

**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 – 07/31/10	\$ 1,771,753.94
1.1	Check Register – 08/13/10	\$ 4,173,282.64

**2. BUDGET**

**RESOLVED**, the Randolph Township Board of Education approve **July 2010** 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 – 07/31/10
2.2	Expense Account Adjustment Analysis 07/31/10

**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 2010**, **Finance Exhibits # 3.1 – 3.6**, consisting of:

3.1	Interim Balance Sheet – 07/31/10
3.2	Revenue Report – 07/31/10
3.3	Budget Report – 07/31/10
3.4	Petty Cash Report – 07/31/10
3.5	Treasurer Report – 06/30/10

and

**WHEREAS**, the Randolph Township Board of Education has received the Report of the Treasurer for the month of **June 2010**,

<b>July 31, 2010 FUND</b>	<b><u>CASH BALANCE</u></b>	<b><u>APPROPRIATION BALANCE</u></b>
(10) General Current Expense Fund	\$ 4,537,008.61	\$ 47,709.00
(11) Current Expense	-	52,248,933.83
(12) Capital Outlay	-	382,006.02
(20) Special Revenue Fund	(266,015.47)	1,812,648.94
(30) Capital Projects Fund	(40,645.00)	-
(40) Debt Service Fund	1,847,787.00	-
(60) Food Service	(405,798.55)	1,485,182.48
(63) Community School	195,055.90	1,174,169.33
<b><u>TOTAL</u></b>	<b>\$ 5,867,392.49</b>	<b>\$ 57,150,649.60</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 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 # 4**, attached hereto and made a part of the minutes.

#### **5. 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 19 – 20, 2010, Somerset, New Jersey**. Reimbursement of registration fees, mileage, meals and incidental expenses, subject to the limitations and conditions set forth on *OMB circular 06-14*, and in accordance with district policy *9250 – Expenses and Reimbursements*.

Group Registration Fee: \$ 550.00 (NJSBA members only up to 11 members) or  
Individual Registration Fee: \$100.00 / per member.

*Cancellation Fees: Jun 1-Sept 5 = \$50, Sept 6- 30 = \$100; Requests for refunds cannot be accepted after September 30, 2010.*

**COST PER PERSON:**

Lodging: \$ 127.00 / night (*applicable to attendees whose home to event one-way commute exceeds 50 miles*)

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

Meals: (M&I.E.): \$ 42.00 / day (allowable \$56; 75% first & last day) *subject to further reduction for meals furnished at the event.*

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.*

The following will attend:

**Board Members:**

Maria Martorana

Harry Ruiz

Jeanne Stifelman

**Administrators:**

Mr. Owen Snyder

Mr. Michael S. Neves

**6. MOTION TO ALLOW BOARD MEMBER TRAVEL TO ATTEND NJSBA MANDATED TRAINING FOR 2010 – 2011 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 at .31 cents per mile 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 be charged for changing a registration or cancelling a registration*

**7. MOTION TO VOID THE FOLLOWING CHECKS**

**BE IT RESOLVED**, the Randolph Township Board of Education, by resolution, approve the cancellation of un-cashed checks remaining as open items as of August 1, 2010, for school years, 2005 thru 2009, sum of checks totaling \$4,539.45.

<b>Check</b>	<b>Date</b>	<b>Amount</b>
15454	Sep 2005	\$ 55.38
3065	Dec 2005	370.87
197	Jan 2006	12.87
14534	Jun 2006	231.83
21374	Oct 2006	81.38
26850	Jan 2007	408.78
29085	Feb 2007	412.50
29086	Feb 2007	400.36
46646	Nov 2007	1,362.17
56526	Mar 2008	1,173.64
56948	Mar 2008	17.20
88936	May 2009	12.47
	<b>TOTAL</b>	<b>\$4,539.45</b>

**8. MOTION TO ACCEPT THE FOLLOWING GRANTS:**

**BE IT RESOLVED**, the Randolph Township Board of Education accept two grants (one each for Randolph High School and Randolph Middle School) from the Morris County Municipal Utilities Authority, each check in the amount of \$500 for the purpose of purchasing of recycling receptacles.

