

The Randolph Township Board of Education held a Work Session meeting on Tuesday, December 10, 2019 at 7:15 pm Randolph High School Library, 511 Millbrook Avenue Randolph, New Jersey.

CALL TO ORDER

Board President Ronald Conti called the meeting to order and read the following statement:

The New Jersey Open Public Meetings Law was enacted to ensure 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: Mr. Joseph Faranetta, Ms. Tammy MacKay, Ms. Allison Manfred, Ms. Dorene Roche, Ms. Jeanne Stifelman and Mr. Ronald Conti.

Board members Ms. Susan DeVito and Dr. Robert A. Soni were absent.

The following administrators were present: Miss Jennifer Fano, Superintendent, Mr. Stephen Frost, Assistant Business Administrator/Assistant Board Secretary, Board Counsel Joanne L. Butler and Christopher J. Sedefian were also present.

EXECUTIVE CLOSED SESSION – 7:18 pm

Board Vice President Joseph Faranetta moved a motion seconded by Board member Allison Manfred to go into Executive Closed Session. Board members present all in favor.

Board members Ms. Susan DeVito and Dr. Robert A. Soni were absent.

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 to public session at 8:06 pm.

PLEDGE OF ALLEGIANCE

Director of Communications and Digital Media Matthew Pfouts, Director of Technology Peter Emmel and Student Council Representative Katherine Sidebotham were also present.

REVIEW AND APPROVAL OF MINUTES

Board Vice President Joseph Faranetta moved a motion seconded by Board member Tammy MacKay and carried by a roll call vote to approve the following Board minutes. Board members present all in favor. Board members Ms. Susan DeVito and Dr. Robert A. Soni were absent. Motion passed.

Executive Closed Sessions: 11-12-19, 11-19-19

Board Work and Business Sessions: 11-12-19, 11-19-19

Communications Committee: 11-19-19

CORRESPONDENCE

Ms. MacKay asked if Board correspondence is being dealt with in policy. Mr. Conti replied that the policy committee is dealing with it but it would take a while before the committee produced a formal policy.

UPDATES, REPORTS AND PRESENTATIONS

Ms. Fano read a statement noting the passing of Carol Strowbridge:

A former colleague, Carol Strowbridge, died peacefully at home surrounded by loved ones on Sunday, December 8, 2019, at the age of 66.

Carol dedicated 26 years to the Randolph School Community serving in several different capacities. She began her service here as a school counselor in 1987.

In 1994 she took over the leadership of the guidance department, which she went on to do successfully for the next decade.

In 2004 Carol moved into the role of principal of Randolph High School until 2010. She then served her last three years as the principal of Randolph Middle School retiring in 2013.

Carol's commitment to kindness could only ever be overshadowed by her dedication to the staff and students of Randolph. Her wake is scheduled for tomorrow at the Davis & Hepplewhite Funeral Home in Succasunna from 10:30-12:30 and the funeral service will be held at 1:00 PM at the Trinity Methodist Church in Hackettstown.

Director of Technology Peter Emmel provided a Cyber Security Update.

Mr. Conti asked whether multi-factor authentication would prevent phishing. Mr. Emmel provided that it would not prevent such attacks. He also confirmed that even

on virtual machines, there is no ability to access another device on the virtual network. Mr. Conti additionally asked about staff access to confidential information. Mr. Emmel replied that the district continuously assesses what access staff needs and provides staff with only that access.

Mr. Faranetta asked the possibility of downloading ransomware on his personal account and device where he may also access his district email. Mr. Emmel provided that the district's SPAM monitor is actively monitoring this and will quarantine potential problematic information.

STUDENT COUNCIL REPRESENTATIVE REPORT

Winter Week is next week, with different themes for each day of the week.

