

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 – 07/29/11	\$ 3,395,445.86
1.1	Check Register – 08/05/11	\$ 2,100,513.59

2. BUDGET

RESOLVED, the Randolph Township Board of Education approve **July 2011** 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 – 07/29/11
2.2	Expense Account Adjustment 07/29/11

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 **July**, **Finance Exhibits # 3.1 – 3.5**, consisting of:

3.1	Interim Balance Sheet – 07/29/11
3.2	Revenue Report – 07/29/11
3.3	Budget Report – 07/29/11
3.4	Petty Cash Report – 07/29/11
3.5	Food Services Report – 07/29/11 (N/A)
3.6	Treasurer Report – 06/30/11

and

WHEREAS, the Randolph Township Board of Education has received the Report of the Treasurer for the month of **June 2011**, **Finance Exhibit # 3.6**,

July 31, 2011 FUND	<u>CASH BALANCE</u>	<u>APPROPRIATION BALANCE</u>
(10) General Current Expense Fund	\$ 8,231,093.87	\$ 285.00
(11) Current Expense	-	53,776,899.93
(12) Capital Outlay	-	501,448.69
(20) Special Revenue Fund	(645,520.13)	70,595.33
(30) Capital Projects Fund	(3,804.89)	-
(40) Debt Service Fund	(146,200.75)	-
(60) Food Service	(715,285.80)	1,695,592.92
(63) Community School	340,128.44	1,160,617.48
<u>TOTAL</u>	\$ 7,060,410.74	\$ 57,205,439.35

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. RESCIND FINANCE, FACILITIES AND TRANSPORTATION MOTION NO. 3 OF MAY 10, 2011

WHEREAS, on June 28, 2011, the Board appointed the law firm Schenck, Price, Smith & King, LLP, as Legal Counsel to the Board;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education hereby rescinds the appointment of Kenny, Gross, Kovats & Parton as Board Counsel and Negotiations Counsel; and

BE IT FURTHER RESOLVED, that the Board hereby accepts the resignation of Parker McCay, P.A. as Special Education Counsel for the Board.

5. MOTION TO APPROVE BOARD MEMBER REIMBURSEMENT FOR COST OF CRIMINAL HISTORY BACKGROUND CHECK

WHEREAS, Assembly Bill 444, signed into law on May 26, 2011, disqualifies members of boards of education from serving in office if they have been convicted of certain crimes; and

WHEREAS, the statute also requires members to undergo criminal history background checks and to pay the cost of such investigations; and

WHEREAS, Assembly Bill 444 permits local boards of education to reimburse individual members for the cost of criminal history background investigations; and

WHEREAS, State law (N.J.S.A. 18A:12-4) prohibits the compensation of local board of education members; and

WHEREAS, members of the Randolph Township Board of Education devote significant time and substantial effort to the governance of the district's public schools; and

WHEREAS, the Randolph Township Board of Education believes that individual school board members, who are uncompensated, should be reimbursed for the cost the criminal history background investigations, which are necessary to continue serving in office.

THEREFORE, BE IT RESOLVED, that the Randolph Township Board of Education authorize reimbursement of individual members for the cost of the criminal history background investigations required by Assembly Bill 444; and,

BE IT FURTHER RESOLVED, that the Randolph Township Board of Education through its policy adoption process shall amend language to its policy 0142 – Board Member Qualifications, Prohibitive Acts and Code of Ethics, authorizing reimbursement of the criminal history record check for Board members in accordance with the provisions of P.L. 2011, Chapter 72.

6. APPROVE THE AMENDED 2011 NO CHILD LEFT BEHIND (NCLB) APPLICATION:

MOTON, to approve the submission of the amended 2011 **NO CHILD LEFT BEHIND (NCLB)** application. This amendment is to incorporate the 2010 No Child Left Behind carryover funds, as summarized in **Finance Exhibit # 4**, attached hereto and made a part of the minutes.

