

FINANCE/FACILITIES & TRANSPORTATION

November 19, 2008

1. PAYMENT OF BILLS

RESOLVED, The Randolph Township Board of Education approve the attached list of checks, **Finance Exhibit # 1. - 1.1**, and orders that they be attached to and made a part of the minutes.

1.	Check Register – 10/31/08	\$ 5,049,026.67
1.1	Check Register – 11/07/08	\$ 2,649,319.06

2. BUDGET

RESOLVED, The Randolph Township Board of Education approve **October 2008** 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 – 10/31/08
2.2	Expense Account Adjustment Analysis 10/31/08

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 2008**, **Finance Exhibits # 3.1 – 3.6**, consisting of:

3.1	Interim Balance Sheet – 10/31/08
3.2	Revenue Report – 10/31/08
3.3	Budget Report – 10/31/08
3.4	Petty Cash Report – 10/31/08
3.5	Food Services Cash Report – 10/31/08
3.6	Treasurer Report – 09/30/08

and

WHEREAS, The Randolph Township Board of Education has received the Report of the Treasurer for the month of **October, 2008**,

and

October 31, 2008 FUND	<u>CASH BALANCE</u>	<u>APPROPRIATION BALANCE</u>
(10) General Current Expense Fund	\$ 763,842.40	\$ 31,390.00
(11) Current Expense	-	3,699,488.45
(12) Capital Outlay	-	(233,247.87)
(20) Special Revenue Fund	8,221.21	385,830.72
(30) Capital Projects Fund	584,290.76	-
(40) Debt Service Fund	260,783.00	-
(60) Food Service	157,384.59	279,011.79
(63) Community School	279,005.59	611,467.95
Capital Reserve	851.01	-
<u>TOTAL</u>	\$ 2,054,378.56	\$ 4,773,941.04

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 overexpended 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. RESOLUTION TO ACCEPT THE 2007-2008 DISTRICT AUDIT AND THE ACCOMPANYING CORRECTIVE ACTION PLAN

BE IT RESOLVED, that the Randolph Township Board of Education District Report of the Audit Year Ended June 30, 2008 prepared by Nisivoccia & Company of Randolph, New Jersey, be accepted, along with the accompanying corrective action plan **FFT Exhibit # 4**. The auditing 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

The December month end report and Annual report be filed with the County Superintendent in timely manner in accordance with state statute.

3. School Purchasing Program

None

4. School Food Service

None

5. Student Body Activities

- a) All deposits be consistently made on a timely basis for the High School.
- b) Vouchers be prepared for all disbursements from the Ironia School and the Athletic Activity Accounts.
- c) The Ironia School, Middle School and High School Activity Accounts obtain the claimant's signature when making purchases.
- d) The High School Activity Account pay vendors directly when making purchases.
- e) Blank vouchers not be pre-signed and that blank vouchers be maintained in a secure location for the Athletic Activity Account.

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Other

None

It is recommended that:

Status of Prior Year's Findings/Recommendations:

The prior year recommendation regarding district employees being compensated for working at various athletic events through the Athletic Activity Account and not payroll was resolved during the current year. The recommendations regarding preparation of vouchers and obtaining claimant's signatures for Student Activity Accounts are repeated in the current fiscal year.

5. **APPROVAL OF CONTRACT RENEWAL WITH SCHOOLBROADNET SERVICES**

RESOLVED, the Randolph Township Board of Education approve an agreement for **Schoolbroadnet Services** as summarized in **Finance Exhibit # 5** attached hereto and made a part of the minutes.

6. **ACCEPTANCE OF FUNDS**

RESOLVED, the Randolph Township Board of Education accept a Fellowship Award Agreement between Fernbook Elementary School and the **Earthwatch Institute** in the amount of **\$ 1,950.00**, as summarized in **Finance Exhibit # 6**, attached hereto and made a part of the minutes.

7. **ACCEPTANCE OF FUNDS**

RESOLVED, the Randolph Township Board of Education accept a Letter of Agreement between Randolph Middle School and **Willow Tree Center**, in the amount of **\$ 2,000.00**, implementation of the **REBEL2 Tobacco Prevention Program**, for period 9-2-08 – 6-12-09, as summarized in **Finance Exhibit # 7**, attached hereto and made a part of the minutes.

