

The Randolph Township Board of Education held an Organization meeting on Tuesday, January 05, 2016 at 07:00 p.m. in the Randolph High School Library, Millbrook Avenue, Randolph, New Jersey.

Mr. Gerald M. Eckert, Board Secretary chaired the meeting until the election of a President.

Call to Order – The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Randolph Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in The Daily Record. It is also posted in all district schools as well as the Randolph Township Municipal Building.

Pledge of Allegiance

Statement of Results of the Annual Meeting of Voters Report by the Secretary

The Board Secretary read the Morris County Clerk Election Results of November 3, 2015, **Exhibit # 1** attached hereto and made a part of the minutes.

SCHOOL BOARD MEMBERS	VOTE TOTAL	TERM	EXPIRING
Ms. Tammy MacKay	1,281	3 year	2018
Ms. Colleen Pascale	1,322	3 year	2018
Ms. Anne Standridge	1,372	3 year	2018
Write-in	80		
TOTAL	4,055		

Oath-of-Office of New Members

The Board Secretary administered oath-of-office to the following elected Board members:

Ms. Tammy MacKay, Ms. Colleen Pascale and Ms. Anne Standridge

Roll Call

The following Board members were present: Ms. Christine Aulenbach, Mr. Jeffrey Braverman, Mr. Ronald Conti, Mr. Sheldon Epstein, Ms. Tammy MacKay, Mr. Alfredo Z. Matos, Ms. Colleen Pascale, Ms. Anne Standridge and Dr. Diana Thomas.

The following administrators were present: Miss Jennifer Fano, Interim Superintendent, Mr. Gerald Eckert, Business Administrator / Board Secretary, Ms. Allison Freeman, Communications Coordinator / Community School Supervisor, Mr. Eric Burnside, Assistant Business Administrator / Assistant Board Secretary and Board Counsel Marc H. Zitomer, Esquire was also present.

Nominations and Election for Board President

The Board Secretary declared nominations for President to be open.

Motion made by Ms. Tammy MacKay to nominate Mr. Alfredo Z. Matos for the office of Board President.

Second motion made by Mr. Jeffrey Braverman to nominate Ms. Christine Aulenbach for the office of Board President.

Both Mr. Matos and Ms. Aulenbach gave a brief statement addressing their qualifications for President. After their statements, Board members were then allowed to ask question of the nominees regarding their qualifications.

Nominations closed.

The motion carried by a roll call vote to appoint Alfredo Z. Matos as Board President with the following exceptions:

Board members Christine Aulenbach, Jeffrey Braverman voted NO and Board member Anne Standridge abstained.

No vote taken on the second motion since first nominee was elected.

Newly Elected Board President Alfredo Z. Matos Assumed the Chair

Mr. Alfredo Z. Matos assumed control of the meeting as President of the Randolph Board of Education.

Nominations and Election for Board Vice President

Board President Alfredo Z. Matos declared nomination for Vice President to be open.

Board President Alfredo Z. Matos made a motion to nominate Sheldon Epstein as Vice President.

Second motion made by Anne Standridge to nominate Christine Aulenbach for Vice President.

Both Mr. Epstein and Ms. Aulenbach gave a brief statement addressing their qualifications for Vice President. After their statements, Board members were then

allowed to ask questions to the nominees regarding their qualifications.

Nominations closed.

The first motion to appoint Sheldon Epstein for the Office of Vice President made by a roll call vote with the following exceptions:

Board members Christine Aulenbach, Jeffrey Braverman, Colleen Pascale, Anne Standridge and Diana Thomas voted NO. Motion failed.

The second motion to appoint Christine Aulenbach for the Office of Vice President made by a roll call vote with the following exceptions:

Board members Ronald Conti, Sheldon Epstein, Tammy Mackay, Alfredo Z. Matos voted NO. Motion passed.

Correspondence - None

Board member Tammy MacKay left the meeting at 08:02 p.m.

President's Report

There will be a Strategic Planning Session on January 16th from 9:00 am to 1:00 p.m.

Ms. Aulenbach informed the Board the New Jersey School Boards Association Field Representative will bring a resume box to the subcommittee at the Board office on January 13th. Any Board member can go in and review the resumes. On February 2nd at 7:15 p.m., there will be a closed meeting for the full board with the Field Representative to learn of all the input data from employees and community. This cannot be electronically scanned because of privacy issues.

Mr. Matos stated he will have the committee chairs formed. He also commended Ms. Mackay for her past work as President. Mr. Matos noted that new business will be considered old business the following week.

