

The Randolph Township Board of Education held a Work Session meeting on Tuesday, March 07, 2017 at 07:15 p.m. Randolph High School Library, 511 Millbrook Avenue Randolph, New Jersey.

Board President Alfredo Z. Matos called the meeting to order and read the following statement:

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.

Roll Call

The following Board members were present: Christine Aulenbach, Mr. Ronald Conti, Ms. Susan DeVito, Mr. Sheldon Epstein, Mr. Joseph Faranetta, Ms. Colleen Pascale, Ms. Anne Standridge and Mr. Alfredo Z. Matos.

Board member Ms. Tammy MacKay was absent.

The following administrators were present: Miss Jennifer Fano, Superintendent, Mr. Gerald M. Eckert, Business Administrator/Board Secretary, Mr. Eric Burnside, Assistant Business Administrator/Board Secretary, Board Counsel Katherine A. Gilfillan, Esquire was also present.

Closed Session – 07:18 p.m.

Board Vice President Mr. Ronald Conti made a motion seconded by Mr. Matos to go into closed session. All present in favor.

BE IT RESOLVED, in accordance with N.J.S.A. 10:4-12 and 10:4-13 that the Board of Education of the Township of Randolph will hold a Closed Session regarding Personnel, Negotiations, Litigation and matters of Attorney-Client privilege. It is not yet possible to determine when the matters discussed in Closed Session will be made public.

The Board reconvened in public session at 07:45 p.m.

Pledge of Allegiance

Ms. Allison Freeman, Communications Coordinator / Community School Supervisor was also present.

Review of Board Minutes

- Board Executive Closed Sessions: 02-07-17 and 02-15-17
- Board Work, Special and Business Sessions: 02-07-17, 02-13-17 and 02-15-17

Correspondence

Mr. Matos stated he received a letter from a parent about Trump's policy on transgender rights. The Randolph Board of Education under New Jersey law will abide by the policy protecting transgender students and will be enforced.

Mr. Matos recognized Butler police officer and Board member Colleen Pascale for rescuing a man from a burning garage.

Ms. DeVito received a letter from a staff member with reasons for their retirement. Mr. Matos advised her to send the letter Ms. Fano.

President's Report

Mr. Matos spoke about a newspaper article to address falsehoods. The Board of Education has not had any discussions on schedules, as this is an administration matter. He stated there are no plans to diminish the music program at Randolph. This is an annual review of all schedules for all departments. This is to achieve the best overall educational experience possible. Mr. Matos then reviewed the chain of command for parents to follow for inquiries.

2017 – 2018 Tentative Budget Presentation:

Mr. Epstein, Miss Fano and Mr. Eckert presented the budget. The final budget will be approved on April 25, 2017.

Superintendent's Report

Mr. Kricheff gave a presentation on Ironia elementary and Randolph high school fundraising partnership.

Student Council Representative Report

Student council representative Miss Alyssa Horowitz informed the Board that the head of the Randolph trails came and asked them to fill out a survey on the trails. In addition, a day in the life of a student was held for administrators in the high school.

Committee Reports

Personnel Committee:

Ms. Aulenbach met with the personnel committee this evening and was discussed in closed session.

Finance, Facilities and Transportation:

Mr. Epstein and the FFT committee met and discussed the Budget presentation, hiring our architect for capital improvements and evaluation of grounds.

Education Committee:

Ms. Aulenbach and the education committee met on February 21st. The committee covered the new Visual and Performance Arts program from Mr. Perrone. Dr. Copeland presented a new middle school course and how academic levels are changing.

Negotiations:

Mr. Faranetta announced the negotiations committee had a kick off meeting on February 23rd. Mr. Giacobbe represented the Randolph Board of Education.

Liaison Reports

Mr. Conti reported on the Town Council Liaison meeting. They discussed the budget, tax increases and decreases due to reassessment, 90 acres park along Calais Road, and retaining walls along Everdale Road.

Ms. DeVito stated the next VPAC meeting has not been set yet.

Ms. Standridge announced the RAMRAC dodgeball fundraiser is this Thursday March 9, 207.

Public Discussion

A concerned Randolph resident went into the commons and was treated to a performance by the percussion group.

