

**Finance/Facility Committee  
Transportation Committee  
MINUTES  
April 18, 2017  
9:00 A.M.**

In attendance; Dr. Varley, Mr. Csatlos, Mr. Ritrivi and Mrs. 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.

<b>Date</b>	<b>Full Name</b>	<b>Notes to Administrator</b>	<b>Admin. Approval Date</b>
4/13/17	Christ, Peter	FEA Workshop Using PARCC Data To Improve Teaching & Learning in Math Monroe Township, NJ Est. Cost \$149+plus milage	4/3/17
4/20/17	Harris, Michaela	Laurie Burke's Lab School (TC RWW PD) Hudson River Middle School New York, NY Est. cost + 31 Miles=\$9.60 + Tolls =\$12.50 (Holland Tunnel)	3/23/17
6/7-9/2017	Csatlos, John	Annual NJ Assoc. of School Business Officials Conference Atlantic City, NJ Est. \$600.00	3/27/17

Motion; Second; FC YC NR SS AT KH LR

**2. Approve** the check register submitted by the Business Administrator/Board Secretary to pay bills and claims through March 31, 2017 in the amount(s) of \$2,264,069.22. *(On file in Administration Office)*

Motion; Second; FC YC NR SS AT KH LR

**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 2017. Business Administrator / Board Secretary

Treasurer's (A149) Report for the Month(s) of March 2017. Business Administrator / Board Secretary

Motion; Second; FC YC NR SS AT KH LR

**4. Approve** the Report of Transfers submitted by the Business Administrator/Board Secretary for March 31, 2017 in the amount(s) of \$22,524.39. *(On file in Administration Office)*

Motion; Second; FC YC NR SS AT KH LR



**10. FY18 BUDGET-PROFESSIONAL SERVICES**

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

**Whereas**, the tentative budget includes the following appropriations Legal \$ 37,500.00 Auditor \$25,500.00 School Physician \$ 22,300.00 Financial/Other Advisory \$ 8,350.00: and

**Whereas**, the administration needs to notice the board if there arises a need to exceed said maximums, upon which the board may adopt a 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 Florham Park School District Board of Education establishes maximums for professional services listed above at a level of 120% of the amounts listed for the 2017-2018 school year.

Motion;            Second;                            FC    YC    NR    SS    AT    KH    LR

**11. FY18 TENTATIVE BUDGET-TAXING AUTHORITY**

**Be It Resolved**, the district will use its taxing authority for the 2017-2018 school year composed of \$137,185.00(.81%) for health benefits adjustment which are available to the district for the school budget for 2017-2018, in addition to the 2% increase over the prior year which totals \$475,198.00 resulting in a maximum tax levy available of \$17,375,847.00. The district will bank additional tax authority for use in FY 2018-2019 of \$3,841.00.

Motion;            Second;                            FC    YC    NR    SS    AT    KH    LR

**12. 2017-2018 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 final budget be approved for the 2017-2018 school year using the 2017-2018 State Aid figures and the Secretary to the Board of Education be authorized to submit the following final budget to the Executive County Superintendent of Schools within the statutory deadline:

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Total</u>
Expenditures	\$18,996,324.00	\$260,000.00	\$1,043,456.00	\$20,299,780.00
Less:				
Revenue	<u>\$ 1,620,477.00</u>	<u>\$260,000.00</u>	<u>\$0.00</u>	<u>\$ 1,880,477.00</u>
Taxes to Be Raised	<u>\$17,375,847.00</u>	<u>\$0</u>	<u>\$1,043,456.00</u>	<u>\$18,419,303.00</u>

And,

**Be It Further Resolved**, that a public hearing was held this evening at the Regular Public Meeting of the Board of Education, Monday April 24, 2017 at 7:00pm at the Ridgedale Middle School Auditorium for the purpose of adopting the final budget for the 2017-2018 School Year.

Motion; Second; FC YC NR SS AT KH LR

13. **Approve** the purchase of the following vehicle for use in the grounds department in replacement of vehicle Vin#xxxxxxxxxxxx5918 from NJ State Contract#A88758 T2101 Winner Ford, Cherry Hill, NJ

- Ford F350 4WD Pickup Truck \$36,589.00

**Furthermore**, approve of the disposal of obsolete vehicle VIN#xxxxxxxxxxxx5918

Motion; Second; FC YC NR SS AT KH LR

14. **Approve** the purchase of various technology infrastructure equipment and installation from Technotime, LLC, East Rutherford, NJ at a pre ERate cost of \$69,234.50, compliant with all ERate specifications; and **Furthermore**, approve for the filing of an application for ERate Reimbursement funding upon completion and payment.