Dr. Thomas stated she has noticed old flyers in Shongum right by the office. Ms. Fano will follow up on this.

NEW BUSINESS

On behalf of the Board, Mr. Alfredo Z. Matos made the motion seconded by Mr. Ronald Conti and carried by roll call vote to approve Organization Motions 1 – 42 with Motions 40, 41 and 42 deferred to a later date. Motions 1 – 39 passed by a roll call vote with the following exception:

Board member Ms. Tammy MacKay was absent.

1. **MOTION to appoint Gerald M. Eckert as Board Secretary** through reorganization meeting of January 2017.
2. **MOTION to approve the appointment of Communications Coordinator, as the Custodian of District Records** in accordance with the requirements of the Open Public Records Act through reorganization meeting of January 2017.
3. **MOTION to authorize the following institutions as official depositories of school funds** through reorganization meeting of January 2017.

**The Provident Bank
TD Bank
NJ Cash Management Fund**

4. **MOTION to designate The Daily Record** as the official newspaper, 18A:22-11, 18A:39-3 and the Randolph Reporter as secondary newspaper for publications.
5. **MOTION to readopt all existing Bylaws, Policies and Regulations** for the Board's own operation and the operation of the school system 18A:11-1.
6. **MOTION to readopt all existing contracts** of the Board in effect at this time and authorized by law.
7. **MOTION to reaffirm all existing curriculum** in effect at this time, N.J.A.C. 6A:8-3.1.
8. **MOTION to reaffirm all existing textbooks** in effect at this time.
9. **MOTION to appoint Assistant Superintendent, District's Affirmative Action Officer** through reorganization meeting of January 2017 in accordance with N.J.A.C. 6A:7-1.5.
10. **MOTION to appoint Assistant Superintendent, as Public Agency Compliance Officer**, through reorganization meeting of January 2017, as required by P.L.1975, Chapter 27 for the enforcement of Affirmative Action procedures in procurement.
11. **WHEREAS**, N.J.S.A. 18A:18A-3 provides that contracts that do not annually exceed in the aggregate, the bid threshold (currently \$40,000), may be awarded by the purchasing agent without advertising for bids when so authorized by Board Resolution, and

WHEREAS, N.J.S.A. 18A:18A-37, provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations, if so authorized by Board Resolution, and

RESOLVED, the Board of Education approves the appointment of the School Business Administrator as the Purchasing Agent for the district according to the rules and regulations of P.L. 1999 c.440; and

BE IT FURTHER RESOLVED, that the Purchasing Agent is authorized to award contracts up to his bid threshold of \$40,000 and establish the quote threshold at \$6,000 as per N.J.S.A. 18A:18A-2.

12. RESOLUTION FOR THRESHOLD LIMITS ON DISCRETIONARY EXPENSES

BE IT RESOLVED that the Board of Education of the Township of Randolph defines non-discretionary expenditures as:

- Salaries and wages
- Employee benefits
- Debt service
- Insurance
- Utilities
- Special education required by the related IEP
- Tuition
- Professional Service Contracts awarded by the Board of Education. However, work to be performed beyond that awarded and in excess of the amount awarded in the contract that may approach the District's identified threshold is discretionary
- State Contract or Co-op Contract approved for use by the Board of Education and are considered non-discretionary
- Contracts awarded by the Board of Education
- Transportation Jointures

THEREFORE all other expenditures are discretionary including expenditures not listed above that may be procured through State-Contracts or Co-op suppliers.

BE IT FURTHER RESOLVED, that the Board of Education of the Township of Randolph places a threshold limit on all discretionary expenditures of \$29,000 without the District Business Administrator having a Qualified Purchasing Agent (QPA) or \$40,000 with the District Business Administrator having a Qualified Purchasing Agent (QPA) certification and requires all purchase orders and transfers exceeding the threshold limit to be approved by the Board of Education before executing such purchase orders or transfers.

BE IT FURTHER RESOLVED, that under extreme emergency and for the good of the District, the Superintendent may request to exceed the threshold limit on a specific transaction with the written approval of the President and FFT Committee Chairperson, of the Board of Education of the Township of Randolph.

13. MOTION to authorize investments via wire transfers.

14. MOTION to authorize the School Business Administrator to make purchases through various cooperatives through reorganization meeting of January 2017.

