

**Finance/Facility Committee
Transportation Committee
Agenda/June 19, 2017/9:00am**

In Attendance; Dr. Varley, Mr. Csatlos, Mr. Infantolino, Mr. Ritrivi and Ms. Crimi

FINANCE

1. Professional Development/Travel:

The Florham Park Board of Education is required pursuant to N.J.S.A. 18A:11-12 and 18A:12-24 to approve travel expenditures by district employees and board members that is educationally necessary and financially prudent.

The following list of workshops, seminars, conferences and other travel-related staff development has been reviewed by the Florham Park Board of Education and found to be (1) educationally necessary and fiscally prudent; (2) directly related and within the scope of the district employee or board member's' current responsibilities; (3) critical to the instructional needs of and furthers the efficient operation of the Florham Park School district; & (4) is in compliance with N.J.S.A. 18A:12-24.1.

Date	Full Name	Notes to Administrator	Admin. Approval Date
6/9/17	CRIMI, FABIENNE	CERDEC Ground Activity New Egypt, NJ Cost \$0 Est. mileage \$23.00	6/5/17
6/13/17	ESPOSITO, NICHOLAS	Role of Chaplaincy in Diverting Youth from the Juvenile Justice System Trenton, NJ Est. Mileage \$5.39	5/15/17
6/14/17	RITRIVI, NICHOLAS	Spring School Law Forum Monroe Twp, NJ Cost \$299.00 + Est. mileage \$15.00	6/5/17
6/21/17	ROZEK, LINDA	New Jersey School Boards Law Forum Trenton, NJ Cost \$199 + mileage	6/15/17

2. Approve the check register submitted by the Business Administrator/Board Secretary to pay bills and claims through May 31, 2017 in the amount(s) of \$2,176,321.21. *(On file in Administration Office)*

3. Approve the following District financial reports and submission to the Executive County Business Administrator. *(On file in Administration Office)*

Board Secretary's (A148) Report for the Month (s) of May 2017.

Business Administrator / Board Secretary

Treasurer's (A149) Report for the Month(s) of May 2017.

Business Administrator / Board Secretary

4. Approve the Report of Transfers submitted by the Business Administrator/Board Secretary for May 31, 2017 in the amount(s) of \$111,221.80. *(On file in Administration Office)*

5. Be It Resolved, that the Florham Park Board of Education approve, that as of May 31, 2017 after reviewing the Business Administrators/Board Secretary's financial report, to the best of our knowledge no major account of fund has been over-expended in violation of N.J.A.C. 6:20-2.10(b) and that sufficient funds are available to meet the District's financial obligations for the remainder of the school year.

There were no comments on items 1-5.

6. **Approve** rescinding the following technical service contract for the 2017-2018 fiscal year:
AYTA Telecommunications

\$9,000.00

Mr. Csatos noted the contract was being rescinded as the vendor did not supply a public work certification. Alternate State Contract Vendor to be approved below.

7. **Approve** the following Out of District Tuition Contracts;

<u>Case#</u>	<u>Placement</u>	<u>ESY Amount</u>	<u>SY Amount</u>
17/18-001	P.G. Chambers	\$11,194.20	\$67,165.20
17/18-002	Mt. Lakes Public Schools	\$ 6,350.00	\$67,300.00
17/18-003	ESC of MC - Park Lake	\$ 3,925.00	
17/18-004	ESC of MC - Park Lake	\$ 3,925.00	

Mr. Csatos explained all items are for students with special needs. These contracts are based on student evaluations and IEP.

8. **Approve** the submission of the Certification of Implementation of Corrective Action Plan related to the 2015-2016 Annual Audit Findings to the State of New Jersey.

Mr. Csatos reviewed the document and process.

9. **Approve** the Tuition and Release Agreement #1617SBH001EO.

Dr. Varley provided information on the terms of the employment settlement and position of the district.

10. **Approve** the Tuition Settlement Agreement Amendment #1617JB002EO.

Dr. Varley provided information on the terms of the student placement settlement and position of the district.

11. **Approve** the Tuition Settlement Agreement #1617NI003EO.

