, the Randolph Township Board of Education approve 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 – 11/30/12	\$ 5,535,464.95
1.1	Check Register – 12/07/12	\$ 1,478,096.09

2. BUDGET

RESOLVED, the Randolph Township Board of Education approve **November 2012** 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 – 11/30/12
2.2	Expense Account Adjustment 11/30/12

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 **November 2012, Finance Exhibits # 3.1 – 3.4**, consisting of:

3.1	Interim Balance Sheet – 11/30/12
3.2	Revenue Report – 11/30/12
3.3	Budget Report – 11/30/12
3.4	Petty Cash Report – 11/30/12
3.5	Treasurer Report – 11/30/12

and

WHEREAS, the Randolph Township Board of Education has received the Report of the Treasurer for the month of **November 2012, Finance Exhibit # 3.5**,

<u>NOVEMBER 30, 2012</u> <u>FUND</u>	<u>CASH BALANCE</u>	<u>APPROPRIATION</u> <u>BALANCE</u>
(10) General Current Expense Fund	\$ 8,886,486.81	\$ -
(11) Current Expense	-	5,648,085.27
(12) Capital Outlay	-	515,954.42
(20) Special Revenue Fund	(14,399.77)	858,699.32
(30) Capital Projects Fund	7,346,791.46	10,861,908.95
(40) Debt Service Fund	(0.33)	-
(60) Food Service	(793,071.01)	306,082.43
(63) Community School	365,677.42	729,650.88
<u>TOTAL</u>	\$ 15,791,484.58	\$ 8,058,472.32

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. TO ACCEPT THE 2011-2012 DISTRICT AUDIT

BE IT RESOLVED, that the Randolph Township Board of Education District Report of the Audit Year Ended June 30, 2012 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

None

3. School Purchasing Program

None

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

ADDENDUM2

5. MOTION TO ENTER INTO AN AGREEMENT

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 2012-2013 school year,

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 period beginning July 1, 2012 and ends on June 30, 2013 per the attached **Finance Exhibit #4**.

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 2012-2013 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 proposal and/or renewal from 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 and/or renewal 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 proposal and/or renewal 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 proposal and/or renewal from 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 2012-2013 school year, and further subject to the approval from the New Jersey Department of Agriculture. The contract agreement shall be in place for period of one year with two (2), one (1) year options to renew remaining.

6. ACCEPTANCE OF DONATIONS

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

ADDENDUM1

➤ **District:**

- **donation of the following material(s) from Samsung having an estimated value of \$1,000**
 - **Samsung notebook computer 300E4C estimated at \$650**
 - **Samsung camcorder HMX-QF20 estimated at \$230, and**
 - **Adobe photoshop elements II and premier estimated at \$120**

➤ **Center Grove School:**

- donation from the Center Grove PTO, grant in the amount of \$624 for three (3) Pre-K teaching staff members to attend NJ Pre-Kindergarten conference. This program will enhance the teaching of readiness skills in pre-school, the use of technology in the Pre-K classroom, positive behavior interventions an the program for our children with autism.

BE IT FURTHER RESOLVED, that **Ms. Jennifer Cusmano-King, STEM 5-7 Supervisor**, Ms. Danielle Hamblin, Principal of Center Grove Elementary School acknowledge the donation in a letter to the appropriate parties.

ADDENDUM2

7. MOTION TO APPROVE MS. JENNIFER FANO MENTORING AGREEMENT

MOTION to approve the payment of \$ 2,500.00 to Mr. James Jencarelli for mentoring fees for Ms. Jennifer Fano, Assistant Superintendent, as per the State Board of Education requirements. Mentoring program will be completed on or before December 2013 and a standard certificate will be issued per the attached agreement, **Finance Exhibit 5**, attached hereto and made a part of the minutes.