COMMITTEE REPORTS

Communication:

. *Mr. Faranetta:* met last week. Ms. DeVito joined the meeting. Discussed the meeting with Assemblyman Bucco. Mr. Pfouts shared social media information. There was enormous growth in the November 8-December 5 period, due to outstanding content. On Twitter, there was double the impressions from the previous month. The district is doing a good job of having nicely presented information, but also doing a better job of producing consistent content from across the district. The committee discussed the website redesign, and it is on the motions tonight. The new system will provide e-ticketing for district events. After the initial conversion, the recurring costs will be less than it is now.

The committee discussed video and livestreaming and agreed there is potential for upside with video, but far more potential for downside. The committee determined to table the discussion of video at the meeting. Among the downsides are the time it would require to edit and produce video. Other videos on the website are not well received, and audio of the meetings that is available is sparingly requested. Mr. Faranetta read a statement from Ms. DeVito that noted that she understands the committee's decision and is an advocate for video, looks forward to continued discussions in the future, but respects the committee's discussion. Ms. Stifelman mentioned an event of Assemblyman Bucco in January. Ms. Stifelman asked about coffee with the Board. Mr. Faranetta noted that the discussion is still under development, but would include a few board members going out into the community and meeting with small groups of community members.

Ms. Stifelman also asked about districts that are presently videotaping board meetings. Mr. Faranetta noted that Mr. Zitomer was looking into it, but he was unable to discuss with Mr. Zitomer in advance of the meeting. The general feeling was that it was benign and did not make a huge difference for

communications or meeting attendance. Ms. Stifelman volunteered to do some additional research into what other districts have experienced with regards to video. Mr. Faranetta noted quality is a chief concern, and that has been Mr. Pfouts' focus in his posts, and video would create a need for additional work to maintain the quality. The discussion was tabled until January.

Education:

. *Ms. Manfred:* met tonight and discussed the district's use of Microsoft 365 and specifically Teams. The Tech Advisory Council presented an update. The committee saw videos of how students were using the software. The software is available on a laptop but also a phone. When a student is sick, they can review information on the app or site. Has helped the workflow of the admin and the staff. Next meeting will be in January.

Mr. Conti noted that it was interesting how the sign language and VPA students were utilizing the software. Ms. MacKay asked if the district is 100% Microsoft district. Ms. Fano provided that the district is focused on Microsoft and supports the software educators feel works best for them. Professional development is organized around the focus on Microsoft. The district has utilized its partnership with Microsoft to train and develop staff. Mr. Conti noted Teams runs on Microsoft and non-Microsoft devices. Ms. Stifelman noted that Teams is heavily utilized in the corporate and collegiate world. Ms. MacKay asked about the Board's use of Teams, and Ms. Fano provided that the district is ironing out issues around the sunshine law so that the Board can utilize Teams.

Finance, Facilities and Transportation: None

Personnel:

. *Ms. MacKay:* Ms. Gatzke did a presentation about the protocols for personnel and the schedule that leads to the May 15 renewal date.

Policy:

. *Mr. Conti:* met on December 3. Discussed filling of board member vacancies and spent time on policy 0152 about officer elections. Discussed committee goals, and liked what the committee did with them. One goal was to annually review recommendations from the Superintendent.

Negotiations: Mr. Conti - None

LIAISON REPORTS

RAMRAC - Ms. Stifelman: asked if anyone is available to attend tomorrow night's meeting because she could not attend.

PTO Council – Ms. Manfred: all four seats are open for next school year. Each year, six scholarships are awarded. Information is available on Naviance. Applications should go through the School Counseling Department. There is a blood drive scheduled for January. Sign-ups will be available soon. The *All-in* fundraiser is scheduled for March 27.

Ms. Roche discussed the dress rehearsal for the fall play and the invitation to special needs students. The event was very nice and the students enjoyed the night.

PUBLIC STATEMENT

A resident and employee is learning Teams, and is enjoying it. She is pleased to see where we are going. She commented on Ms. Strowbridge and how helpful she was when she worked for the district.