Dr. Varley provided information on the terms of the student placement settlement and the position of the district. Mr. Pascal will be reviewing all current student IEPs during SY17 and FY18.

12. **Approve** the submission of the FY17 Extraordinary Aid Applications with total eligible special education costs of \$654,188.00

Mr. Csatos reviewed the process of filing for Extraordinary Aid and provided a history of the eventual level of funding by the State.

13. **WHEREAS**, N.J.S.A.18A:7F-41, NJAC 6A:23A-14.4 (a)(1) and NJAC 6A:23A-14.1 provide guidance and permit a Board of education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Florham Park Board of Education wishes to deposit anticipated current year surplus into the Capital Reserve Account and Maintenance Reserve Account at year end, and

WHEREAS, the Florham Park Board of Education has determined that approximately \$260,000.00 is available for such purpose of transfer;

NOW, THEREFORE, BE IT RESOLVED, by the Florham Park Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations, specifically Capital Reserve (Not to exceed) \$250,000.00

Mr. Csatlós provided a review of the process to project a level of additional revenue and unspent appropriations. This projection may be modified by date of meeting based on actual costs still be analyzed.

14. **Approve**, as required by statute, to exceed the 120% threshold of budgetary estimate for the FY17 for Legal Services.

Mr. Csatlós reviewed the statutory requirement for notification of budget estimate. Majority of costs in FY17 are surrounding special education matters.

15. **Approve**, upon the recommendation of Arthur J. Gallagher & Co., Broker of Record, acceptance of insurance renewal quote of New Jersey School Insurance Group for all lines of coverage for FY 2018 in the amount of \$240,495.00

Mr. Csatlós will provide Mr. Ritrivi with analysis of broker. Two alternate quotes were received with only SAIF qualifying all lines. NJSIAG is lowest responsive quote.

16. **Approve** contracting with RFP Solutions, Inc. in the amount of \$8,837.00 compliant with NJ State Contract A80809, T1316 for the fiscal year 2018.

17. **Approve** contracting with LAN Associates, Architect of Record, for professional services on Capital Project#1530-030-17-1000, Partial Roof Replacement at Ridgedale Middle School approved in the FY 2018 Budget per proposal \$22,600.00.

18. **Approve** contracting with G/L Group for the required maintenance project of Replacement of Interior Classroom Doors Brooklake and Briarwood Schools at a cost of \$59,436.00, compliant with Educational Data Services, Inc. Cooperative Purchasing Bid#6881.

Facilities Other Items - Mr. Infantolino reported on

- Summer Routine Maintenance Program - Report included overview of AHERA, IAQ, Painting, Employee Training, Cleaning, Checklist and other activities.
- Summer Required Maintenance Projects - Report focused on the Interior door project budgeted in FY18 for Brooklake and Briarwood Schools
- FY18 Capital Project - Report focused on first step, meeting with architect for drawings on the RMS 52 wing roof. Construction to begin day after graduation FY18.
- Summer Facility Use - Report focused on major summer facility users New Horizons @ BLK, ESY17 @ BWD and Jerry Gibson Theater Group @ RMS
- Before/Aftercare - Mr. Csatos stated he met with Mr. Farr on 6/12 to confirm all families on the waitlist were contacted. Schools were inspected for new room allowances. New agreement will be negotiated.
- Classroom Assignments/Waivers - Mr. Csatos reviewed process for summer movement of classes. Possible waiver request from State for bathroom accommodation at Briarwood.
- Sound Equipment - Mr. Infantolino addressed concerns communicated by Mr. Ritirvi. Dr. Varley stated additional system has been rented for graduation. Mr. Leone will be present at next administrative council for overview of his co-curricular role as AV Technical Support.
- Safety - General discussion on safety enhancements (capital and operational) dealing with visitors.

Transportation Other Items

- Complaint Compliment Log/Email(s) - Mr. Csatos read from two emails recognizing the efforts of Ms. Guerin and the transportation drivers and bus aides centered on a year of excellent service and care for students.
- ESY17 routes are being finalized and will be on agenda for approval.

Mr. Ritirvi made note of legislation currently being moved through Trenton regarding increases to underfunded districts. Projected increase to Florham Park listed as \$37,000+.