

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 – 02/28/11	\$ 5,373,191.40
1.1	Check Register – 03/03/11	\$ 1,980,930.84

2. BUDGET

RESOLVED, the Randolph Township Board of Education approve **February 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 – 02/28/11
2.2	Expense Account Adjustment 02/28/11

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 **February 2011**, **Finance Exhibits # 3.1 – 3.5**, consisting of:

3.1	Interim Balance Sheet – 02/28/11
3.2	Revenue Report – 02/28/11
3.3	Budget Report – 02/28/11
3.4	Petty Cash Report – 02/28/11
3.5	Food Services Report – 02/28/11
3.6	Treasurer Report – 01/31/11

and

WHEREAS, the Randolph Township Board of Education has received the Report of the Treasurer for the month of **January 2010**, **Finance Exhibit # 3.6**,

February 28, 2011 FUND	<u>CASH BALANCE</u>	<u>APPROPRIATION BALANCE</u>
(10) General Current Expense Fund	\$ 7,254,834.53	\$ 17,655.00
(11) Current Expense	-	4,621,857.60
(12) Capital Outlay	-	195,100.61
(20) Special Revenue Fund	(309,453.72)	257,188.44
(30) Capital Projects Fund	-	-
(40) Debt Service Fund	.25	.75
(60) Food Service	(498,961.70)	814,264.18
(63) Community School	248,032.19	520,674.65
<u>TOTAL</u>	\$ 6,694,451.55	\$ 6,426,674.23

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 CONTINUATION OF MEMBERSHIP IN THE POOLED INSURANCE PROGRAM OF NEW JERSEY

WHEREAS, a number of Boards of Education in various Counties have joined together to form a Joint Insurance Pool as permitted by N.J. Title 18A-.18B and;

WHEREAS, said Pool was approved effective July 1, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date, and;

WHEREAS, the Bylaws and regulations governing the creation and operation of this Insurance Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool, and;

WHEREAS, the Randolph Township Board of Education has determined that membership in the Pooled Insurance Program of New Jersey is in the best interest of the District;

NOW THEREFORE, BE IT RESOLVED, that the Randolph Township Board of Education does hereby agree to renew membership in the Pooled Insurance Program of New Jersey and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2011 to June 30, 2014.

BE IT FURTHER RESOLVED, that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District, and;

BE IT FURTHER RESOLVED, that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Group's Bylaws and to deliver the same to the Executive Director.

5. AWARD OF CONTRACT – BANKING SERVICES

BE IT RESOLVED, the Randolph Township Board of Education accept the proposal and award a contract for provision of banking services, commencing June 1, 2011, to The Provident Bank, based on their proposal being most advantageous to the District.

Proposals received from four qualified institutions as summarized below:

<u>INSTITUTION</u>	<u>PROPOSED NET ANNUAL REVENUE/(EXPENSE)</u>
The Provident Bank	\$40,636
PNC Bank	\$14,275
Bank of America Merrill Lynch	\$2,331
TD Bank	(\$14,456)

6. REJECTION OF BID CONTRACT FOR “AUTOMATIC TEMPERATURE CONTROL MODIFICATIONS AT RANDOLPH HIGH SCHOOL”

Sealed bids for **Automatic Temperature Control Modifications at Randolph High School** were received and read aloud on Thursday, February 3, 2011 at 2:00 p.m. in the business office of the Randolph Township Board of Education, 25 Schoolhouse Road, Randolph, New Jersey.

In attendance were:

Maryanne Emmel and Frank Wrede
Frank Messineo and Alexis Goldman

Randolph Township Board of Education
Solutions Architecture, LLC

Bid packages were received from one vendor:

TBS Controls, LLC
6 Pearl Court ~ Suite 6B,
Allendale, NJ 07401

Based upon attorney review of the current status of the law in New Jersey, the defects are non-waivable and may not be cured post bid opening. Therefore, this bid is being rejected and will be re-bid at a future date.

7. AWARD OF CONTRACT FOR “AUTOMATIC TEMPERATURE CONTROL MODIFICATIONS AT RANDOLPH HIGH SCHOOL”

Sealed bids for **Automatic Temperature Control Modifications at Randolph High School** were received and read aloud on Thursday, February 24, 2011 at 11:00 a.m. in the business office of the Randolph Township Board of Education, 25 Schoolhouse Road, Randolph, New Jersey.

In attendance were:

Maryanne Emmel and Frank Wrede
Alexis Goldman

Randolph Township Board of Education
Solutions Architecture, LLC

Bid packages were received from one Vendor:

TBS Controls, LLC
6 Pearl Court ~ Suite 6B,
Allendale, NJ 07401

Recommended contract amount:

Base Bid	\$38,783
Accepted Alternate # 1	26,535
Accepted Alternate # 3	7,460
Accepted Alternate # 6	<u>18,730</u>
Total Contract Award	<u>\$91,508</u>

BE IT RESOLVED, that the Randolph Township Board of Education award a contract for **Automatic Temperature Control Modifications at Randolph High School** to TBS Controls, LLC based on being the lowest responsible bidder meeting all specifications as stipulated in bid documents.

