

FINANCE

1. Approve the following Resolution:

RESOLVED, that the Board of Education accepts the annual audit of the 2017-2018 school year, prepared by Hodulik & Morrison, P.A. and directs that the discussion of the audit and the availability of synopsis of this audit to interested parties at this meeting be duly noted in the Minutes. ATTACHMENT #1

Summary of Recommendations

None

2. Approve withdrawal from participation in the National School Lunch Program and to approve the food service management company contract, between the Westfield Board of Education and Compass Group USA, Inc., by and through its Chartwells Division located at 3 International Drive Rye Brook, NY 10573 be awarded the contract for the 2019-2020 school year under the following arrangements:

1. Chartwells shall charge the District a Management Fee of twenty-two and fifty hundredths cents \$.2250 per equivalent meal served.
2. Total meals are calculated by dividing the total of cash receipts, by the Equivalency Factor of \$3.50 to arrive at an equivalent meal count. Then the per meal Management Fee of \$.2250 will be multiplied by total meals.
3. Chartwells guarantees that the return to the District from the Food Service Program for the school year's 2019-2020 and 2020-2021 will be Three Hundred Thousand Dollars (\$300,000) each school year. If the annual operating statement shows a return less than \$300,000 for each school year, the Contractor will pay the difference between the actual and the guaranteed amount. The Guaranteed Return is based on the following conditions and assumptions remaining in effect for each of the school years.

- a. The number of days' meals are served during the school year will not be less than:

<u>School Category</u>	<u>Lunch</u>	<u>Breakfast</u>
Elementary Schools	167 days	NA
Middle Schools	181 days	NA
High Schools	181 days	160 days

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- b. Changes in district policies, practices and serving requirements including but not limited to changes in bell schedules, meal service periods or proposed staffing may result in an adjustment.
- c. The student enrollment for the current year will not be less than 6,171 students.
- d. The selling prices of Menu Pattern Meals and a la carte selections will not be less than those included in the Contractor's proposal.
- e. Service will not be interrupted as a result of fire, work stoppage, strike or school closing.
- f. The District and its representatives including but not limited to, school principals, teachers and the District employees shall fully cooperate with the Contractor in the implementation of the Food Service Program. The District shall fully cooperate with the Contractor to limit the expansion of competitive food sales in order to maximize the gross receipts and other non-cash sales of the Food Service Program.
- g. The following District expenses charged to and induced in the Contractor's budget/operating statement for the Food Service budget they are as follows and capped so as not to exceed the following amounts:
 - 1. Ongoing contract monitoring in the amount of \$15,972
 - 2. Annual Point-Of-Sale System service and system maintenance fees of \$2,000
 - 3. For equipment maintenance and repair, \$10,000.
- h. The information in the RFP remains unchanged, capital commitments are used as proposed, and has the ability to implement the food service program as set forth in its proposal.
- i. Humanitarian Meals: In the event that a student is unwilling or unable to pay for a meal presented to the cashier, then the District shall allow the student to retain the meal and reimburse the Contractor of the full cost of such meal.

In the event the foregoing conditions are not met during the school year, the Contractor' guarantee obligation shall be reduced by an amount equivalent to any increased net cost or net loss of revenue attributable to the changes in such conditions.

3. Approve lunch prices for the 2019-2020 school year as follows:

<u>Lunch Prices</u>	<u>Paid</u>	<u>Reduced Price</u>
High School	\$3.50	\$.40
Intermediate Schools	3.25	.40
Elementary Schools	2.75	.40
Milk	.75	
Adult	5.00	

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4. Approve the following Resolution:

RESOLUTION AUTHORIZING CONTRACTS
WITH VENDORS THROUGH COOPERATIVE PURCHASING AGREEMENT
FOR BOARDS OF EDUCATION
PURSUANT TO N.J.S.A. 18A:18A-11 & 12

WHEREAS, the Westfield Board of Education, pursuant to N.J.S.A. 18A:18A-11 & 12 and N.J.S.A. 40A:11-11(5), may, by resolution and without advertising for bids, award contracts for the purchase of any goods or services and that were procured through cooperative purchasing agreements; and

WHEREAS, the Westfield Board of Education authorized participation in the Morris County, Union County, the Educational Services Commission of New Jersey, Somerset County, Hunterdon County, and the Educational Data Service Cooperative Programs, and

WHEREAS, the Westfield Board of Education has the need on a timely basis to purchase goods or services utilizing these; and

WHEREAS, the Westfield Board of Education intends to enter into contracts with the attached Vendors through this resolutions, which shall be subject to all the conditions applicable to the current Cooperative contracts;

NOW BE IT RESOLVED, the Westfield Board of Education authorizes the Purchasing Agent to purchase certain goods or services from the Vendor listed below for the 2018-2019 school year pursuant to all conditions of the individual contracts; and be it further RESOLVED, that the duration of the contracts between the Westfield Board of Education and the Vendors shall be from February 1, 2019 to June 30, 2019, as attached.

<u>VENDOR</u>	<u>SERVICE/SUPPLY</u>	<u>COOPERATIVE</u>	<u>BID #</u>
Bio Shine, Inc.	Facility Maintenance Equipment	HSESC	HSESC-CAT/SER- 19-01
Bio Shine, Inc.	Custodial Supplies & Equipment	HSESC	HSESC-CAT-19-02

5. NOW BE IT RESOLVED, the Westfield Board of Education is seeking approval for an Alternate Revenue Projection for the Special Education Medicaid Initiative Program (SEMI) for the 2019-2020 school year. The projections calculated by the NJ Department of Education were based on 2 health-related evaluations per SEMI-eligible student. However, the district anticipates that each eligible student will only have 1 health-related evaluation.

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Accordingly, as documented in the attached Alternate Revenue calculation, the district requests approval for a SEMI alternate revenue of \$44,934.00 for the 2019-2020 school year. ATTACHMENT #2

6. Approve the 2018-2019 New Jersey Nonpublic School Security Aid Program agreements for additional state aid received between the Board of Education of Westfield and the participating nonpublic schools located within the district. ATTACHMENT #3
7. Approve rejection of all bids for FVHD 5073 BGJ Interior Doors Replacement at Edison Intermediate School, Roosevelt Intermediate School and Westfield High School opened on February 14, 2019 due to a change in bid specifications and approve rebidding project. ATTACHMENT #4
8. Approve and award contract Bid FVHD#5074A-C for Toilet Room and Lobby Renovations and Related work at various schools, to Northeastern Interior Services, LLC, in the amount of \$1,122,000. ATTACHMENT #5
9. Approve a transfer out of capital reserve in the amount of \$1,122,000 for the toilet room and lobby renovations project.
10. Approve the following agency/outside facility for the 2018-2019 school year at the district rate/institutional rate as assigned.

Children's Hospital of Philadelphia
3401 Civic Center Blvd.
Philadelphia, PA 19104
11. Approve Payment of Bill lists for February, January Payroll, hand checks for January, Aid-In-Lieu of Transportation dated 2/25/19, the Employee Reimbursement Report dated 2/5/19 and the Employee Travel Reimbursement Report dated 2/21/19, for a total amount of \$11,436,678.44. ADMINISTRATIVE MEMO #1
12. Approve the following Budget Transfers ending 1/31/19 as per attached. ADMINISTRATIVE MEMO #2
13. Approve Board Secretary's Report for the month ended 1/31/19 ADMINISTRATIVE MEMO #3
14. Approve the following Treasurer's Report for the month ended 1/31/19. ADMINISTRATIVE MEMO #4
15. Approve the Monthly Budgetary Line Item Status Certification:

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RESOLVED, that the Board Secretary for the Westfield Board of Education certifies that pursuant to NJAC 6A:23A-16.10(c)3, as of January 31, 2019 that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of NJAC 6A:23A-16.10(a); and

FURTHER BE IT RESOLVED, that the Westfield Board of Education certifies that pursuant to NJAC 6A:23A-16.10(c)4 that after review of the board secretary's and treasurer's monthly financial reports and the advice of district officials, we have no reason to doubt that no major account or fund has been over-expended in violation of NJAC 6A:23A-16.10(b).

16. Approve in accordance with Policy 6471, Travel Expenses for Board Members, Administrators and Teachers, travel request, as per attached.
ADMINISTRATIVE MEMO #5
17. Approve legal settlement between the Westfield Board of Education and the parents of student 2413239.
18. Approve the out-of-district placement for the following student:

<u>Student</u>	<u>School</u>	<u>Effective Date</u>	<u>Tuition</u>
2413239	Winston Prep School Whippany, NJ	9/1/18	\$55,000-tuition \$4,000 one time reimbursement
19. Accept a gift of \$359.99 from the Westfield Booster Association to purchase a Custom Ball Rack for Westfield High School.
20. Accept a gift of \$10,000 from the Westfield Theatre Guild to help fund the purchase of LED lighting for the Westfield High School auditorium.
21. Accept a gift of a Baldwin upright piano, valued at \$500-\$700, from Mr. and Mrs. Cestero to Westfield High School.
22. Accept a gift of \$4,247.43 from the Westfield Coalition for the Arts to be used for partial funding for the purchase of LED lighting for the Westfield High School Auditorium.
23. Accept a gift of \$665.00 from the Westfield Coalition for the Arts to purchase a Shimpo pottery wheel for the Edison Intermediate School Art Department.
24. Approve parent transportation contract, not to exceed \$23,400. The contract is contingent upon the County Superintendent's approval.