Another concerned Randolph resident stated he raised three children in Randolph and all went through the school system. All are string musicians. The resident quoted statistics on how music education helps students other skills and score higher on SAT's. This also help prevent substance abuse. It pains him to hear the reorganization of the music program is being considered.

Another concerned Randolph resident has lived in Randolph eighteen years and had children in the system for seventeen years. Her children participated in several music programs and has a music degree. Music was a huge part of her children being well-rounded students. She believes any changes would be detrimental to a student's learning. The resident pleads the administration not to change the music

program.

Another concerned Randolph resident has a student in the district and has concerns that the music program would be diminished. Her child will be in the district for one more year and believes music is a major part of her daughter's life. Any change in the music curriculum would be detrimental to a child's education, health, and wellness.

Another concerned Randolph resident stated he helped to create the VPAC organization. He has concerns, which are not being addressed. The resident states the Board should learn from previous experience and not have conversations behind closed doors. One example is the school start times being discussed behind closed doors. He requests fairness for all across the entire district.

Another concerned Randolph resident indicated that most parents open the portal for Genesis at the middle school the levels were changed. She claims this was done in secret and not communicated. The levels in the high school portal are also changed. She is asking the district why was this done and what matrices were used to place the children.

Another concerned Randolph resident has three children who have benefitted from the music program. She asked why the levels were changed in Genesis. She has used the chain of command for an explanation. She claims that an informed decision cannot be made until we release the matrices.

Old Business

Mr. Matos reminded the Board the next Strategic Planning Meeting is on Monday, March 13th at 6:00 p.m.

Mr. Faranetta and Ms. Standridge updated the Board on the recognition sub-committee. They will continue conversations and recommend something for next year.

New Business

Board Motion 1

Finance, Facilities and Transportation Motion 1 - 8

Personnel Motion 1

BOARD MOTION 1

MARCH 07, 2017

Board President Alfredo Z. Matos read in the following motion, seconded by Board Vice President Ronald Conti and carried by a roll call vote with an exception:

Board member Tammy MacKay was absent.

RESOLVED, that the Board of Education hereby retain the services of Peter Fallon, Esquire to conduct an internal investigation for the District per the terms of his proposal dated March 5, 2017.

FINANCE/FACILITIES & TRANSPORTATION 1 – 8

MARCH 07, 2017

On behalf of the Finance, Facilities and Transportation Committee Board member Sheldon Epstein made a motion, seconded by Board member Anne Standridge and carried by a roll call vote to approve FFT motions 1 – 8 with the following exceptions:

Board Vice President Ronald Conti abstained on motion 7.a) and voted YES on all other FFT motions. Board member Tammy MacKay was absent.

1. RANDOLPH TOWNSHIP SCHOOL DISTRICT ADOPTION OF THE TENTATIVE BUDGET 2017- 2018

BE IT RESOLVED that the tentative 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 to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6:

	General Fund	Special Revenues	Debt Service	Total
2017 - 2018 Total Expenditures	\$89,773,906	\$1,175,928	\$3,868,619	\$94,818,453
Less: Anticipated Revenues	\$17,131,512	\$1,175,928	\$ 330,433	\$18,637,873
Taxes to be Raised	\$72,642,394	0	\$3,538,186	\$76,180,580

and, to advertise said tentative budget in The Daily Record in accordance with the form suggested by the New Jersey Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing will be held at Randolph High School Library on 25th day of April 2017 at 8:00 p.m. for the purpose of conducting a public hearing on the budget for the 2017-2018 school year.

2. RESOLUTION FOR PROFESSIONAL SERVICES APPROVAL

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2, a board of education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3(c)14;

NOW, THEREFORE, BE IT RESOLVED, that the Randolph Township Board of Education hereby establishes the following maximums for the 2017-2018 school year as follows:

- Architecture/Engineering \$ 225,000
- Legal \$ 260,000
- Audit \$ 60,000
- Physician \$ 33,000

For a total amount of \$ 578,000

BE IT FURTHER RESOLVED, that the School Business Administrator track and record these costs to insure that the maximum amount is not exceeded.

