

**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 – 02/28/13	\$ 6,818,480.08
1.1	Check Register – 03/20/13	\$ 2,260,919.88

**2. BUDGET**

**RESOLVED**, the Randolph Township Board of Education approve **February 2013** 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 – 02/28/13
2.2	Expense Account Adjustment 02/28/13

**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 **January, February 2013, Finance Exhibits # 3.1 – 3.4**, consisting of:

3.1	Interim Balance Sheet – 01/31/13
3.2	Revenue Report – 01/31/13
3.3	Budget Report – 02/28/13
3.4	Petty Cash Report – 02/28/13
3.5	Treasurer Report – 01/31/13

and

**WHEREAS**, the Randolph Township Board of Education has received the Report of the Treasurer for the month of **January 2013, Finance Exhibit # 3.5**,

<u>January 31, 2013 FUND</u>	<u>CASH BALANCE</u>	<u>APPROPRIATION BALANCE</u>
(10) General Current Expense Fund	\$ 9,041,332.76	
(11) Current Expense	--	\$4,696,246.72
(12) Capital Outlay	--	492,005.58
(20) Special Revenue Fund	(7,975.80)	438,925.26
(30) Capital Projects Fund	7,165,886.08	5,702,644.29
(40) Debt Service Fund	561,130.67	--
(60) Food Service	(197,916.18)	303,972.41
(63) Community School	245,476.20	440,145.96
<b>TOTAL</b>	<b>16,807,933.73</b>	<b>12,073,940.22</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. ACCEPTANCE OF DONATIONS**

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

➤ **Middle School:**

- donation from the RMS PTO, five (5) Epson Powerlite PL93+ LCD projectors, having an estimated value of \$2,518
- donation from the RMS PTO, mounting equipment for projectors, having an estimated value of \$3,578

*Addendum 1*

- donation from the RMS PTO, through the teacher grant program the following awarded to various teaching staff members:

- payment of honorarium of \$200 to a professional actor to help the 8<sup>th</sup> grade understand Shakespeare;
- payment of \$480 to a composer in virtual residence to participate in two skype sessions;
- material: K'Nex Bridges kits to help build bridges and help engineering students, having an estimated value of \$419;
- material: how to create compost on an ongoing basis for the "sustainability" class, valued at \$263.

➤ **Center Grove School:**

- donation of materials from Akjay International LLC valued at approximately \$1,000 to be used in the Pre-K ABA program.

➤ **Fernbrook School:**

- donation from the Fernbrook PTO, lattice work material and benches having an estimated value at \$3,250 for the environmental center.

**BE IT FURTHER RESOLVED**, that Mr. Mario Rodas, Principal of the Center Grove School, Ms. Lisa Gross, Principal of Fernbrook School and Ms. Carol Strowbridge, Principal of the Middle School acknowledge the donations in a letter to the appropriate parties.

**Addendum1**

**5. RESOLUTION FOR THE AWARD OF A CONTRACT FOR ROOF REPAIRS AT RANDOLPH TOWNSHIP MIDDLE SCHOOL AND RANDOLPH TOWNSHIP HIGH SCHOOL**

**WHEREAS**, the Randolph Township Board of Education has determined that immediate, emergency repairs are needed on portions of the roofs at the Randolph Township Middle School and Randolph Township High School; and

**WHEREAS**, GL Group, Inc., has submitted a proposal for the remediation of the roofs in accordance with the District's needs; and

**WHEREAS**, the total contract amounts of \$29,700.00 (RMS) and \$11,800.00 (RHS) have been secured through a state-wide public bid consortium organized by Educational Data Services, Inc., as provided for in the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., and

**WHEREAS**, bids were advertised by the Consortium on September 2, 2011 and opened on February 3, 2012 for Bid # 4472, for contracts to be executed prior to

March 31, 2013, and therefore, the Board need not solicit sealed bids for the Project but may award the contract pursuant to N.J.S.A. 18A:18A-7 and N.J.A.C. 6A:26-3.16 (a) and (b) 1 et. al., on an emergent basis at its discretion; and

**WHEREAS**, the Board has determined that it would be in the best interests of the Board and the District to retain the services of GL for the purposes outlined in its proposal;

**NOW, THEREFORE, BE IT RESOLEVED**, upon the recommendation of the Superintendent of Schools, that the Board hereby retains the GL Group, Inc., 140 Hamburg Turnpike, Bloomingdale, New Jersey, for contract amounts not to exceed \$29,700.00 (RMS) and \$11,800.00 (RHS), to perform necessary roof repairs at the Randolph Township Middle School and the Randolph Township High School, as more fully set forth in the proposal submitted by the GL Group, subject to the terms and conditions of a contractual agreement pending review by Board counsel; and

**BE IT FURTHER RESOLVED**, that the Board President is authorized to execute the agreement on behalf of the Board.

#### ***Addendum2***

#### **6. MOTION TO APPROVE SALE OF SURPLUS MATERIAL(S) AND (TRANSPORTATION EQUIPMENT) PROPERTY**

**WHEREAS**, the Board is the owner of certain surplus property which is no longer needed for public use; and

**WHEREAS**, the Board is desirous of selling said surplus property in an “as is” condition without express or implied warranties.

