

The Randolph Township Board of Education held an Organization meeting on Tuesday, January 08, 2019 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

Mr. Eckert read the Morris County Clerk Election Results of November 6, 2018 of elected school Board members as shown in Exhibit # 1 attached hereto and made a part of the minutes.

SCHOOL BOARD MEMBERS	VOTE TOTAL	TERM	EXPIRING
Ms. Tammy MacKay	5,991	1 year	2019
Ms. Allison Manfred	4,851	3 year	2021
Dr. Robert A. Soni	4,076	3 year	2021
Ms. Anne Standridge	4,306	3 year	2021

Oath-of-Office

Mr. Eckert administered oath-of-office to the following elected Board members:

Incumbents Ms. Tammy MacKay, Dr. Robert A. Soni, Ms. Anne Standridge and newly elected Ms. Allison Manfred.

Roll Call

The following Board members were present: Mr. Ronald Conti, Ms. Susan DeVito, Mr. Sheldon Epstein, Mr. Joseph Faranetta, Ms. Tammy MacKay, Ms. Allison Manfred, Dr. Robert A. Soni, Ms. Anne Standridge and Christopher C. Treston.

The following administrators were present: Miss Jennifer Fano, Superintendent, 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 Gerald Eckert declared nominations for Board President to be opened.

Motion moved by Board member Joseph Faranetta to nominate Ronald Conti for the office of Board President. There were no other nominations.

Nominations closed.

The motion unanimously carried by a roll call vote to appoint Ronald Conti as Board President.

ROLL CALL VOTE: AYES:	9
NO:	0
ABSTAIN:	0
ABSENT:	0

Newly Elected Board President Ronald Conti Assumed the Chair

Mr. Conti assumed control of the meeting as Board President of the Randolph Township Board of Education.

Nominations and Election for Board Vice President

Board President Ronald Conti declared nomination for Board Vice President to be opened and moved a motion to nominate Joseph Faranetta for the office of Board Vice President. No other nominations made.

Nominations closed.

The motion carried by a roll call vote to appoint Joseph Faranetta as the Board Vice President.

ROLL CALL VOTE: AYES:	9
NO:	0
ABSTAIN:	0
ABSENT:	0

Correspondence - None

President's Report

Mr. Conti read a statement stating a number of accomplishments and events from the last year.

Student Council Representative Report – Not present

Old Business - None

Public Statement - None

New Business

ORGANIZATION MOTIONS 1 – 41

JANUARY 08, 2019

On behalf of the Board, Vice President Joseph Faranetta moved a motion, seconded by Board member Christopher C. Treston and unanimously carried by a roll call vote to approve Organization Motions 1 – 41.

1. **RESOLVED** that the Board hereby appoint Gerald M. Eckert as Board Secretary through organization meeting of January 2020.
2. **RESOLVED** in the absence of School Business Administrator / Board Secretary, the Board hereby appoint the Assistant Business Administrator / Assistant Board Secretary as Acting Board Secretary to cover Board meetings effective January 8, 2019 through organization meeting of January 2020.
3. **RESOLVED** that the Board hereby appoint Communications Coordinator, as the Custodian of District Records in accordance with the requirements of the Open Public Records Act through organization meeting of January 2020.
4. **RESOLVED** that the Board hereby authorize the following institutions as official depositories of school funds through organization meeting of January 2020.

The Provident Bank

TD Bank

NJ Cash Management Fund

Wells Fargo Bank N.A., as Custodian for the NJ/ARM Program

5. **RESOLVED** that the Board hereby designate The Daily Record as the official newspaper, 18A:22-11, 18A:39-3, the Randolph Reporter as secondary newspaper for publications.
6. **RESOLVED** that the Board hereby approve TAPinto Randolph as the online publication.
7. **RESOLVED** that the Board hereby readopt all existing Bylaws, Policies and Regulations for the Board's own operation and the operation of the school system 18A:11-1.
8. **RESOLVED** that the Board hereby readopt all existing contracts of the Board in effect at this time and authorized by law.

9. **RESOLVED** that the Board hereby reaffirm all existing curriculum in effect at this time, N.J.A.C. 6A:8-3.1.

10. **RESOLVED** that the Board hereby reaffirm all existing textbooks in effect at this time.

11. **RESOLVED** that the Board hereby appoint Human Resources Officer as District's Affirmative Action Officer through organization meeting of January 2020 in accordance with N.J.A.C. 6A:7-1.5.

12. **RESOLVED** that the Board hereby appoint Human Resources Officer as Public Agency Compliance Officer, through organization meeting of January 2020, as required by P.L.1975, Chapter 27 for the enforcement of Affirmative Action procedures in procurement.

13. **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.

14. 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.

15. RESOLVED that the Board hereby authorize investments via wire transfers.

16. RESOLVED that the Board hereby authorize the School Business Administrator to make purchases through various cooperatives through organization meeting of January 2020.

- a. Hunterdon County Educational Services Cooperative
- b. Educational Services Commission of New Jersey
- c. Morris County Cooperative Pricing Council
- d. National Joint Powers Alliance (NJPA)
- e. Somerset County Cooperative
- f. WSCA-NASPO Contracts of NJ
- g. PEPPM – Technology Bidding and Purchasing Program
- h. The Cooperative Purchasing Network (TCPN)
- i. KPN – Keystone Purchasing Network
- j. National Cooperative Purchasing Alliance (NCPA)

17. RESOLVED that the Board hereby authorize periodic sales of used and/or surplus (non-real estate) property not needed for school purposes through organization meeting of January 2020 in accordance with N.J.S.A. 18A:18A-45.

