

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 – 10/31/12	\$ 5,951,308.00
1.1	Check Register – 11/15/12	\$2,359,065.44

2. BUDGET

RESOLVED, the Randolph Township Board of Education approve **August 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 – 10/31/12
2.2	Expense Account Adjustment Analysis 10/31/12

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 **October 2012**, **Finance Exhibits # 3.1 – 3.5**, consisting of:

3.1	Interim Balance Sheet – 10/31/12
3.2	Revenue Report – 10/31/12
3.3	Budget Report – 10/31/12
3.4	Petty Cash Report – 10/31/12
3.5	Food Services Report – 10/31/12 (to follow)
3.6	Treasurer Report – 10/31/12

and

WHEREAS, the Randolph Township Board of Education has received the Report of the Treasurer for the month of **October 2012**, **Finance Exhibit # 3.6**,

OCTOBER 31, 2012 FUND	CASH BALANCE	APPROPRIATION BALANCE
(10) General Current Expense Fund	\$10,043,331.11	\$ -
(11) Current Expense	-	6,241,794.94
(12) Capital Outlay	-	551,953.42
(20) Special Revenue Fund	(73,865.88)	867,295.28
(30) Capital Projects Fund	7,347,279.06	-
(40) Debt Service Fund	(0.33)	-
(60) Food Service	(759,643.55)	268,022.12
(63) Community School	206,830.94	821,379.44
<u>TOTAL</u>	\$16,763,931.35	\$8,750,445.20

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. APPROVAL OF GAS SUPPLY SERVICE AGREEMENT BETWEEN THE RANDOLPH TOWNSHIP BOARD OF EDUCATION AND COMPASS ENERGY SERVICES INCORPORATED

BE IT RESOLVED, the Randolph Township Board of Education approve an agreement between the Randolph Township Board of Education and Compass Energy Services, Inc., to provide natural gas supply service to the district as summarized in **Finance Exhibit #4**, attached hereto and made a part of the minutes.

5. APPROVAL OF ELECTRIC SUPPLY SERVICE AGREEMENT BETWEEN THE RANDOLPH TOWNSHIP BOARD OF EDUCATION AND HESS CORPORATION

BE IT RESOLVED, the Randolph Township Board of Education approve an agreement between the Randolph Township Board of Education and Hess Corporation to provide

electric generation service to the district as summarized in **Finance Exhibit #5**, attached hereto and made a part of the minutes.

6. APPROVAL OF SUBSCRIPTION BUSING

RESOLVED, THE Randolph Township Board of Education approve an agreement to provide subscription busing for student(s) A.C. & L.C. commencing October 19, 2012.

7. MOTION TO APPROVE SPECIAL EDUCATION TUITION (RECEIVING) CONTRACT

RESOLVED, that the Randolph Township Board of Education accept REC-13-01, grade 4, effective September 6, 2012, terminate June 30, 2013, and

BE IT FURTHER RESOLVED that a special education tuition contract be entered into with the Dover Board of Education (sending district) at an estimated program tuition rate of \$53,074.

8. MOTION TO APPROVE AND AGREEMENT BETWEEN RANDOLPH TOWNSHIP BOARD OF EDUCATION AND NEW JERSEY DEPARTMENT OF EDUCATION, OFFICE OF SPECIAL EDUCATION

RESOLVED, that the Randolph Township Board of Education enter into agreement with New Jersey Department of Education, Office of Special Education for conducting post-school outcomes survey of students with disabilities, as summarized in **Finance Exhibit #6**, attached hereto and made a part of the minutes.

9. ACCEPTANCE OF DONATIONS

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

➤ **High School:**

- through the RHS PTSO grant program, donation of ten (10) model 7320 computers with wireless cards for business classroom use, having an estimated value of \$7,612; to be purchased by the district.
- through the RHS PTSO grant program, donation of a mini gas chromatograph and logger pro-software for classroom use, having an estimated value of \$1,938; to be purchased by the RHS PTSO.

- through the RHS PTSO grant program, donation of twelve (12) iPad's 3's and five (5) Apple TV adaptors for classroom use, having an estimated value of \$6,353; to be purchased by the RHS PTSO.

➤ **Middle School:**

- donation from Mrs. Lisa Finnis; used student model trumpet, having an estimated value \$200, to be added to the RMS instrument inventory and loaned to students who are financially unable to rent an instrument from a local music vendor.

BE IT FURTHER RESOLVED, that Ms. Deborah Iosso, Principal of Randolph High School, Ms. Carol Stowbridge, Principal of the Middle School acknowledges the donation(s) in a letter to the appropriate parties.

ADDENDUM 1

10. MOTION TO APPROVE REFUNDING BOND ORDINANCE

Refunding Bond Ordinance of the Board of Education of the Township of Randolph in the County of Morris, New Jersey, providing for the refunding of all or a portion of the outstanding school bonds of the school district, dated February 1, 2005, issued in the original principal amount of \$17,812,000, appropriating not to exceed \$12,300,000 therefor and authorizing the issuance of not to exceed \$12,300,000 refunding bonds to provide for such refunding per attached motion, **Finance Exhibit #7.**

11. MOTION TO APPROVE FOOD SERVICE 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 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 & Associates Limited, for period beginning July 1, 2012 and ends on June 30, 2013 per the attached **Finance Exhibit #8.**

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(Breakeven)
Metz & Associates Ltd. guarantees that the bottom line on the operational financial report for 2012-2013 school year shall be breakeven. 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 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.

ADDENDUM 2

12. ACCEPTANCE OF DONATIONS

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

- **High School:**
 - from Randolph Track Boosters (B&G), donation of long jump and triple-jump runway on upper field and shot put circle next to other areas with an approximate value of \$13,500.

- **Middle School:**
 - from RMS PTO, donation for STEM night supplies in the amount of \$500.

ADDENDUM 3

- **Middle School:**
 - *from RMS PTO Grant Committee, materials donation to specified staff members for STEM classroom use having an estimated value of \$1,096.*

BE IT FURTHER RESOLVED, that Ms. Deborah Iosso, Principal of Randolph High School, Ms. Carol Stowbridge, Principal of the Middle School acknowledges the donation(s) in a letter to the appropriate parties.