- a. Hunterdon County Educational Services Cooperative
- b. Middlesex Regional Educational Services Cooperative
- c. Morris County Cooperative Pricing Council
- d. National Joint Powers Alliance (NJPA)
- e. Somerset County Cooperative
- f. WSCA-NASPO Contracts of NJ

15. MOTION to authorize periodic sales of used and/or surplus (non-real estate) property not needed for school purposes through reorganization meeting of January 2017 in accordance with N.J.S.A. 18A:18A-45.

16. MOTION to authorize the administration to advertise bids for goods and services required for the operation of the school system through reorganization meeting of January 2017.

17. MOTION to adopt the following resolution:

WHEREAS, the Board and the Administration seek to minimize the frequency of shortened school days, for any reason; and

WHEREAS, all school activities shall be considered ancillary to the instructional program;

NOW, THEREFORE, BE IT RESOLVED, that the administration be urged to avoid the scheduling of interscholastic athletic contests which occur during or interfere with the regular high school day; and

BE IT FURTHER RESOLVED that the approval of the Superintendent shall be obtained prior to the scheduling of any interscholastic athletic contest which may encroach on the regular school day.

18. MOTION to approve the following resolution regarding designation of Superintendent for account transfers:

BE IT RESOLVED that in accordance with N.J.S.A. 18A:22-8.1, the Superintendent of Schools is hereby designated to approve account transfers as

are necessary between meetings of the Board.

19. MOTION to approve the following resolution:

WHEREAS, from time-to time there is a pressing need to hire a non-administrative staff member between the Board's regularly scheduled meetings; and

WHEREAS, the Board of Education wishes to grant the Superintendent the authority to hire such non-administrative staff if the position is one which must be filled on an immediate basis and where a delay in hiring may result in the District losing an exceptional candidate or one who is assuming a position which is difficult to fill;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education grants the Superintendent the authority to hire non-administrative staff members between board meetings when there is an immediate need to do so, subject to a successful criminal history background check; and

BE IT FURTHER RESOLVED, that said hiring shall only take place with the approval of the Board President and Personnel Committee Chair; and

BE IT FINALLY RESOLVED that the full Board of Education shall vote to ratify the approval at its next regularly scheduled meeting and said ratification shall occur unless there is a compelling reason for the Board not to affirm.

20. MOTION to appoint Director of Facilities, as the district's **504 Compliance Officer** for facility related concerns in accordance with the Rehabilitation Act of 1973.

21. MOTION to appoint Assistant Superintendent as the district's **504 Compliance Officer** for pupil personnel services in accordance with the Rehabilitation Act of 1973.

22. MOTION to appoint Director of Facilities as the district's **AHERA Asbestos Program Manager** in accordance with the Public Law 99-519 of 1986 and EPA Law 40CFR, Part 763.

23. MOTION to acknowledge that all Board Members have received a copy of the **Code of Ethics** pursuant to the School Ethics Act in N.J.S.A. 18A:12-24.1. **Exhibit # 2**, attached hereto and made part of the minutes.

24. MOTION to approve authorization for Randolph Township Schools to make purchases through State contract vendors through the reorganization meeting of 2017.

RESOLVED, the Randolph Township Board of Education authorizes the

School Business Administrator and/or Qualified Purchasing Agent (QPA) to make purchases from State contract vendors through the reorganization meeting of 2017.

25. **MOTION** to appoint **Morristown Medical Center, Atlantic Health System**, as the healthcare facility.

WHEREAS, the Randolph Township Board of Education requires the services of a healthcare facility to provide employee physicals, care to employees injured at work and an Employee Assistance Program (EAP), and

WHEREAS, Morristown Medical Center, Atlantic Health System, has been the healthcare facility used for a number of years and has experience in health care; and

NOW THEREFORE, BE IT RESOLVED, that **Morristown Medical Center, Atlantic Health System**, be appointed as the healthcare facility for the Randolph Township Board of Education through the reorganization meeting of 2017.

26. **WHEREAS**, the Randolph Township Board of Education requires the services of a healthcare facility to provide drug testing for students, and

WHEREAS, First Primary Care has been the healthcare facility used and has experience in drug testing; and

NOW, THEREFORE, BE IT RESOLVED, that **First Primary Care** be appointed as the healthcare facility for drug testing for the Randolph Township Board of Education through the reorganization meeting of 2017.

27. **WHEREAS**, the Randolph Township Board of Education requires the services of a drug testing facility for Bus Drivers,

WHEREAS, Prevention Specialists Inc., has been the drug testing facility for a number of years and has experience in drug testing;

NOW, THEREFORE, BE IT RESOLVED, that **Prevention Specialists Inc.**, be appointed as the drug testing facility for the Randolph Township Board of Education through the reorganization meeting of 2017.