OLD BUSINESS

Ms. MacKay provided a bus report. There have been 38 citations since September. The police have done a thorough job of messaging. Mr. Faranetta thanked the Township for what they are doing to support this initiative. Mr. Faranetta asked about public access to the information about citations. Ms. Butler provided that information should be available about the locations and times, but not the individuals named in citations.

NEW BUSINESS

Motions:

- Personnel Motions 1-5
- Education Motion 1
- Finance, Facilities and Transportation Motions 1–3
- Policy / Regulation Motions 1 – 2

PERSONNEL AND ADMINISTRATION MOTIONS 1-5 v3

DECEMBER 10, 2019

Revised: 12/10/2019

Pursuant to the recommendation of the Superintendent of Schools, and on behalf of the Personnel Committee, Board member Tammy MacKay moved a motion seconded by Board Vice President Joseph Faranetta and carried by a roll call vote to approve Personnel and Administration Motions 1–5 with an exception:

Board members Susan DeVito and Robert A. Soni were absent. Motions passed.

1. RESIGNATIONS

A. Certificated Staff

1. Accept the resignation of Kaitlin Czura, School Nurse at Randolph High School

effective January 17, 2020.

2. Accept the resignation for the purpose of retirement of Employee I.D. #4146, identified on Schedule A, effective March 1, 2020.

B. Support Staff

1. Accept the resignation of Brendan Lenox, Paraprofessional at Randolph Middle School, effective December 20, 2019.

2. Accept the resignation of Brendan Lenox, Assistant Boys Lacrosse Coach, for the 2019-2020 school year.

2. APPOINTMENTS

A. Certificated Staff

1. Approve the appointment of Kristin D'Alconzo, Leave Replacement Elementary School Teacher at Shongum School a rate of \$270.70 per day effective on or about January 27, 2020 through June 30, 2020 for the 2019-2020 school year.

2. Extend the appointment of Shannon McMahon, Leave Replacement Special Education Teacher at Randolph Middle School at a rate of \$270.70 per day to be effective August 30, 2019 through June 30, 2020 for the 2019-2020 school year.

3. Extend the appointment of Jessica Ervey, Leave Replacement Elementary School Teacher at Center Grove School at a rate of \$270.70 per day effective December 2, 2019 through June 30, 2020 for the 2019-2020 school year.

B. Support Staff

1. Approve the appointment of Sridevi Vadali, Community School Bookkeeper, at a salary of \$55,000 to be prorated based on start date, effective January 2, 2020 through June 30, 2020 for the 2019-2020 school year.

3. LEAVES OF ABSENCE

A. Certificated Staff

1. Approve that Employee I.D. #7619, identified on Schedule B, be suspended with pay effective December 3, 2019 until further notice; be it further resolved the entire leave is with benefits.

4. MERIT GOALS

A. Administrative Staff

1. Approve that Ms. Jennifer Fano receive payment for Qualitative Merit Goal #1 for the 2019-2020 school year associated with bonuses for the Superintendent of Schools in the amount of \$5,012.89 (2.5%).

5. COMMUNITY SCHOOL

A. APPOINTMENTS

1. Approve the appointment of Sara Rose Smarth as Camp Director for the 2019-2020 school year.
2. Approve the appointment of Sara Rose Smarth as Camp Director for the 2020-2021 camp season at a rate of \$8,000 for the season.

EDUCATION MOTION 1 v2

DECEMBER 10, 2019

On behalf of the Education Committee, Board member Allison Manfred moved a motion seconded by Board Vice President Joseph Faranetta and carried by a roll call vote to approve Education Motion 1 with an exception.

Board member Susan DeVito and Robert A. Soni were absent. Motion passed.

1. Professional Development

a. MOTION to amend the July 23, 2019 1a Education motion to read:

Last Name	First Name	School	Name of Workshop	Date(s)	Total Cost
Hutchinson	David	RHS	Stronge New Administrator Training	9/5/19 & 9/12/19	\$387.70

b. MOTION to approve the following professional development opportunities:

Name	First Name	School	Name of Workshop	Date(s)	Total Cost
Wagener	Jennifer	RMS	HIB Certification for NJ Anti-Bullying Specialists and School Safety/Climate Team Members	12/12/19	\$19.00

Bernal	Michelle	FB	Learning and the Brain Conference, San Francisco, CA	2/13/20, 2/14/20, 2/15/20, 2/16/20 & 2/17/20	\$3,158.40
Falcon-Duran	Everlydis	CO	Learning and the Brain Conference San Francisco, CA	2/13/20, 2/14/20, 2/15/20, 2/16/20 & 2/17/20	\$3,308.40
Foran	Marybeth	RHS	Learning and the Brain Conference San Francisco, CA	2/13/20, 2/14/20, 2/15/20, 2/16/20 & 2/17/20	\$3,258.40
Rathjen	Thomas	CG	Learning and the Brain Conference San Francisco, CA	2/13/20, 2/14/20, 2/15/20, 2/16/20 & 2/17/20	\$3,158.40
Rodas	Mario	CG	Learning and the Brain Conference San Francisco, CA	2/13/20, 2/14/20, 2/15/20, 2/16/20 & 2/17/20	\$3,158.40
Thorn	Katherine	CO	Learning and the Brain Conference San Francisco, CA	2/13/20, 2/14/20, 2/15/20, 2/16/20 & 2/17/20	\$3,158.40
Fano	Jennifer	CO	NJ Association of Health, Physical Education, Recreation and Dance Annual Convention	2/24/20	\$80.00
Agrati	Matthew	RHS	Techspo '20 Atlantic City, NJ	1/30/20 & 1/31/20	\$979.56
Emmel	Peter	TECH	Techspo '20 Atlantic City, NJ	1/30/20 & 1/31/20	\$1,044.00

Fano	Jennifer	CO	Techspo '20 Atlantic City, NJ	1/29/20, 1/30/20 & 1/31/20	\$1,015.00
Olsen	Jonathan	CO	Techspo '20 Atlantic City, NJ	1/30/20 & 1/31/20	\$981.00
Perrone	Frank	RHS	Techspo '20 Atlantic City, NJ	1/30/20 & 1/31/20	\$984.00
Soldivieri	Danielle	CO	Techspo '20 Atlantic City, NJ	1/30/20 & 1/31/20	\$981.00
Wright	Amelia	RHS	Techspo '20 Atlantic City, NJ	1/30/20 & 1/31/20	\$1,044.00
Fano	Jennifer	CO	The School Superintendents Association (AASA) National Conference on Education	2/12/20, 2/13/20, 2/14/20, 2/15/20, 2/16/20 & 2/17/20	\$3,545.50

FINANCE/FACILITIES & TRANSPORTATION MOTIONS 1-3

DECEMBER 10, 2019

On behalf of the Finance, Facilities and Transportation Committee, Board member Tammy MacKay moved a motion seconded by Board member Jeanne Stifelman and carried by a roll call vote to approve Finance/Facilities and Transportation Motions 1 – 3 with an exception.

Board members Susan DeVito and Robert A. Soni were absent. Motions passed.

1. RESOLUTION TO ACCEPT THE 2018 - 2019 DISTRICT AUDIT

RESOLVED, that the Randolph Township Board of Education District Report of the Audit Year Ended June 30, 2019 prepared by Nisivoccia LLP of Mount Arlington, New Jersey be accepted. The report includes:

- A. Comprehensive Annual Financial Report (CAFR)
- B. Auditors Management Report on Administrative Findings

RECOMMENDATIONS:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Program

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Status of Prior Year's Findings/Recommendations

The prior year recommendation regarding gate tickets be issued in sequential order and adult and student gate tickets be issued to the proper individual and all checks from the Center Grove School student activities account be written to vendors only have been resolved.

