

**Finance/Facility Committee
Transportation Committee
MINUTES
April 16, 2018 3:30pm**

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
5/23/18	Ritrivi, Nicholas	Morris County Spring Meeting Mountain Lakes, NJ Cost \$0 + Mileage \$6.82	4/6/18
6/14/18	Erickson, Lauren	Emotional Freedom Techniques-EFT (Tapping) Denville, NJ Cost \$0 +Mileage \$15.00	4/11/18
4/16/18	Harris, Michaela	TC Workshop Historical Fiction Reading Club Manhattan, NYC Cost \$70 + tolls/mileage \$35.50	4/11/18

Motion; Second; FC YC LR SS KH AT NR

2. Approve the check register submitted by the Business Administrator/Board Secretary to pay bills and claims through March 31, 2018 in the amount(s) of \$2,335,821.37. *(On file in Administration Office)*

Motion; Second; FC YC LR SS KH AT NR

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 March 2018	Business Administrator / Board Secretary
Treasurer's (A149) Report for the Month(s) of March 2018	Business Administrator / Board Secretary

Motion; Second; FC YC LR SS KH AT NR

4. Approve the Report of Transfers submitted by the Business Administrator/Board Secretary for March 31, 2018 in the amount(s) of \$44,671.48. *(On file in Administration Office)*

Motion; Second; FC YC LR SS KH AT NR

5. **BE IT RESOLVED**, that the Florham Park Board of Education approve, that as of March 31, 2018 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.

Motion; Second; FC YC LR SS KH AT NR

6. **FY19 APPROVED BUDGET-TRAVEL AND RELATED EXPENSE REIMBURSEMENTS**

BE IT RESOLVED, that in accordance with Board of Education Policy and N.J.A.C.6A:23A-7.1 provides that the 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 2018-2019 School Year;

NOW, THEREFORE BE IT RESOLVED, that the Florham Park School District Board of Education, in the County of Morris, New Jersey hereby adopts the school district travel and expense reimbursement maximum for the 2018-2019 School Year at a sum of \$6,700.00; 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.

Motion; Second; FC YC LR SS KH AT NR

7. **FY19 APPROVED BUDGET-CAPITAL RESERVE ACCOUNT WITHDRAWAL**

BE IT RESOLVED, that the Florham Park Board of Education includes in the approved 2018-2019 budget and requests adoption of a Capital Reserve withdrawal in the amount of \$359,047.00 for the purpose of providing the local share of the following approved Project(s);

- #1530-015-18-1000 Parking Lot Repaving Briarwood School \$142,486.00
- #1530-020-18-1000 Parking Lot Repaving Brooklake School \$162,061.00
- #1530-020-18-2000 Install CO Detectors at Brooklake School \$27,250.00
- #1530-030-18-1000 Install CO Detectors at Ridgedale School \$27,250.00

Motion; Second; FC YC LR SS KH AT NR

8. **FY19 APPROVED BUDGET-CAPITAL PROJECTS**

BE IT RESOLVED, that the Board of Education adopt the following capital projects for the 2018-2019 school year;

- #1530-015-18-1000 Parking Lot Repaving Briarwood School \$142,486.00
- #1530-020-18-1000 Parking Lot Repaving Brooklake School \$162,061.00
- #1530-020-18-2000 Install CO Detectors at Brooklake School \$27,250.00
- #1530-030-18-1000 Install CO Detectors at Ridgedale School \$27,250.00

Motion; Second; FC YC LR SS KH AT NR

9. **FY19 APPROVED BUDGET-ADJUSTMENT FOR HEALTH BENEFITS**

BE IT RESOLVED, that the Florham Park Board of Education includes in the approved 2018-2019 budget the adjustment for increases in the cost of health benefits in the amount of \$251,135.00. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

13. APPROVED 2018-2019 BUDGET

BE IT RESOLVED, that upon the recommendation of the Superintendent, that the Florham Park School District, in the County of Morris, New Jersey approves the following resolution:

BE IT RESOLVED, that the approved budget be adopted for the 2018-2019 school year using the 2018-2019 State Aid figures and the Secretary to the Board of Education be authorized to submit the following adopted budget to the Executive County Superintendent of Schools:

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Total</u>
Expenditures	\$19,693,233.00	\$260,398.00	\$1,045,344.00	\$20,998,975.00
Less:				
Revenue	<u>\$ 1,658,926.00</u>	<u>\$260,398.00</u>	<u>\$0.00</u>	<u>\$ 1,919,324.00</u>
Taxes to Be Raised	<u>\$18,034,307.00</u>	<u>\$0</u>	<u>\$1,045,344.00</u>	<u>\$19,079,651.00</u>

And,

BE IT FURTHER RESOLVED, that a public hearing was held this evening, at the Regular Public Meeting of the Board of Education, Tuesday, April 24, 2018 at 7:00pm at the Ridgedale Middle School Auditorium for the purpose of conducting a public hearing on the budget for the 2018-2019 School Year.

Motion; Second; FC YC LR SS KH AT NR

14. APPROVED SEPARATE PROPOSAL - SCHOOL LAW ENFORCEMENT OFFICERS

BE IT RESOLVED, that In addition to the regular advertised budget, the board of education will seek approval from the district's legal voters to raise an additional \$120,000 for the enhancement of our district security program. The additional levy will provide funds for the establishment and payment of an Interlocal Agreement with the Borough of Florham Park. The agreement will provide for Three(3) School Law Enforcement Officers as created and compliant with P.L.2016, c.68. The taxes, if raised, will be used exclusively for this purpose. Approval of these taxes will result in a permanent increase in the district's tax levy. These proposed additional expenditures are in addition to those necessary to achieve a thorough and efficient education set forth pursuant to 18:7F-39.

Motion; Second; FC YC LR SS KH AT NR

15. WHEREAS, the State of New Jersey, Department of Education permits the appropriation of reserved, undesignated 2016-2017 Excess Extraordinary Aid and Non-Public Transportation Aid, and

WHEREAS, the school business administrator has indicated that for the period ending June 30, 2017 such funding in the amount of \$64,188.00 and 8,798.00 exists respectively and can be designated for any general fund purpose,

NOW, THEREFORE BE IT RESOLVED, that the Florham Park Board of Education approves the appropriation of said funding to the 2017-2018 budget, specifically as follows;

12-000-260-730	Capital Outlay - Equipment Grounds Vehicles	\$72,986.00
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Motion; Second; FC YC LR SS KH AT NR

16. **WHEREAS**, the State of New Jersey, Department of Education permits the appropriation of additional State Entitlement Aid, and

WHEREAS, the Florham Park School District was notified on 7/14/2017, by the State of New Jersey, Department of Education, of additional 2017- 2018 Entitlement Aid in the amount of \$33,949.00

NOW, THEREFORE BE IT RESOLVED, that the Florham Park Board of Education approves the appropriation of said funding to the 2017-2018 budget, specifically as follows;

12-000-260-730	Capital Outlay - Equipment Grounds Vehicles	\$12,697.00
11-190-100-610	Textbooks	\$21,525.00

Motion; Second; FC YC LR SS KH AT NR

17. **BE IT RESOLVED**, that the Florham Park Board of Education approves the purchase of two (2) Ford F350 Pickup trucks for the maintenance/grounds department to vendor Winner Ford, Cherry Hill NJ in compliance with State of New Jersey Contract #A88758/T2101 at a cost of \$85,683.00, and

BE IT FURTHER RESOLVED, that the Florham Park Board of Education approves the disposal of two(2) pick up trucks(as is), specifically,

- 2004 Ford F350 Vin#xxxxxxxxx65917 Est. Mileage 21,000
- 2004 Ford F350 Vin#xxxxxxxxx12155 Est. Mileage 32,450

through public bid and/or the use of public auction GovDeals, Inc.

Motion; Second; FC YC LR SS KH AT NR

18. **WHEREAS**, the Florham Park Board of Education advertised for bids for the project known as Project#1530-030-17-1000 Ridgedale Middle School Partial Roof Replacement, and

WHEREAS, on March 27, 2018, the Board of Education received seven (7) bids for the Project, as reflected on the bid tabulation sheet; and

WHEREAS, the lowest responsible bid for this Project was submitted by Integrity Roofing, Inc. Rahway NJ, with a base bid in the amount of \$398,340.00 and a total bid of \$480,340.00 plus allowances for any unforeseen necessary masonry/decking repairs at \$20/sq. ft. and

WHEREAS, the bid submitted by Integrity Roofing, Inc. is responsive in all material aspects upon review of the district Architect of Record, LAN Associates, LLC and the board is desirous of awarding the contract for the project to Integrity Roofing, Inc.;

NOW, THEREFORE BE IT RESOLVED, that the Florham Park Board of Education hereby awards the contract for the project known as Project#1530-030-17-1000 Ridgedale Middle School Partial Roof Replacement to Integrity Roofing, Inc. in the amount of the base bid of \$480,340.00, and

BE IT FURTHER RESOLVED, that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as

required in the project specifications, together with an AA201-Project Manning Report, an executed A-101-Standard Form of Agreement Between Owner and Contractor and A-201-General Conditions of the Contract for Construction, as prepared by the Architect of Record, within ten (10) days of the date hereof.

BE IT FURTHER RESOLVED, that the Architect of Record is hereby directed to draft an Agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for this project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

Motion; Second; FC YC LR SS KH AT NR

19. **BE IT RESOLVED**, that the Florham Park Board of Education approves the purchase of three(3) School Student Transportation Vehicles from vendor Hoover Bus and Truck Centers, Flanders NJ in compliance with NJESC State Purchasing Cooperative#65 Bid#17/18-36 at a total cost of \$238,908.05, and

BE IT FURTHER RESOLVED, that the Florham Park Board of Education approves the disposal of three(3) school student transportation vehicles(as is), specifically,

- 2004 Bluebird 54 Passenger Vin#xxxxxxxxx510093 Est. Mileage 80,000
- 2006 Bluebird 54 Passenger Vin#xxxxxxxxx230846 Est. Mileage 84,000

through public bid and/or the use of public auction GovDeals, Inc.

Motion; Second; FC YC LR SS KH AT NR

20. **BE IT RESOLVED**, that the Florham Park Board of Education approve the award of contract to Crossroads Pavement Maintenance, LLC, Nutley New Jersey for FY2019 Capital Project #1530-015-18-1000 Parking Lot Repaving Briarwood School and Project #1530-020-18-1000 Parking Lot Repaving Brooklake School at a cost of \$124,760.00 and \$142,555.00 respectively. Contracts are awarded compliant with the Morris County Educational Services Commission Purchasing Cooperative; Educational Data Services, Inc. Time and Materials Bid#8749.

Motion; Second; FC YC LR SS KH AT NR

21. **WHEREAS**, the Alliance For Competitive Energy Services (hereinafter referred to as "ACES"), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as "NJSBA"), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from natural gas suppliers for retail natural gas supply services including interstate transportation to the local natural gas distribution utility company (Natural Gas Supply Services) through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the "Public School Contracts Law", N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* ("EDECA") and the regulations promulgated thereunder; and

WHEREAS, the Florham Park School District is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain natural gas services for its own use through one or more contracts to be awarded to natural gas suppliers following said bids for natural gas services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2023, hereinafter referred to as "Effective Period") issue one or more Requests for Bids for natural gas services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale natural gas market, Participating Members will preauthorize the Lead Agency to award contracts for Natural Gas Supply Service in each service territory to one or more natural gas suppliers that submits bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous natural gas usage and utility provided Basic Gas Supply Service rates; and

