

The Randolph Township Board of Education held a Work Session meeting on Tuesday, March 10, 7:00 pm Randolph High School Library, 511 Millbrook Avenue, Randolph, New Jersey.

### **CALL TO ORDER**

Board President Joseph Faranetta 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: Ms. Susan DeVito, Ms. Tammy MacKay, Ms. Allison Manfred, Ms. Christine Petrat, Ms. Dorene Roche, Dr. Robert A. Soni, Ms. Jeanne Stifelman, and Mr. Joseph Faranetta.

Board member Mr. Ronald Conti was absent.

The following administrators were present: Miss Jennifer Fano, Superintendent, Mr. Gerald M. Eckert, School Business Administrator/Board Secretary, Mr. Stephen Frost, Assistant Business Administrator/Assistant Board Secretary, Board Counsel Christopher J. Sedefian and Marc H. Zitomer were also present.

### **EXECUTIVE CLOSED SESSION** – 7:20 pm

Board Vice President Tammy MacKay moved a motion seconded by Board member Allison Manfred to go into Executive Closed Session. Board members present all 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 to public session at 8:05 pm.

### **PLEDGE OF ALLEGIANCE**

Walter Curioni, Director of Special Services, Jonathan Olsen, Director of Secondary Education, Danielle Soldivieri, Director of Elementary Education, Matthew Pfouts, Director of Communications and Digital Media Matthew Pfouts and Katherine Sidebotham, Student Council Representative.

**REVIEW AND APPROVAL OF MINUTES**

Board member Jeanne Stifelman moved a motion seconded by Dr. Robert Soni and carried by a roll call vote to approve the following Board minutes with an exception.

Board member Mr. Ronald Conti was absent. Motion passed.

Executive Closed, Board Work and Business Sessions: 2-11-20, 2-18-20, 2-25-20 and Education Committee: 2-18-20

**CORRESPONDENCE**

Dr. Soni provided the list of correspondence with members of the public.

2/18/2020	Randolph MeetUp	Entire Board			Feedback on sharing details around correspondence with the Board.
2/19/2020	Adam Zyto	Entire Board	Charade	email	Rhetorical question regarding the cost estimates of architects on savings for field-house
2/19/2020	Jessie Gomez	Ron Conti/Joe Faranetta	no subject	email	Jessie Gomez requests to connect to district regarding 'interesting' stories
2/19/2020	Josh Weiner	Joe Faranetta	new case	email	sent in error
2/25/2020	Adam Zyto	Entire Board	Science Rooms	email	Compliments regarding the management of the science room bids
2/27/2020	Adam Zyto	Entire Board	Science Rooms	email	Did not receive details for question in 2/25 email
2/27/2020	Lyndsi Bodtman	Rob Soni	NJCCDBT: new therapy practice in Randolph looking to connect with	email	Requesting a point of contact from the district regarding her

			Board of Ed		behavior practice
2/28/2020	Kristen DiFiore	Entire Board + some key members of district	Exit Interview	email	Exit interview submitted on resignation
3/1/2020	Randolph BOE Meet-up Admins	Entire Board + some key members of district	Lack of Information from School District to Parents about Plans and Actions for COVID-19 Preparedness, Mitigation and Prevention	email	Set of about 40 questions regarding district preparedness. Questions are 'broken' into categories for teachers, students, sanitation/hygiene, emergency operations plan, and communications plan
3/2/2020	Anne Standridge	Joe Faranetta	Henry	email	Discussion about appropriate recognition for Henry Aulenbach.
3/1/2020	Marie Potter	Joe Faranetta	Time Capsule	email	Discussion related to joint time-capsule in preparation for 'Veteran's park'
2/29/2020	Pat Robinson	Joe Faranetta	State Aid released	email	Discussion regarding state aid received by Randolph District and timing of Christine's swearing in
3/2/2020	Chris Jones	Rob Soni	NJSBA Website Contact Form - Funding Formula and State level funding	email	Addressing Rob's questions over the phone regarding State funding formula and role of district lobbying in funding.

3/2/2020	Randolph BOE Meet- up Admins	Entire Board	RE: Lack of information from school district to parents about plans and actions for COVID-19 preparedness, mitigation and prevention	email	Response to 3/1/2020 email: Concern that questions were not answered. Provides links to additional resources for Corona-Virus prepared-ness
3/2/2020	Abigail Hartman	Tammy MacKay	Spraying at Shongum School	email	Shared dialogue between Cliff Burns and Abigail Hartman regarding if anything is 'being' sprayed in the district.
3/3/2020	Layne Broyles/Eliza Schleifstein	Tammy MacKay	None	phone+text	Documented phone conversation with Layne regarding concerns about district preparedness and responses to emails. Text conversations linked with Eliza regarding Joe's response and commentary on district preparedness
3/3/2020	Tighe Franscesca	Joe Faranetta	5th grade PTO Event Future Planning	email	Concerns about recommendation regarding sweetheart dance and buddy bowling
3/3/2020	Eliza Schleifstein	Tammy MacKay	None	text	Tammy shared dialog with Eliza regarding her opinion on recent posts from the district on COVID- 19
3/3/2020	Layne Broyles	Jeanne Stifelman	None	phone call	Ms. Broyles shared her opinion regarding district readiness / preparedness for Corona. Asked