**9. MOTION TO ENTER INTO AN AGREEMENT**

**WHEREAS**, the Randolph Township Board of Education previously approved Finance, Facilities and Transportation Motion No.13, approved 15 June, 2010, as restated below:

**WHEREAS**, the Randolph Board of Education has determined it is necessary that the District go out for a Request for Proposal for the management of the district's Food Services Program, and

**WHEREAS**, the District has determined that there are three (3) critical areas that the successful vendor would have to address which are:

1. A minimum breakeven profit financial projection,
2. An infusion of capital into the fixed assets of the program, and
3. The successful vendor would retain the current district food services staff, and

**WHEREAS**, Metz & Associates Limited has submitted a proposal that favorably addresses all three critical areas,

**BE IT RESOLVED**, that the Randolph Board of Education enter into a contractual agreement with **Metz & Associates Limited** to provide management services for the District's food services program for the 2010-2011 school year and that the contract will be entered into once the district obtains approval from the New Jersey Department of Agriculture. The contract will be a one year contract with four (4), one (1) year options to renew.

**BE IT FURTHER RESOLVED**, that the district further incorporates the following contractual management fees(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, 2010 and ends on June 30, 2011.

#### 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.
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 2010-2011 school year shall be a profit of \$223,598.11. 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. Guarantee is contingent on the following RFP information provided:
  1. Serving/feeding days in each school
  2. Student and staff pricing

- 3. Enrollment
- 4. LEA responsible for all repairs, cleaning and maintenance
- 5. District labor at the \$603,172.62 level or below
- b. State & Federal subsidies are at least equal to 2009-2010 levels
- c. USDA donated commodities offered are at least equal to 2009-2010 levels
- d. No competitive sales during cafeteria hours
- e. Reimbursement levels stay consistent with RFP year
- f. Medical and Dental insurance remains consistent with RFP
- g. 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
- h. The Local Education Agency and the Food Service Management Company must mutually agree upon any changes in staffing, wages and benefits
- i. 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.
- j. 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.
- k. 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
- l. 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.

**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 2010-2011 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 four (4), one (1) year options to renew.

**10. PURCHASE OF TWO (2) NEW 2011 TYPE "B" GASOLINE POWERED 20 PASSENGER SCHOOL BUSES EQUIPPED WITH "C.E. WHITE" CHILD RESTRAINT SEATS**

**BE IT RESOLVED**, the Randolph Township Board of Education advertised for sealed bids for the purchase of two (2) 20 Passenger type "B" Gasoline Powered school buses on July 29, 2010. The bids were received and read aloud on Wednesday, August 11, 2010 at 10:00 A.M. in the Administration Offices of the

Randolph Township Board of Education, 25 School House Road, Randolph, New Jersey.

In attendance were:

Maryanne Emmel, Jerry Schenker  
and  
Geraldine Callinan  
Chris Zeiner  
Mike Kelly

Randolph Township Board of Education  
Jersey Shore Bus Sales, Inc.  
American Bus and Coach

Bid packages were mailed to the following vendors:

American Bus & Coach, LLC  
2515 East State Street  
Trenton, NJ 08619

Jersey Shore Bus Sales, Inc.  
2345 Route 9, Unit 15  
Toms River, NJ 08755

H.A. DeHart & Son  
311 Crown Point Road  
Thorofare, NJ 08086

Wolfington Body Company  
Route #38  
Mount Holly, NJ 08060

The proposals received were as follows:

American Bus & Coach, LLC                      \$ 54,490 per bus for a total of \$108,980

Jersey Shore Bus Sales                              \$ 51,292.00 per bus for a total of \$102,584

**BE IT FURTHER RESOLVED**, that the Randolph Township Board of Education award a contract for the purchase of two (2) 20-passenger type "B" school buses to American Bus & Coach, LLC, of Trenton, New Jersey, in the total amount of \$108,980.00 based on the next lowest responsive and responsible bidder meeting all specifications as set forth in the bid documents.

**11. APPROVAL OF LUNCH PRICES FOR THE 2010-2011 SCHOOL YEAR**

**BE IT RESOLEVED**, on the recommendation of Food Services Management Company (FSMC), the Randolph Township Board of Education approve school lunch price list for the 2010-2011 school year.