WHEREAS, the Lead Agency will only award contracts for said Natural Gas Supply Services to natural gas suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic gas supply service; and

WHEREAS, the District agrees to purchase all Natural Gas Supply Services for its own use during the Effective Period through any natural gas supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law; and

WHEREAS, the Lead Agency will notify the Department of Community Affairs' Division of Local Government Services by mail prior to the issuance a Request for Bids for natural gas supply services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW THEREFORE BE IT RESOLVED, that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all natural gas supply services needed for its own use during the Effective Period from the natural gas supplier or suppliers awarded a contract for natural Gas supply services by the Lead Agency; and, be it

FURTHER RESOLVED, that the Lead Agency of the ACES Cooperative Pricing System is Hereby authorized to execute a master performance agreement that obligates the district to Purchase natural gas at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at Prices reasonably forecast and estimated by the Lead Agency to provide savings to the districts relative to the price charged for basic gas supply service by the natural gas public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED, that ACES is authorized to continue to bid to obtain natural gas services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 *et seq.*) shall be valid until May, 2023 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

Motion; Second; FC YC LR SS KH AT NR

22. WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the FLORHAM PARK SCHOOL DISTRICT is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2023 hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

Discussion: All resolutions above were reviewed and approved for agenda. Mr. Csatos explained the appropriation and use of funding in all budgetary years. The resolutions are subject to revision based on budget hearing and passage as approved by the County Superintendent and Business Administrator.

Other Finance Items:

- Health Benefits - Analysis of Proposals and Renewals - Ms. Benemina Sancivieri, representative of Brown and Brown Metro, Broker of Record reviewed the results of marketing the district health benefits coverage. Recommendations in all areas were made. Mr. Ritrivi will consult with legal counsel on potential impact on negotiations and support to move forward. Possible special meeting to adopt for July 1, 2018 start.

FACILITIES:

1. **Approve** the following facility requests:

April- 2018		
Bounce Out the Stigma Basketball Camp	RMS Gym/Library	August 2018
Rummage Sale	RMS Outdoors	April 2018
A Work of Heart Productions	RMS (various rooms)	May-July 2018
Florham Park Gazebo	RMS Auditorium	June-July 2018

Motion; Second; FC YC LR SS KH AT NR

Discussion; The above resolution was reviewed and approved for agenda.

Other Facility Items:

- Occupancy Renewals - Mr. Csatos reviewed current contracts with New Horizons and The Work Family Connection. Mr. Csatos to negotiate successor agreements with groups.
- Facility Use Policy/Regulations - Mr. Infantolino discussed revisions to policy and procedure. Policy and Regulations to be forwarded to policy committee.
- Project Community Pride Community Service - Mr. Csatos reviewed request from Ms. Sprague, seeking Florham Park’s participation in the youth community service program. The committee approves of participation. Dr. Varley and Ms. Rozek to meet with Ms. Sprague to define parameters.

TRANSPORTATION:

1. **Approve** the following field trips:

School	Staff Member	Date	Trip Location	Class/Group
RMS	Weiss-Chromeck, Courtney	5/9/18	Briarwood Elementary School Florham Park, NJ	6th-8th Gr. Peer Leaders
RMS	Couto, Sonia	6/5/18	Medieval Times Lyndhurst, NJ	7th Grade
BWD	Viola, Romina	6/6/18	Imagine That Children’s Museum, Florham Park, NJ	K-2

Motion; Second; FC YC LR SS KH AT NR

The above resolution was reviewed and approved for the agenda.

Other Transportation Items:

- Misconduct Log - the log was reviewed with no comment.
- Inspection - Mr. Csatlos reported the second semi-annual inspection was conducted today 4/16/18. All vehicles passed. One vehicle must be removed by 8/31/18 for retirement. Vehicle included in finance resolution #19 above.