**NOW THEREFORE, BE IT RESOLVED** by the Randolph Board of Education, as follows:

- (1) The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Randolph Board of Education;
- (2) The sale will be conducted online and the address of the auction site is govdeals.com;
- (3) The sale is being conducted pursuant to Local Finance Notice 2008-9;
- (4) The surplus being sold is includes:

- (a) 4 Rolls of Harlequin Allegro Dance;
- (b) 1986 Ford Econoline E250 Van;
- (c) 1997 Ford Pick Up;
- (d) 1999 Bluebird 54 Passenger Bus;
- (e) TWO - 2000 Bluebird 54 Passenger Buses;

(5) The surplus property as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property;

(6) The Board reserves the right to accept or reject any bid submitted.

## **7. RESOLUTION TO APPROVE CONTRACT AGREEMENT FOR THE PURCHASE OF CLASSROOM, OFFICE FURNITURE AND RELATED SUPPLIES**

**WHEREAS**, the Board has determined that it will be in the best interest of the school district to enter into a contract with a vendor for the purchase of classroom and office furniture and related supplies; and

**WHEREAS**, pursuant to N.J.S.A. 52:34-6.2, the Board may make purchases and contract for services by participating in a contract entered into by a vendor with a nationally recognized cooperative purchasing entity;

**WHEREAS**, the Board has determined that the National Joint Powers Alliance (“NJPA”), is a nationally recognized cooperative purchasing entity that has entered into a Master Services Agreement with Steelcase, Inc. utilizing the State of Minnesota’s procurement office via a public bidding process (Contract No. 052910-STI);

**WHEREAS**, after comparing the costs to acquire said classroom and office furniture as proposed by various vendors with Steelcase, Inc.’s pricing under the NJPA contract, the Board has determined that Steelcase, Inc. offers the best pricing for the provision of the required items;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby directs the Administration to apply for the District’s entrance into the NJPA, at no cost to the Board, so that the Board may enjoy the benefits of NJPA member pricing, which has been procured through a fair and open nation-wide public bidding process; and

**BE IT FURTHER RESOLVED**, that upon the District’s acceptance into the NJPA, the Board hereby awards a purchasing contract to Steelcase, Inc., through its national distributor, pursuant to the terms of the contract between Steelcase, Inc.

and the NJPA, in the amount of \$38,322.96 for the purchase of classroom and office furniture and related items; and

**BE IT FURTHER RESOLVED** that the Board's President is hereby authorized to sign any NJPA entrance documents or Steelcase, Inc. procurement documents on behalf of the Board, in accordance with the terms set forth above.

**8. RESOLUTION TO APPROVE THE FINAL 2013 - 2014 SCHOOL BUDGET**

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**, the Randolph Township Board of Education approve the 2013-2014 school district final budget as follows:

General Fund:	\$ 81,454,990
Special Revenue Fund:	\$ 1,041,562
Debt Service Fund:	\$ 4,054,321

**BE IT FURTHER RESOLVED**, that there should be raised for the General Fund \$67,110,344 for the ensuing school year 2013-2014; and

**BE IT FURTHER RESOLVED**, that the Randolph Township Board of Education approves the following capital projects for the 2013-2014 school year:

- o Canopy for propane fueling for school buses
- o Center Grove School tile work and carpeting
- o District-wide interior/exterior door replacements and repairs
- o District-wide stair tread replacements
- o Fernbrook School Library carpet replacement
- o Ironia School path/road repair south lot to lower field

- High School ceiling tile replacements
- High School hallway lighting upgrades
- High School Home Economics room renovation
- High School Rack 4 HVAC rooftop unit replacements
- Middle School erosion control, masonry, front of school
- District-wide partial roofing replacements/repairs
- Shongum School milling, paving, masonry, water management
- Assessment for SDA funding

**9. 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 2013-2014 school year; and

**WHEREAS**, maximum expenditure amount allotted for travel and expense reimbursement for the 2012-2013 school year was \$ 56,957, and

**WHEREAS**, travel and expense reimbursement has reached a total amount of \$13,169.93 as of January 31, 2013;

**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 2013-2014 school year at the sum of \$ 75,000; 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.

**10. 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	\$ 201,371
Accounting	68,495
Architect	53,000
Election	10,000
Other Administrative Services	1,222,066
Repair Services	6,633,045
Extraordinary Services	2,017,812
Nonpublic Services	76,075
Professional Development	414,177
Transportation	4,314,338

; 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 2013-2014 school year.

Addendum3

**11. MOTION TO APPROVE A DISTRICT-WIDE FACILITIES STUDY TO BE COMPLETED BY SOLUTIONS, LLC**

**WHEREAS**, the Board of Education has determined that a district facilities study of the district's school buildings would be beneficial in determining the physical condition and specific needs of the schools' primary building systems;

**NOW, THEREFORE, BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, by the Board of Education to approve a district-wide facilities study to be completed by Solutions, LLC at a cost not to exceed \$48,000.

**Addendum4**

**12. RESCIND PORTION OF BOARD APPROVED MOTION OF FEBRUARY 19, 2013 FOR THE INSTALLATION OF A PERMANENT OUTFIELD FENCE AT THE VARSITY BASEBALL FIELD, AT A COST NOT TO EXCEED \$10,000 AND PORTION OF SAID MOTION BEING RESCINDED AND REPLACED BY THE FOLLOWING:**



***BE IT RESOLVED, by the Randolph Township Board of Education authorize and approve the installation of temporary fencing at the high school baseball field at a cost not to exceed \$2,000.***