18. RESOLVED that the Board hereby authorize the administration to advertise bids for goods and services required for the operation of the school system through organization meeting of January 2020.

19. RESOLVED that the Board hereby adopts 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.

20. RESOLVED that the Board hereby 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.

21. 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.

22. RESOLVED that the Board hereby appoint Director of Facilities, as the district's 504 Compliance Officer for facility related concerns in accordance with the Rehabilitation Act of 1973.

23. RESOLVED that the Board hereby appoint Jonathan Olsen, Director of Secondary Education and Danielle Soldivieri, Director of Elementary Education as the district 504 Compliance Officers for curriculum in accordance with the Rehabilitation Act of 1973.

24. RESOLVED that the Board hereby 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.

25. RESOLVED that the Board hereby 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.

26. RESOLVED that the Board hereby approve for Randolph Township Schools to make purchases through State contract vendors through the organization meeting of 2020.

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 organization meeting of 2020.

27. RESOLVED that the Board hereby 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 organization meeting of 2020.

28. RESOLVED that the Board hereby reappoint Primary Care at Randolph – Atlantic Health System to provide drug testing for students, and

WHEREAS, Primary Care at Randolph – Atlantic Health System has experience in drug testing; and

NOW THEREFORE, BE IT RESOLVED, that Primary Care at Randolph – Atlantic Health System be appointed as the healthcare facility for drug testing for the Randolph Township Board of Education through the organization meeting of 2020.

29. RESOLVED that the Board hereby appoints Prevention Specialists Inc., to provide drug testing services for Bus Drivers; and

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 organization meeting of 2020.

30. RESOLVED that the Board hereby appoint Director of Facilities as the Right-To-Know Coordinator and the Integrated Pest Manager through the organization meeting of 2020.

31. RESOLVED that the Board hereby appoint Director of Facilities as the Indoor Air Quality Designated Person through the organization meeting of 2020 pursuant to N.J.A.C.12:100-13.1 -:100-13.

32. RESOLVED that the Board hereby appoint STEM 6 – 8 Supervisor as the Chemical Hygiene Officer through the organization meeting of 2020.

33. RESOLVED that the Board hereby approves 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.

34. RESOLVED that the Board hereby appoint School Business Administrator, as the Attendance Officer through the organization meeting of 2020 pursuant to N.J.S.A. 18A:38-32.

35. RESOLVED that the Board hereby approves 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.”

36. APPROVAL OF CONTRACT WITH SCHOOLBOARDNET LLC FOR SCHOOLBOARDNET SERVICES

RESOLVED, the Randolph Township Board of Education approve the renewal of schoolboardnet paperless board meetings online services for period of one year in the amount of \$1,888.

37. RESOLVED that the Board hereby appoint Substance Awareness Coordinator as District Anti-Bullying Coordinator through organization meeting of January 2020.

38. RESOLVED that the Board hereby appoint Director of Special Services as District contact for Division of Child Protection and Permanency (formerly DYFS) through organization meeting of January 2020.

39. RESOLVED that the Board hereby appoint Director of Special Services, or designee, as Homeless Liaison through organization meeting of January 2020.

40. RESOLVED that the Board hereby 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 # 3) pursuant to 18A:10-6 attached hereto and made part of the minutes.

41. RESOLVED that the Board hereby designate Security Supervisor as the district School Safety Specialist through organization meeting of January 2020.

ORGANIZATION MOTIONS 42 – 44

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On behalf of the Board, President Ronald Conti moved a motion, seconded by Board Vice President Joseph Faranetta and unanimously carried by a roll call vote to approve Organization Motions 42 – 44.

42. RESOLVED that the Board hereby appoint Allison Manfred as District Representative to the New Jersey School Board Association N.J.S.A.18A:6-46.

43. RESOLVED that the Board hereby appoint Dr. Robert A. Soni as District Representatives to the Morris County School Board Association.

44. RESOLVED that the Board hereby appoint Christopher C. Treston as District Representative to the Educational Services Commission of Morris County's Representative Assembly, N.J.S.A. 18A:6-51.

For the Good of the Order

Ms. Mackay: refresh the Board on the Goals of the Board with Nancy Sulla from IDE.

Ms. DeVito: looking forward to a great year. Agrees with Ms. MacKay to have a

refresher of Board Goals. Also, looking forward to new committees.

Mr. Epstein: congratulated the new members and officers.

Ms. Manfred: looking forward to serving the Board and thanked everyone who voted for her.

Dr. Soni: wished everyone a happy new year and thanked administration and mentors. Thanked members of his election campaign.

Ms. Standridge: apologized for missing the last meeting. Looking forward to the new year.

Mr. Treston: congratulated the new members and the new officers.

Mr. Faranetta: congratulated everyone and updated the Board on the partnership between the Board and the police to make school bus safety a priority.

Mr. Conti: None

Adjournment

Board Vice President Joseph Faranetta moved a motion to adjourn the meeting at 07:35 p.m. Board members present all in favor.

The Board adjourned the meeting at 07:35 p.m.

Respectfully submitted,

Gerald M. Eckert
Board Secretary