**ELEMENTARY SCHOOL ALA CARTE PRICE LIST**

**BEVERAGES**

Milk \$.75

Suncup juice \$.50  
8oz bottled water \$.75  
Snapple drinks \$1.25

**SNACKS**

Soft pretzel \$.75  
Frito Lay chips \$1.00  
Cookie \$.50  
3 Cookies \$1.25  
Fresh fruit \$.60  
Ice cream \$.85  
Novelty ice cream \$1.50

**HIGH SCHOOL ALA CARTE PRICE LIST**

**Beverages**

Milk \$.75  
Suncup juice \$.50  
8 oz bottled water \$.75  
Flavored water \$1.00  
Snapple drinks \$1.25  
12 oz Gatorade \$1.50

**Breakfast Items**

Bagel w/ 2 butter \$1.25  
Bagel w/ 1 CC \$1.50  
Extra butter or CC \$.25  
Cereal with milk \$1.35  
Breakfast sandwich \$2.75

**Lunch Items**

Hot/sandwich at sandwich station \$3.50  
Peanut butter & jelly sandwich \$2.50  
Entrée salads \$3.50



Hamburger, hot dog \$2.50  
Cheeseburger, chicken patty \$3.00  
Specialty sandwich \$3.50  
Soup 12oz w/ 2 crackers \$2.00  
Soup 16oz w/ 2 crackers \$2.50  
Vegetable side dish \$.50  
Yogurt parfait 12oz \$2.75  
Pizza slice \$2.50  
Pizza slice with topping \$2.75  
Specialty pizza slice \$3.00  
A la carte entrée \$3.00  
Side of fries/tater tots/potato \$1.25

**Snacks**

Soft pretzel \$1.25  
Side of cheese sauce \$.50  
Frito Lay chips \$1.00  
Cookie \$.50  
Fresh fruit \$.60  
Ice cream \$.85  
Novelty ice cream \$1.50

**MIDDLE SCHOOL ALA CARTE PRICE LIST**

**Beverages**

Milk \$.75  
Suncup juice \$.50  
8 oz bottled water \$.75  
Flavored water \$1.00  
Snapple drinks \$1.25  
12 oz Gatorade \$1.50

**Breakfast Items**

Bagel w 2 butter \$1.25

Bagel w CC \$1.50

Extra butter or CC \$.25

Cereal with milk \$1.35

### **Lunch Items**

Cold sandwich \$2.25

Burger/chicken patty/hot dog \$2.50

Chicken nuggets \$2.50

Peanut butter & jelly \$2.50

Soup 12 oz w/ 2 crackers \$2.00

Soup 16 oz w/ 2 crackers \$2.50

Vegetable side dish \$.50

Yogurt parfait 12 oz \$2.75

Pizza slice \$2.50

Pizza slice w/ topping \$2.75

Specialty slice \$3.00

Side of fried/tater tots/potato \$1.25

### **Snacks**

Soft pretzel \$1.25

Side of cheese sauce \$.50

Frito Lay chips \$1.00

Cookie \$.50

Fresh fruit \$.60

Ice cream \$.85

Novelty ice cream \$1.50

Complete lunch 3 out of 5 components \$3.00

Components are: Milk, Fruit, Vegetable, Grain & Protein

## **12. MOTION TO APPROVE APPLICATION FOR DUAL USE OF EDUCATIONAL SPACE FOR THE 2010-11 SCHOOL YEAR**

**BE IT RESOLVED**, the Randolph Township Board of Education requests the approval from the New Jersey Department of Education, Morris County Office, for the following school locations:

Center Grove: dual use of classroom No.100 for BSI and Enrichment use.

## **13. ACCEPTANCE OF DONATIONS**

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

- **Fernbrook**, from **PTA**, a donation of funds in the amount of \$11,000. Funds to be used to purchase Smartboard for the music room, screen for gymnasium, batteries and memory modules for laptops, FM system and grant supplements for staff.
- **Randolph High School**, from **RHS PTSO**, donation of three (3) 16' whiteboards awarded to the Math Department, having an estimated value of \$1,775.
- **Randolph Middle School**, from **RMS PTA**, donation of the following equipment, total estimated value of \$9,897.
  - fifteen (15) AT492AV-PKG - HP Compaq 6000 Pro Small Form factor P.C.'s, each valued at \$490.80
  - fifteen (15) NP446A8#ABA - HP Promo LE1901wm 19-inch Widescreen Multimedia LCD Monitors, each valued at 169.00
- **Shongum School**, from the Shongum PTA a donation of approximately \$22,000 for the purchase of technology and technology training.

**BE IT FURTHER RESOLVED**, that Ms. Lisa Gross, Principal of Fernbrook, Ms. Deborah Iosso, Principal of Randolph High School, Ms. Carol Strowbridge, Principal of the Middle School, and Ms. Laura Hernandez, Principal of the Shongum School acknowledge the donations in a letter to the appropriate parties.