Motion; Second; FC YC NR SS AT KH LR

15. **Approve** acceptance of a grant from the U.S. Library of Congress, specifically the Federal Library of Congress Surplus Books Program and; **Furthermore**, Approve the acceptance of an in-kind donation of two rooms from the Police Unity Tour for May 11, 2017, and

**Furthermore, Approve** the any travel and related expenses for Dr. Caponegro and Mr. Christ to transport materials from Washington, D.C. to the Florham Park Public School District on May 11 and May 12, 2017.

Motion; Second; FC YC NR SS AT KH LR

**Discussion;** Mr. Ritrivi stated all financial reports and budget hearing resolutions were fine. Mr. Csatlos reviewed resolution #14. Equipment accounts for 100% of switches, routers district wide per Mr. Stiles specifications. Award is lowest responsive vendor to ERate Proposal. Analysis will be provided to Mr. Ritrivi. Mr. Ritrivi and Dr. Varley addressed donation of rooms for resolution #15. Resolution modified.

**Other Finance Items:**

Budget Powerpoint - The powerpoint was reviewed by Mr. Csatlos and Dr. Varley. Minor adjustments to be made.

Morris County Analysis of Professionals FY17 - Mr. Csatlos and Dr. Varley reviewed the document which names and compares all professionals under contract in Morris County. Dr. Varley and Mr. Csatlos asked that consideration be given to use analysis in support of renewal of professionals based on cost, experience and current placement in the public school sector. School Physician will be addressed through request for proposal(RFP).

Insurance Renewals - Prescription, Dental, Property & Casualty Package - Mr. Csatlos stated that both Arthur Gallagher and Brown & Brown will be providing insurance renewals shortly. Market proposal were sought for all lines of property coverage, prescription and dental.

## FACILITIES

### 1. Approve the following facility requests:

2016-2017 Facility Use-March Agenda			
70	Dragon Army Basketball	Brooklake Gym	April 2017
71	Florham Park PTA/Presentation	RMS Auditorium	May 2017
72	Garden State Basketball	RMS Gym	April 2017
73	Florham Park Police Department	RMS Auditorium	April 2017

### Other Facility Items:

PTA - Before/Aftercare Work Family Connection FY18 - Dr. Varley and Mr. Csatos reviewed recent meeting with representative of Work Family Connection to review possible enrollment. Mr. Farr was asked to review and report final request by the end of April so Mr. Csatos could review facility needs with administrators. It was mentioned the district does not receiving funding for this PTA sponsored program in the same way as the PTA sponsored lunch program.

## TRANSPORTATION

### 1. Approve the following field trips:

School	Staff Member	Date	Trip Location	Class/Group
All	Csatos, John	5/17/17	Project Community Pride 5k/1k Family Fun Run Giralda Farms, Madison NJ 07940	All
BWD	Cogan, Kathleen	5/2/17 & 5/5/17	Florham Park Public Library Florham Park, NJ	2nd Grade
RMS	Ford, Karen	5/9/17	Brooklake Elementary School Florham Park, NJ	7th & 8th
BKL	Hawk, Katie	5/15, 5/16, 5/17	Ridgedale Middle School Florham Park, NJ	Drama Club
BKL	Hawk, Katie	5/16/17	Ridgedale Middle School Florham Park, NJ	Drama Club
RMS	Francis, Jayme	5/17/17	Clean Ocean Student Summit Sandy Hook Unit Highlands, NJ	6th-8th Grade
RMS	Ford, Karen	5/17/17	Brooklake Elementary School Florham Park, NJ	6th & 7th Grade
BKL	Hawk/Marchaterre/Munzer	6/5/17	Developmental Learning Center Warren, NJ	3rd, 4th, 5th RRM
RMS	Cochario, Brenda	6/6/17 & 6/7/17	CCM Longo Planetarium Randolph, NJ	6th Grade

### Other Transportation Items: