

**FINANCE**

1. Approve the following Resolution:

BE IT RESOLVED that the food service management company contract, subject to state approval, 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 2017-2018 school year under the following arrangements:

- A. Chartwells shall charge the District a Management Fee of Twenty-Five and Ninety-Four Hundredths cents (\$.2594) per meal served and meal equivalents.
- B. Total meals are calculated by adding reimbursable meal pattern meals (breakfast, lunch and after school snacks) served and meal equivalents. Cash receipts, including vending machine revenue, other than from Sales of National School Lunch Program, School Breakfast Program and After School Snack Program meals served to children, shall be divided by \$3.00 to arrive at an equivalent meal count. The per meal Management Fee of \$.2594 will be multiplied by total meals.
- C. Chartwells guarantees that the return to the District from the Food Service Program for the school year will be \$140,000.00. If the annual operating statement shows a return less than \$140,000.00, Chartwells will pay the difference between the actual and guaranteed amount. The Guaranteed Return is based on the following conditions and assumptions remaining in effect for the school year:
  - a. Cash and/or reimbursement levels from State and Federal sponsors do not fall below the levels estimated in Chartwells' proposed budget.
  - b. The value of USDA donated foods will not be less than the value of USDA donated foods estimated in Chartwells' proposal (if year one) or the previous Agreement year
  - c. The number of days' meals are served during the school year will not be less than:

| <u>School Category</u> | <u>Breakfast</u> | <u>Lunch</u> |
|------------------------|------------------|--------------|
| Elementary Schools     | NA               | 167 days     |
| Middle Schools         | NA               | 175 days     |
| High School            | 167 days         | 167 days     |
  - d. 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.
  - e. The student enrollment for the current year will not be less than 6,156 students.
  - f. The selling prices of Menu Pattern Meals and a la carte selections will not be less the prior year.
  - g. Service will not be interrupted as a result of fire, work stoppage, strike or school closing.

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- h. The District and its representatives including but not limited to, school principals, teachers and District employees shall fully cooperate with Chartwells in the implementation of the Food Service Program. The District shall fully cooperate with Chartwells 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.
- i. The District shall have timely submitted all documentation for reimbursement claims, except where such failure is due to an act or omission of Chartwells.
- j. Changes in legislation (including but not limited to the Healthy Hunger Free Kids Act and the Affordable Care Act), regulation, reimbursement rates, meal components or quantities required by the National School Lunch Program or the Smart Snacks in Schools Program will affect the guarantee in proportion to the impact of such change.
- k. Make-up days due to inclement weather shall have equal or greater sales revenue as a normal day of operation for the period in which the inclement weather cancellation occurred.
- l. Chartwells guarantee does not account for bad debts/uncollected funds. In the event, there are bad debts/uncollected funds, such amounts shall be subtracted from Chartwells' guarantee obligation.
- m. The number of students eligible for free and reduced price meals will be no less than that estimated in Chartwells' proposed budget.
- n. The following variable District expenses charged to the Food Service budget by the District must be identified and capped so as not to exceed the following amounts:
  - Ongoing contract monitoring in the amount of \$ 15,204.00
  - Equipment maintenance and repair in the amount of \$ 10,000.00
  - Annual Point-Of-Sale System service and system maintenance fees of \$2,270.00

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

2. Approve lunch prices for the 2017-2018 school year as follows:

| <u>Lunch Prices</u>  | <u>Paid</u> | <u>Reduced Price</u> |
|----------------------|-------------|----------------------|
| High School *        | \$3.50      | \$.40                |
| Intermediate Schools | 3.00        | .40                  |
| Elementary Schools   | 2.75        | .40                  |
| Milk                 | .75         |                      |
| Adult                | 5.00        |                      |

\*High School is not on National Lunch Program.

3. 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 Vendors on the attached list for the 2016-2017 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 July 1, 2016 to June 30, 2017.