<u>PROGRAM NAME</u>	<u>GRANT #</u>	<u>FY 2010-2011 AMOUNT</u>
NCLB Consolidated	NCLB4330	
Title I – Part A		\$ 99,471
Title II – Part A		\$110,237

Title II – Part D	\$ 403
Title III	\$ 17,978
Title III Immigrant	\$ 44,006

7. MOTION TO ENTER INTO AN AGREEMENT

WHEREAS, the Randolph Township Board of Education previously approved a contractual agreement with **Metz & Associates Limited** 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 & Associates Limited** to provide management services for the District’s food services program for the 2011-2012 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 & Associates Limited**, for period beginning July 1, 2011 and ends on June 30, 2012.

MANAGEMENT FEE(S)/GUARANTEES

1. Management/Administrative Fees

Management/Administrative Fees – Cents Per Meal

1. Metz & Associates. Ltd. will charge a management fee of \$0.045 per meal and meal equivalents served.

a. “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 & Associates. Ltd. will charge an administrative fee of \$0.0538 per meal and meal equivalents served.

a. “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
(Profit)

Metz & Associates Ltd. guarantees that the bottom line on the operational financial report for 2011-2012 school year shall be a profit of \$150.44. If the actual profit is below this amount, Metz & Associates Ltd. will subsidize the bottom line for any amount less than the guarantee. This guarantee is contingent upon the following conditions:

3. Guarantee Conditions

- a. Proposed pricing schedule as per the proposed budget.
- b. Commodity levels stay consistent with current year.
- c. State & Federal reimbursement levels are at least equal to 2010-2011 levels.
- d. USDA donated commodities offered are at least equal to 2010-2011 levels.
- e. Proposed staffing schedule shall be per the proposed budget.
- f. Medical and Dental insurance remains consistent with proposed budget.
- g. LEA's enrollment and ADA will be at the levels as stated in the proposed budget.
- h. Equipment and repairs will be paid by the LEA.
- i. There will be no limitations on the sale of menu items and a la carte items, except that they meet State and District Nutrition Policies.
- j. LEA will have the number of feeding days as stated in the proposed budget.
- k. Enrollment and average daily attendance will be at least equal to the 2010-2011 levels.
- l. Metz & Associates, Ltd. will be held harmless in the event of a work stoppage within the LEA.

- m. The Local Education Agency and the Food Service Management Company must mutually agree upon any changes in staffing, wages and benefits.
- n. Should the LEA Board of Education or the LEA Administration require a cafeteria staffing plan other than that proposed or as determined by FSMC as appropriate, the guarantee will be adjusted accordingly for the resultant costs of extra labor.
- o. Should any school policy or other regulation alter any condition in the budget projections and supplementary statistics, including but not limited to the expected enrollment, the school lunch requirements, the a la carte program, the space of kitchen, vending and cafeteria areas, then the guarantee will be adjusted accordingly.
- p. In the event of unscheduled events such as strikes, layoffs, reduced or cancelled school days, bomb threats or emergency closings, the guarantee will be adjusted on a pro-rata basis, based upon the actual school days as compared to the projected number of school days.
- q. Costs for additional labor coverage related to any sick, retirement, or other benefit days or allocations earned or accumulated prior to the start of the contract or acquired during the contract are not included in the guarantee and the guarantee will be adjusted accordingly for such costs.
- r. No change to school policy that significantly affects operating expenses.
- s. No restrictions on menu and ala carte offerings except that they meet previously stated in NJ State guidelines.
- t. No change in the Federal or State regulations that would impact the cafeteria operating revenue and expenses.

In the event the forgoing conditions are not met during the school year, Metz & Associates 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 & Associates Limited** to provide management services for the District's food services program for the 2011-2012 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 three (3), one (1) year options to renew remaining.

8. APPROVAL OF SHARED SERVICES AGREEMENT FOR THE CONSTRUCTION AND OPERATION OF A PUBLIC WORKS VEHICLE MAINTENANCE GARAGE FOR THE TOWNSHIP OF RANDOLPH AND THE RANDOLPH TOWNSHIP BOARD OF EDUCATION

BE IT RESOLVED, the Randolph Township Board of Education approve the shared services agreement between the Township of Randolph and the Randolph Township Board of Education, as summarized in **Finance Exhibit # 5**, attached hereto and made a part of the minutes.