28. **MOTION** to appoint Director of Facilities as the **Right-To-Know Coordinator** and the **Integrated Pest Manager** through the reorganization meeting of 2017.

29. **MOTION** to appoint Director of Facilities as the **Indoor Air Quality Designated Person** through the reorganization meeting of 2017 pursuant to N.J.A.C.12:100-13.1 -:100-13.

30. **MOTION** to appoint **STEM 6 – 8 Supervisor** as the **Chemical Hygiene Officer** through the reorganization meeting of 2017.
31. **MOTION** to approve an annual maximum amount per employee for regular business travel only for which board approval is not required.

WHEREAS, the annual amount shall not exceed **\$1,500** and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.

WHEREAS, regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 includes attendance at regularly scheduled in-state county meeting and Department sponsored or association sponsored events provided free of charge. It also includes regularly scheduled in-state professional development activities for which the registration fee does not exceed **\$150** per employee or board member.

32. **MOTION** to appoint School Business Administrator, as the **Attendance Officer** through the reorganization meeting of 2017 pursuant to N.J.S.A. 18A:38-32.
33. **MOTION** to approve **Parliamentary Procedures**

RESOLVED, that the Randolph School District Board of Education, to the extent consistent with State Law, policies and bylaws of the Board will be guided by "Robert's Rules of Order."

34. **APPROVAL OF CONTRACT RENEWAL WITH NEW JERSEY SCHOOL BOARD ASSOCIATION (NJSBA) FOR SCHOOLBOARDNET SERVICES**

RESOLVED, the Randolph Township Board of Education approve the renewal of an agreement in the amount of \$2,360 for **schoolboardnet services** for period of one year in accordance with terms and conditions therein, **Exhibit # 3**, attached hereto and made a part of the minutes.

35. **MOTION** to appoint **Marisa Ciufalo, M.D.**, as District on call **Physician**.
36. **MOTION** to appoint **Substance Awareness Coordinator** as District **Anti-Bullying Coordinator** through reorganization meeting of January 2017.
37. **MOTION** to appoint **Director of Special Services** as District contact for Division of Child Protection and Permanency (formerly DYFS) through reorganization meeting of January 2017.
38. **MOTION** to appoint **Director of Special Services** as **Homeless Liaison** through reorganization meeting of January 2017.
39. **MOTION** to approve the attached annual schedule of regular board meetings of the Board of Education to be held, when possible, on second and third

Tuesday of each month (**Exhibit # 4**), pursuant to 18A:10-6 attached hereto and made part of the minutes.

40. MOTION to appoint _____ as District Representative to the New Jersey School Board Association N.J.S.A. 18A:6-46.

41. MOTION to appoint _____ and _____ as District Representatives to the Morris County School Board Association.

42. MOTION to appoint _____ as District Representative to the Educational Services Commission of Morris County's Representative Assembly, N.J.S.A. 18A:6-51.

POLICY MOTION 1

JANUARY 5, 2016

On behalf of the Board, Mr. Alfredo Z. Matos made the motion seconded by Mr. Ronald Conti and carried by roll call vote to approve Policy Motion 1 with an exception:

Board member Ms. Tammy MacKay was absent.

1. RESOLVED, that the Randolph Township Board of Education hereby approve the following policies for first reading:

<u>Number</u>	<u>Title</u>
3321	Acceptable Use of Computer Network(s)/Computer(s) and Resources (Teaching Staff Members)
4321	Acceptable Use of Computer Network(s)/Computer(s) and Resources (Support Staff Members)

Student Council Representative Report:

Miss Molly O'Meara reported January 16th there is a convention at TCNJ to present power point of Randolph Township schools spirit week.

Old Business:

Ms. Aulenbach inquired who the write-in votes were. Mr. Epstein suggested that we find out who the write-ins were if possible.

Ms. Pascale requested the Board review evaluation questions for school time start

times before sending them out.

Mr. Conti asked for an update on the maintenance building.

Mr. Braverman requested an HIB update. Ms. Fano replied some reports are available from Genesis. Ms. Pascale questioned if we can measure if teachers are properly trained.

Public Discussion - None

Adjournment

Board member Ms. Anne Standridge made a motion, seconded by Board member Ronald Conti and carried unanimously by roll call vote to adjourn the meeting at 08:46 p.m.

The Board adjourned the public meeting at 08:46 p.m.

Respectfully submitted,

Gerald M. Eckert
Board Secretary