ATTACHMENT #1

4. Approve and award contract for District-Wide Kindergarten Expansion Study at all Elementary Schools and Elm Street Board Office Building, to Fraytak Veisz Hopkins Duthie, P.C., in the amount of \$6,900.
5. Approve transfer from the capital reserve account to fund the local share of the following Security Phase II project:

|                                      |         |
|--------------------------------------|---------|
| Tamaques School - additional cameras | \$1,104 |
|--------------------------------------|---------|

6. Approve and award transportation contract renewals for the 2017-2018 school year as attached. ATTACHMENT #2

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7. Approve the Bid Specifications and advertisement for Routes LLB2 and RSV2, as attached. ATTACHMENT #3
8. Approve agreement for participation in coordinated Transportation Services with the Union County Educational Services Commission for the 2017-2018 school year, as per attached. ATTACHMENT #4
9. Approve agreement for participation in coordinated Transportation Services with the Morris-Union Jointure Commission for the 2017 Extended School Year and the 2017-2018 school year.
10. Approve agreement for participation in coordinated Transportation Services with the South Bergen Jointure Commission for the 2017 Extended School Year and the 2017-2018 school year.
11. Approve submission of an amendment for FY-2017 IDEA Basic & Preschool to include FY 2016 carryover funds as follows:

|                    |                     |
|--------------------|---------------------|
| IDEA Basic         | \$67,810 Public     |
|                    | \$19,092 Nonpublic  |
| <br>IDEA Preschool | <br>\$56,037 Public |
|                    | \$ 737 Nonpublic    |

12. Approve submission of an amendment for NCLB Title I, Title IIA and Title III for FY 2017 to include FY 2016 carryover funds as follows:

|           |           |          |
|-----------|-----------|----------|
| Title I   | Public    | \$12,156 |
| Title IIA | Public    | \$46,151 |
|           | Nonpublic | \$ 2,123 |
| Title III | Public    | \$ 479   |
|           | Nonpublic | \$ 308   |

13. Approve out-of-district placement for the following student:

| Student | School                       | Start Date | Tuition  |
|---------|------------------------------|------------|--|
| 2320001 | Wediko School<br>Windsor, NH | 2/10/17    | \$58,864.45 - Instruction<br>\$77,471.25 - Residential |

District will pay full tuition to the school and the parent will reimburse the district the full amount paid by the insurance company.

14. Approve reimbursement to the parents of student 29003021 in the amount of \$884 for transportation mileage to an out-of-district placement at Somerset Hills Learning Institute, Bedminster, NJ.

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15. Approve Payment of Bill lists for April, March Payroll, hand checks for March, and the Employee Reimbursement Report dated 3/30/17, for a total amount of \$10,415,847.50. ADMINISTRATIVE MEMO #1
16. Approve the following Budget Transfers ending 3/31/17 as per attached. ADMINISTRATIVE MEMO #2
17. Approve the following Resolution:

Pursuant to N.J.A.C. 6A:23A-13.3 (c) 4 the Westfield Board of Education certifies that as of 3/31/17 after review of the Secretary's monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-13.3 (b) and that sufficient funds are available to meet the district's financial obligations.
18. Board Secretary's Report, including Certification of Budgetary Status for the month ended 3/31/17. ADMINISTRATIVE MEMO #3
19. Approve the following Treasurer's Report for the month ended 3/31/17. ADMINISTRATIVE MEMO #4

BE IT RESOLVED, that the Westfield Board of Education, and Dana Sullivan, Business Administrator/ Board Secretary shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or service.
20. Approve in accordance with Policy 6471, Travel Expenses for Board Members, Administrators and Teachers, travel request, as per attached. ADMINISTRATIVE MEMO #5
21. Accept a gift of \$9,350 from an anonymous donor to Franklin School to purchase 30 Chromebooks and a Chromebook cart.
22. Accept a gift of \$8,025 from the McKinley PTO to McKinley School to purchase 25 Chromebooks and a Chromebook cart.
23. Accept a gift of \$3,059 from the McKinley PTO to purchase 100 folding chairs to replace older chairs at McKinley School.
24. Accept a gift of \$500 from Mr. Richard Cheng to Roosevelt Intermediate School to purchase technology.
25. Accept a gift of \$250 from the Weinreb-Berenda-Carter Foundation, Inc. in memory of Dr. Ruth W. Berenda to support the Instrumental Music Program at Tamaques School.
26. Accept a gift of \$548.50 from the Westfield Coalition for the Arts to cover travel expenses for the Westfield High School Wind Ensemble's concert performance at the New Jersey State Band Gala on 4/30/17.

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27. Accept a gift of four lateral art filing cabinets valued at \$450 from Ms. Suzanne Hanas to Roosevelt Intermediate School.