8. **AMEND 2007-2008 NCLB APPLICATION**

RESOLVED, the Randolph Township Board of Education amend the 2007-2008 application from the State of New Jersey Department of Education, **NO CHILD LEFT BEHIND (NCLB) Grant**, as summarized in **Finance Exhibit # 8**, attached hereto and made a part of the minutes. The grant amount will be amended to include the carryover funds from 2006-2007.

<u>PROGRAM NAME</u>	<u>GRANT #</u>	<u>FY 2007-2008 AMOUNT</u>
NCLB CONSOLIDATED	NCLB4330	
Title IIA – PART A		\$ 110,444
Title III		\$ 11,875

9. APPROVAL OF SUBSCRIPTION BUSING

RESOLVED, the Randolph Township Board of Education approve an agreement to provide subscription busing for **S. G.**, beginning December 1, 2008.

10. APPROVAL OF SUBSCRIPTION BUSING

RESOLVED, the Randolph Township Board of Education approve an agreement to provide subscription busing for **J.S.** for the 2008-2009 school year.

11. APPROVAL OF SUBSCRIPTION BUSING

RESOLVED, the Randolph Township Board of Education approve an agreement to provide subscription busing for **P. R.**, beginning December 1, 2008.

12. ACCEPTANCE OF THE COMPREHENSIVE MAINTENANCE PLAN

RESOLVED, the Randolph Township Board of Education accept the attached **Finance Exhibit # 9, Annual Comprehensive Maintenance Budget Amount Worksheet**, which is the annual update of the Comprehensive Maintenance Plan approved by the Board of Education on September 20, 2001 pursuant to N.J.A.C. 6:26a.

13. MOTION TO APPROVE CONTRACT AGREEMENT

BE IT RESOLVED, the Randolph Township Board of Education approve an agreement with the **ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION**, for public school child study team services, 2008-2009 school year as summarized in **Finance Exhibit # 10**, attached hereto and made a part of the minutes.

14. ACCEPTANCE OF DONATIONS

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

- **Randolph Township Middle School, Art Department**, donation from **Mrs. Carol Ferrari**, a Randolph resident, 175 lb. cement flywheel potter's wheel, having an approximate value of \$1,449.00.
- **Randolph Township Middle School**, donation from the **Rotary Club**, approximately 456 Thesaurus books to the sixth grade class, having an approximate value of \$798.00.
- **The Randolph Township Middle School**, donation from **Target**, as part of the **Take Charge of Education Program** in the amount of \$77.41.
- **The Randolph Township Ironia School**, donation from **Thornburg Investment Management** and **Thornburg Mortgage Advisory Corp.**, each donating an amount of \$762.00 for the purchase of a classroom FM system.
- **The Randolph Township Ironia School**, the following donations from the **Ironia PTA**, having an estimated total value of \$7,689.39:
 - i. **Reading & Writing on Tape** \$ 557.35
Supports Readers Theater performances along with reading and writing activities
 - ii. **Senteo Interactive Response System** \$ 883.00
Increases student interaction & response in the classroom.
Includes 24 responders with a training workshop at Ironia.
 - iii. **Two FM Systems (\$950 x 2)** \$1,900.00
Use in a first grade ICS classroom.
Use in a second grade ICS classroom.
 - iv. **Two Smart Document Cameras (\$930X2)** \$1,860.00
Use in the science program & math program to Provide visual representations.
 - v. **Apple IMac Computer** \$1,699.00
Use in the art room for converting student work into digital format.
 - vi. **Trout in the Classroom** \$ 790.02
Continuation of Trout in the classroom project & purchase of materials such as pumps, filters, water conditioners, de-chlorinator.

- **The Randolph Township School District, from the Randolph Township Health Department, two sets of recycling and solid waste containers for outdoor events, having an estimated value of \$500.00.**

BE IT RESOLVED, that Dr. Joseph Miceli, Principal of the Middle School, Dr. Dennis Copeland, Principal of the Ironia School, and Michael S. Neves, Business Administrator / Board Secretary, acknowledge the donations in a letter.