3. RESOLUTION FOR MAXIMUM TRAVEL APPROVAL

WHEREAS, pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

NOW, THEREFORE, BE IT RESOLVED, that the Randolph Township Board of Education approves establishing a maximum travel expenditure amount of \$ 140,000 for the 2017-2018 school year. The maximum travel expenditure amount for 2016-2017 is \$ 80,000 of which, \$ 27,721 has been spent and \$ 5,063 is encumbered to date.

4. WITHDRAWAL FROM CAPITAL RESERVE FUND BALANCE FOR 2017-2018 SCHOOL YEAR

MOTION to approve the appropriation of \$2,200,000 from capital reserve to fund \$2,200,000 of the \$2,525,000 budgeted for the following projects:

- Fernbrook Elementary School Roof Replacement, Three Sections
- Randolph High School and Randolph Middle School Parking Lot Paving
- Randolph Middle School Auditorium Renovations
- Randolph High School Track Resurfacing

5. WITHDRAWAL FROM EMERGENCY RESERVE FUND BALANCE FOR 2017-2018 SCHOOL YEAR

MOTION to approve the appropriation of \$350,000 from emergency reserve to fund improvements to school security.

6. MOTION TO APPROVE SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) ACTION PLAN

BE IT RESOLVED, the Randolph Township Board of Education approve the Special Education Medicaid Initiative (SEMI) Action Plan, summarized in Finance Exhibit # 1, attached to and made a part of the minutes.

7. MOTION TO APPROVE BOARD MEMBER ATTENDANCE AND TRAVEL TO THE NJSBA CONFERENCES

BE IT RESOLVED, the Randolph Township Board of Education approve Board Member travel to attend NEW JERSEY SCHOOL BOARD ASSOCIATION (NJSBA) Conferences:

- a) **Board member:** Ronald Conti
Conference: Northern Region Leadership
Location: Montville, NJ
Date: February 2, 2017
Registration fee: \$50.00
Travel/mileage: .31 cents/mile

- b) **Board member:** Joseph Faranetta
Conference: 2017 School Public Relations Forum
Location: West Trenton, NJ
Date: April 7, 2017
Registration fee: \$75.00
Travel/mileage: .31 cents/mile

Reimbursement of mileage, meals and incidental expenses (if any) are subject to the limitations and conditions set forth in *OMB Circular A-87* and in accordance with district Policy & Regulation 6471 *School District Travel*:

Policy:

<http://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=6471&id=f294aed3e8804bec9f8dbd693dbd6eeb>

Regulation:

<http://www.straussesmay.com/seportal/Public/DistrictRegulation.aspx?Regulationid=6471&id=f294aed3e8804bec9f8dbd693dbd6eeb>

8. RESOLUTION TO AUTHORIZE AND APPROVE ARCHITECTUAL SERVICES

BE IT RESOLVED, that the Board of Education approves an agreement with its

Architect of Record, Parette Somjen Architects to provide professional services for Site Mapping, Freshwater Wetlands Field Study Survey and NJ Department of Environmental Protection (NJDEP) Letter of Interpretation (LOI) Application for the Randolph High School and Randolph Middle School Campus in the amount of \$19,800.

PERSONNEL AND ADMINISTRATION MOTIONS 1 – 2

MARCH 7, 2017

Pursuant to the recommendation of the Superintendent of Schools and on behalf of the Personnel Committee, Board member Christine Aulenbach made a motion seconded by Board member Ronald Conti and carried by a roll call vote to approve Personnel and Administration Motions 1 - 2 with the following exception:

Board member Tammy MacKay was absent.

1. TEACHERS/PROFESSIONAL STAFF

A. Retirements/Resignations

1. Approve the resignation of Diane Dayer, Teacher of Special Education at Ironia School, for purpose of retirement, effective March 1, 2017.
2. Approve the resignation of Christine Brembs, Teacher of Elementary at Ironia School, for purpose of retirement, effective July 1, 2017.

2. SUPPORT STAFF

A. Retirements/Resignations

1. Approve the resignation of Douglas Paugh, Ram Guard at Randolph High School, effective March 9, 2017.
2. Approve the resignation of Jessica Leaman, yearly appointed Café/Recess Aide at Center Grove School, effective February 17, 2017.
3. Approve the resignation of Michele Kest, yearly appointed Café/Recess Aide at Shongum School, effective March 4, 2017.