9. MOTION TO APPROVE SHARED SERVICES AGREEMENT

BE IT RESOLVED, the Randolph Township Board of Education approve an **Shared Services Agreement** between the Randolph Board of Education and the **Township of Randolph** for computer network services as summarized in **Finance Exhibit # 6**, attached hereto and made a part of the minutes.

10. MOTION TO APPROVE DISTRICT WALKING AREAS

BE IT RESOLVED, the Randolph Township Board of Education designate and approve the areas of the Township that shall be walking areas, to designate and approve areas of the Township that shall receive school transportation, as summarized in **Finance Exhibit # 7**, attached hereto and made a part of the minutes.

11. APPROVAL OF THE EDUCATIONAL SERVICES COMMISSION OF MORRIS COUNTY SHARED SERVICES AGREEMENT

BE IT RESOLVED, the Randolph Township Board of Education approve the Education Services Commission of Morris County Shared Services Agreement for **BIDDING / PURCHASING, PROGRAM 2011-2012**, as summarized in **Finance Exhibit # 8**, attached hereto and made a part of the minutes.

12. MOTION TO APPROVE THE SUBMISSION OF AMENDED 2011 IDEA APPLICATION

BE IT RESOLVED, the Randolph Township Board of Education approve the submission of the amended 2011 **INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)** application. The amendment includes \$258 Basic and \$1,021 pre-school carryover from the 2009-10 fiscal year.

BASIC (ages 3-21): \$ 1,016,841

PRESCHOOL (ages 3-5): \$ 47,361

13. MOTION TO APPROVE CONTRACT AGREEMENT

BE IT RESOLVED, the Randolph Township Board of Education approve an agreement with Ms. Patricia Dunne, for professional services as outlined in **Finance Exhibit # 9**, attached hereto and made a part of the minutes.

14. ACCEPTANCE OF DONATIONS

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

- **Community School:** donation in-kind of five (5) refurbished laptops from First Energy for students use in the childcare programs.
- **High School:** from the Randolph Football Club, donation of building material and labor to assemble new wooden lockers with lock boxes for valuables in the Varsity side of field house. Estimated value of material and labor is approximately \$4,000.

BE IT FURTHER RESOLVED, that Ms. Elaine Voorhis, Director of Community School, Ms. Deborah Iosso, Principal of Randolph High School acknowledge the donations in a letter to the appropriate parties.

15. MOTION TO ALLOW BOARD MEMBER TRAVEL TO ATTEND NJSBA MANDATED TRAINING FOR 2011 – 2012 SCHOOL YEAR

BE IT RESOLVED, The Randolph Township Board of Education allow Board member travel to attend New Jersey School Board Association (NJSBA) mandated training, based on State's Accountability Act. In-person mandated training offered free of charge, however, web-based training will carry a \$50.00 fee per participant, cancellation fees apply.

BE IT FURTHER RESOLVED, that attending Board members be reimbursed mileage expenses and reasonable incidental expenses, in accordance with district policy 9250 – *Expenses and Reimbursements*.

Any cancellations made up to 10 working days prior to the program date will be processed free of charge. Cancellations made between 10 working days and 72 hours of the program date will be charged \$25. Cancellations made within 72 hours and no shows will be charged \$50. A cancellation fee will also be charged for changing a registration.

16. 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 24 – 26, 2011, 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 08-19* and on OMB circular 06-14, and in accordance with district policy 9250 – *Expenses and Reimbursements*.

Group Registration Fee: \$ 750.00 (*NJSBA members only up to 11 members*) or
Individual Registration Fee: \$150.00 / per member.
Cancellation Fees may apply

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

Lodging: \$ **100.00** / night

Room tax and tourism fees: (varies from \$5-\$10/day)

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)

The following will attend:

Board Members

Administrators

Dr. David Browne

Miss Jennifer Fano

17. MOTION TO AUTHORIZE AND DIRECT BUSINESS ADMINISTRATOR/BOARD SECRETARY FOR PRELIMINARY PLANNING OF REFERENDUM

The Business Administrator/Board Secretary is authorized and directed to take steps necessary for preliminary planning for a proposed school capital improvement program, including directing the school district's professionals to assist and make recommendations for consideration by the Board, and to expend for this purpose not exceeding \$ 50,000.