8. ACCEPTANCE OF DONATIONS

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

- **Fernbrook**; donation of \$2,336.75 from Fernbrook PTA for the purchase of five (5) HP mini netbooks for classroom use.

- **High School**;
 - donation from Sports Mindes / C. Michaels, PhD., to the baseball program and Randolph Baseball Diamond Club, forty to forty-six (45-46) baseball uniforms valued at \$5,175 - \$5,290

 - through the PTSO grant purchase, Aaron Baker / Anatomy and Physiology, twelve (12) skeletons having an estimated value of \$1,330

 - donation of \$337.50 from RHS PTSO; a partial payment equivalent to one-half (1/2) cost of transportation for students Cultural Day in New York City

 - a generous donation to the RHS Art Gallery, a check in the amount of \$2,500 from the John DaSilva Memorial Fund

 - ***through the PTSO grant purchase, iMac for media and television production, having an estimated value of \$1,199***

- **Middle School**;
 - donation from Jonathan and Stacey Seligson, body solid gym equipment with two (2) weight racks, having an estimated value of \$4,000

 - through the RMS PTO Grant program a donation valued at \$445; math manipulatives. for use in sixth (6th) grade

 - ***through the RMS PTO Grant program a donation of \$322; (workshop fee of \$219 to vendor and a fee \$103 to cover cost of substitute)***

BE IT FURTHER RESOLVED, that Ms. Lisa Gross, Principal of Fernbrook School, Ms. Deborah Iosco, Principal of the High School, Miss Carol Strowbridge, Principal of the Middle School, acknowledge the donations in a letter to the appropriate parties.

9. MOTION TO REAPPROVE 2011-2012 TENTATIVE BUDGET

A. FINANCE/FACILITIES & TRANSPORTATION

1. RESOLVED, upon the recommendation of the Superintendent, that the Randolph Township School District Board of Education, in the County of Morris, State of New Jersey approves the following resolution:

BE IT RESOLVED, to approve the 2011-2012 school district final budget for submission to the voters as follows:

General Fund:	\$ 76,538,322
Special Revenue Fund:	\$ 1,573,469
Debt Service Fund:	\$ 4,101,580

BE IT FURTHER RESOLVED, that there should be raised for the General Fund **\$ 64,504,368** for the ensuing school year 2011-2012 comprising of the following information:

2010-2011 Tax Levy	\$ 63,239,577
2% Tax Levy Increase Allowance	\$ 1,264,791
Enrollment Adjustment Allowance	0
Benefit Cost Allowance	\$ 643,612
Banked for Potential Use in the Subsequent Three Fiscal Years	\$ (643,612)
Proposed General Fund Tax Levy 2011-2012	\$ 64,504,368

BE IT FURTHER RESOLVED, that the Randolph Township Board of Education approves the following capital projects for the 2011-2012 school year:

CG - Parking Lot Replacement	\$ 489,880
CG – Lavatory Upgrade	25,000
CG – Replace Fire Alarm System	60,000
CG – Slate Roof Repairs	40,000
FB – Replace Asbestos Cafeteria Floor	110,000
Tech Bldg - Generator	22,000
IR – New Screens – Rear Wing	6,000
IR / SH Intercom PA Upgrade/Replacement	60,000
Maintenance Van to replace 14 yr old P/U Truck	22,000
Miscellaneous Paving	175,000
RHS – Lavatory Upgrades	50,000
RHS – Replace Library HVAC	65,000
RMS – Aux. Heat in Generator Room	3,000
RMS – Miscellaneous Flooring Replacement	10,000
SH – Re-Condition/Repair Overhead Porticos	8,000
SH – Replace Cafeteria Roof	20,000

2. WHEREAS, school district policy and N.J.A.C. 6A:23A-7.3 provides that the Randolph Township Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2011-2012 school year; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2010-2011 school year was **\$ 40,350**, and

WHEREAS, travel and expense reimbursement has reached a total amount of

\$ 3,826 as of March 1, 2011;

NOW, THEREFORE, BE IT RESOLVED, that the Randolph Township School District Board of Education, in the County of Morris, State of New Jersey hereby establishes the school district travel maximum for the 2011-2012 school year at the sum of **\$ 68,025**; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

3. WHEREAS, N.J.A.C. 6A:23A:5.2(a) mandates boards to establish annually prior to budget preparation for the public relations and each type of professional service a maximum level of spending for the ensuing school year;

WHEREAS, the final budget includes the following appropriations:

Legal	\$ 390,475
Accounting	50,000
Architect	30,000
Election	20,900
Other Administrative Services	42,908
Repair Services	321,900
Extraordinary Services	1,888,705
Nonpublic Services	80,663
Professional Development	404,985
Transportation	4,147,916

; and

WHEREAS, the Administration needs to notice the Board if there arises a need to exceed said maximums. Upon which the board may adopt the dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

NOW, THEREFORE, BE IT RESOLVED, that the Randolph Township School District Board of Education hereby establishes maximums professional development in the areas listed above at a level of one hundred twenty percent (120%) of the amounts listed for the 2011-2012 school year.