B. Suspension

1. Resolved, that Employee I.D. # 7211, identified on **Schedule A** is hereby suspended without pay from all regular and extracurricular duties with the Randolph Township School District effective February 21, 2017 through February 23, 2017.

Adjournment

Board member Christine Aulenbach made a motion seconded Mr. Ronald Conti. All present in favor of adjournment with one exception:

Board member Tammy MacKay was absent.

The Board adjourned the meeting at 09:33 p.m.

Respectfully submitted,

Gerald M. Eckert
Board Secretary

RANDOLPH TOWNSHIP SCHOOLS SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) ACTION PLAN

In accordance with N.J.A.C.6A:23A-5.3 (f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the pre-budget year or that has failed to comply with all program requirements set forth in N.J.A.C.6A:23A-5.3 (e) shall submit a SEMI action plan to the Executive County Superintendent as part of the district's proposed budget submission.

County Morris

District: Randolph

Date 2/21/17

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date Completed
<p>Establish a benchmark of 90% for the 2016-2017 school year for obtaining maximum participation of all SEMI eligible students by the start of the subsequent school year.</p> <p>The benchmarks shall be based on the percentage of parental consent forms collected from eligible students. The number of parental consent forms shall reflect one parental consent form for each eligible student. This should include documentation of parental refusal to give consent.</p>	<ol style="list-style-type: none"> 1. SEMI Coordinator will contact all student's guardians that have not submitted a signed parental request form. 2. Train all case managers on the SEMI program to ensure they are able to accurately explain the form to parents/guardians. 3. Bring consent form to all IEP meetings. 4. Obtain consent for all students regardless of current Medicaid eligibility. 5. Monthly meetings with Mr. Curioni and Mrs. Polhemus. 6. Automatic attachment of consent form to CST referral letter to parents. 	<p>Mrs. Polhemus, SEMI Coordinator</p> <p>Mr. Curioni, Director of Special Services</p> <p>Special Services Administrative Secretaries</p>	<p>March 30</p>	<p>Compliance reports</p> <p>Sign-in sheets for all SEMI-related professional development indicates mandated staff have received training</p> <p>90% Parental participation rate</p>	

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County Morris District: Randolph Date 2/21/17

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/ Implementation	Date Completed
Procedures to ensure that all SEMI eligible health-related services, including those provided by entities where the district has placed SEMI eligible students, are documented in the third-party administrator’s system.	1. Run the IEP/Evaluation Services to be Logged report and follow-up with appropriate staff 2. Run the Logged Related Services Summary report.	Mrs. Polhemus	Ongoing	Reports reflect all services have been logged	
Procedures to ensure that a valid IEP is on file and the correct IEP date is documented in the third-party administrator’s system for each SEMI eligible student for whom parental consent has been obtained.	1.Run the IEP/Evaluation Services to be Logged report and follow-up with appropriate staff.	Mrs. Polhemus	Ongoing	Reports reflect all services have been logged	
Procedures to ensure that service providers used by the district and entities where the district has placed SEMI eligible students have valid licenses and certifications and that these SEMI provider qualifications are documented in the third-party administrator’s system.	Run report on licenses 1.Human resources to obtain updated license information when requested by SEMI Coordinator	Mrs. Polhemus	Ongoing	Reports reflect all service providers have valid license	
Procedures to ensure that out of district providers are adequately informed of training opportunities needed for districts to maximize SEMI participation.	1.Forward training schedule from the Monthly Update email to staff with the district's monthly SEMI staff email. 2.Staff to upload training certificate to MyLearningPlan and forward to Mrs. Polhemus	Mrs. Polhemus	Ongoing/ Monthly	Monthly emails to staff	

Procedures to ensure that all SEMI eligible Health-Related Evaluation Services are documented in the third-party administrator's system. Health-Related Evaluation Services are memorialized by documenting the date of the IEP meeting.	1. Run the IEP/Evaluation Services to be Logged report and follow-up with appropriate staff	Mrs. Polhemus	Ongoing/ Quarterly	Reports reflect all services have been logged	