

1. **RESOLVED** that the Board hereby appoints Gerald M. Eckert as **Board Secretary** through reorganization meeting of January 2018.
2. **RESOLVED** in the absence of School Business Administrator / Board Secretary, the Board hereby appoints Eric Burnside as **Acting Board Secretary** to cover Board meetings effective January 3, 2017 through reorganization meeting of January 2018.
3. **RESOLVED** that the Board hereby appoints **Communications Coordinator**, as the **Custodian of District Records** in accordance with the requirements of the Open Public Records Act through reorganization meeting of January 2018.
4. **RESOLVED** that the Board hereby authorize the following institutions as official depositories of school funds through reorganization meeting of January 2018.

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

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 readopts 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 readopts all existing **contracts** of the Board in effect at this time and authorized by law.
9. **RESOLVED** that the Board hereby reaffirms all existing **curriculum** in effect at this time, N.J.A.C. 6A:8-3.1.
10. **RESOLVED** that the Board hereby reaffirms all existing **textbooks** in effect at this time.
11. **RESOLVED** that the Board hereby appoints **Human Resources Officer** as **District’s Affirmative Action Officer** through reorganization meeting of January 2018 in accordance with N.J.A.C. 6A:7-1.5.

**12. RESOLVED** that the Board hereby appoints **Human Resources Officer as Public Agency Compliance Officer**, through reorganization meeting of January 2018, 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 reorganization meeting of January 2018.
  - a. Hunterdon County Educational Services Cooperative
  - b. Educational Services Commission of New Jersey (*formerly: 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
  - g. PEPPM – Technology Bidding and Purchasing Program
  - h. The Cooperative Purchasing Network (TCPN)
  - i. KPN – Keystone Purchasing Network
- 17. **RESOLVED** that the Board hereby authorize periodic sales of used and/or surplus (non-real estate) property not needed for school purposes through reorganization meeting of January 2018 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 reorganization meeting of January 2018.
- 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 appoints **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 appoints **Human Resources Officer** as the district's **504 Compliance Officer** for pupil personnel services in accordance with the Rehabilitation Act of 1973.
- 24. **RESOLVED** that the Board hereby appoints **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 approves for Randolph Township Schools to make purchases through State contract vendors through the reorganization meeting of 2018.

**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 2018.

- 27. **RESOLVED** that the Board hereby appoints **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 2018.

- 28. **RESOLVED** that the Board hereby appoints **URGI-MED Family Medical Center** to provide drug testing for students, and

**WHEREAS, URGI-MED Family Medical Center** has experience in drug testing; and

**NOW, THEREFORE, BE IT RESOLVED**, that **URGI-MED Family Medical Center** be appointed as the healthcare facility for drug testing for the Randolph Township Board of Education through the reorganization meeting of 2018.

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 reorganization meeting of 2018.

30. **RESOLVED** that the Board hereby appoints **Director of Facilities** as the **Right-To-Know Coordinator** and the **Integrated Pest Manager** through the reorganization meeting of 2018.

31. **RESOLVED** that the Board hereby appoints **Director of Facilities** as the **Indoor Air Quality Designated Person** through the reorganization meeting of 2018 pursuant to N.J.A.C.12:100-13.1 -:100-13.

32. **RESOLVED** that the Board hereby appoints **STEM 6 – 8 Supervisor** as the **Chemical Hygiene Officer** through the reorganization meeting of 2018.

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 appoints School Business Administrator, as the **Attendance Officer** through the reorganization meeting of 2018 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. **MOTION** to appoint **Marisa Ciufalo, M.D.** as District on call **Physician**.
38. **RESOLVED** that the Board hereby appoints **Substance Awareness Coordinator** as District **Anti-Bullying Coordinator** through reorganization meeting of January 2018.
39. **RESOLVED** that the Board hereby appoints **Director of Special Services** as District contact for Division of Child Protection and Permanency (formerly DYFS) through reorganization meeting of January 2018.
40. **RESOLVED** that the Board hereby appoints **Director of Special Services** as **Homeless Liaison** through reorganization meeting of January 2018.
41. **RESOLVED** that the Board hereby approves 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.