2. RESOLUTION TO AWARD CONTRACT FOR THE RANDOLPH TOWNSHIP WEBSITE REDESIGN PROJECT

WHEREAS, the Randolph Township Board of Education (the "Board") utilized competitive contracting pursuant to N.J.S.A. 18A:18A-4.1 et seq. to solicit proposals for the District's webservice platforms redesign; and

WHEREAS, the district received six (6) proposals and after a thorough evaluation process concluded that the Finalsite (Active Internet Technologies, LLC) proposal is most advantageous, taking price and other factors into consideration.

NOW THEREFORE BE IT RESOLVED that the Board accepts the proposal submitted by Finalsite and awards the contract to provide webservice platforms

designed to improve web communications to commence during the 2019-2020 school year. The award shall be subject to the terms and conditions set forth in the Board's Request for Proposal and Finalsite's response thereto. The total contract amount for the setup and design phase in 2019-2020 shall be \$55,000. The annual subscription cost beginning on July 1, 2020 will be \$23,400 based on a two (2) year contract, with one (1) two (2) year renewal.

BE IT FURTHER RESOLVED that this award is expressly conditioned upon Finalsite furnishing the requisite insurance certificate, together with an executed contract.

BE IT FURTHER RESOLVED that the Board President and the School Business Administrator/Board Secretary are hereby authorized to execute such an agreement and any other documents necessary to effectuate the terms of this resolution. The School Business Administrator/Board Secretary shall cause a Notice of Award, in accordance with N.J.S.A. 18A:18A-4.5(g) to be published in the official newspaper of the Board summarizing the award and indicating that the resolution and contract are on file in the Business Office and available for public inspection.

3. RESOLUTION TO APPROVE CONTRACT AGREEMENT FOR STUDENT TRANSPORTATION SERVICES

RESOLVED, the Randolph Township Board of Education approve parental contract agreement for reimbursement of transportation services of **SE20-85 Grade 7** to and from Randolph Middle School for school year 2019-2020 at per diem rate of \$75.00 for period September 13, 2019 - June 30, 2020 not to exceed \$15,000 and per terms and conditions of the agreement.

POLICY MOTIONS 1-2

DECEMBER 10, 2019

On behalf of the Policy Committee, Board President Ronald Conti moved a motion seconded by Board member Tammy MacKay and carried by a roll call vote to approve Policy Motions 1-2 with an exception:

Board members Susan DeVito and Robert A. Soni were absent. Motions passed.

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

<u>Number</u>	<u>Title</u>
0152	Board Officers
P7440	School District Security (M)
R 7440	School District Security (M)
P8630	Bus Driver/Bus Aide Responsibility (M)
R 8630	Emergency School Bus Procedures (M)
P8670	Transportation of Disabled Special Needs Students (M)

2. **RESOLVED**, that the Randolph Township Board of Education hereby adopt the following bylaw, policies and regulations for second reading:

<u>Number</u>	<u>Title</u>
0143	Board Member Election and Appointment
P1570	Internal Controls (M)
P1642	Earned Sick Leave Law (New) (M)
R 1642	Earned Sick Leave Law (New) (M)
P3159	Teaching Staff Members/School District Reporting Responsibilities (M)
R 6500	Technology Purchasing
P6630	Athletic Fund
P7230	Gifts, Grants and Donations

BOARD COMMENTS

Mr. Faranetta: Ms. Anne Standridge received an award for volunteerism, and recognized Ms. Standridge for her work.

Ms. Stifelman: acknowledged the passing of Carol Strowbridge.

Ms. MacKay: Carol Strowbridge was the principal for her children at one point, and she was a team player and was a truly great employee.

Mr. Conti: expressed sympathy to the Aulenbach's for the loss of their son Henry.

ADJOURNMENT

Board Vice President Joseph Faranetta moved a motion seconded by Board member Tammy MacKay to adjourn the meeting. Board members present all present in favor.

The Board adjourned the meeting at 9:12 pm.

Respectfully submitted,

Stephen Frost
Board Secretary, Pro Tempore