					about methods / procedures for cleaning. She was directed to school principals.
3/3/2020	Layne Broyles	Allison Manfred	None	phone call	Similar to call with Jeanne and Tammy
3/3/2020	Adam Zyto	Joe Faranetta	enrollment reports		Enrollment reports sent to Adam
3/3/2020	Layne Broyles	Sue DeVito	None	phone call	Similar to call with Allison, Jeanne, and Tammy. Re-iterated points on: information on cleaning, communication from building supervisors, email responses from BOE, and responsiveness to BOE meet-up team in particular.
3/3/2020	BOE Meet-up Team Admins	Entire Board	Thank you for your response to us	email	Shared communication from government regulatory agencies and the governor's press conference. Requested answer to their 40 questions dated 3/1/2020
3/4/2020	BOE Meet-up Team Admins	Entire Board	Thank you for your response to us	email	concern that questions remain un-answered by building leads per re-direction by Joe.
3/4/2020	BOE Meet-up Team Admins	Jen Fano +Board	Thank you for your response to us	email	re-direction of questions to Ms. Fano
3/4/2020	Layne Broyles	Entire Board	Thank you for your response to us	email	concern expressed about direction of parents to respond as individuals not as a group in asking questions. Embedded OPRA response regarding communication

3/4/2020	Eliza Schleifstein	Entire Board	Time for ethics training again since the first one doesn't seem to have stuck?	email	Discussion on role of president with respect to guiding individual parent emails regarding concerns.
3/4/2020	Layne Broyles	Sue DeVito	none	phone	Re-iterated concerns regarding providing cleaning schedule and chemicals. Review of the comprehensive plan for when/if the virus comes to Randolph. Additional concern about communication methods and procedures.
3/4/2020	BOE Meet-up Team Admins	Sue DeVito	Information you requested	email	timeline of interaction of BOE meet-up team with Board members over 2/26 to 3/4 time period.
3/4/2020	Melissa Coletti	Board	Lack of Information from school district to parents about plans and actions for COVID-19 preparedness, mitigation and prevention	email	concerns about answering the set of questions
3/5/2020	RAMRAC	Board	Next RAMRAC meeting	email	Founders of RAMRAC passed away
3/5/2020	Layne Broyles	Tammy MacKay	None	text	same information shared in information letter to Sue - 3/4/2020
3/5/2020		Jeanne Stifelman	Communication regarding COVID 19	email	Update on correspondence coming to/from the district. Indication that cleaning

					procedures will be posted on district website. Some comments regarding online instruction.
3/5/2020	Layne Broyles	Allison Manfred	None	phone/text	Phone call again reflecting displeasure regarding disinfecting and sanitizing.
3/5/2020	Eliza Schleifstein	All Board	School district examples of coronavirus communication	email	Other district examples of communication regarding COVID19
3/5/2020	Eliza Schleifstein	All Board	School district examples of Coronavirus communication	email	More questions about communication
3/5/2020	Layne Broyles	All Board	Thank you for your response to us	email	Thank you for district wide communication on 3/5/2020
3/5/2020	Adam Zyto	All Board	3/5 Coronavirus update	email	Thank you for district wide communication on 3/5/2020
3/5/2020	Eliza Schleifstein	All Board	School district examples of Coronavirus communication	email	Thank you for district wide communication on 3/5/2020
3/5/2020	Abigail Hartman	All Board	Thank you for your response to us	email	Detailed comments about discussion with Ms. Delannoy. Follow-up questions regarding methods and procedures for cleaning.
3/5/2020	Gerlando Termini	All Board	School district examples of Coronavirus communication	email	Questions regarding individuals who come into contact with Level 3 regions and whether they are at duty to inform

					the district. Follow-up email re-iterating same question.
3/5/2020	Abigail Hartman	All Board	Thank you for your response to us	email	Comments about the use of gloves compared to hand-washing by custodians
3/5/2020	Eliza Schleifstein	All Board	Hand washing at RMS	email	Change in bathroom policy at RMS and impact to Corona
3/6/2020	Layne Broyles/Eliza Schleifstein	Rob Soni, Allison Manfred, and Sue DeVito	none	text	Discussion regarding letter received by staff from Ms. Fano
3/7/2020	Layne Broyles	Tammy MacKay	None	text	Comments about letter received by staff from Ms. Fano
3/7/2020	Adam Zyto	Whole Board	Request for Info	email	Requests for current protocols for cleaning and products used
3/8/2020	Adam Zyto	Whole Board	Request for Info	email	Acknowledgement of information shared by district and planned Facebook posting.
3/8/2020	Layne Broyles	Whole Board	Regarding your text messages to several Board members	email	Response to Jenn's email [3/7/2020]
3/8/2020	Eliza Schleifstein	Whole Board	Unbelievable - Adam got cleaning information when parents could not	email	Concerns expressed about how information was shared to Mr. Zyto regarding cleaning procedures
3/8/2020	Adam Zyto	Whole Board	Request for Info	email	Feedback on response to latest email request.
3/8/2020	Eliza Schleifstein	Whole Board	OPRA	email	Request for dialogues related to COVID 19
3/9/2020	Layne Broyles	Ms. Fano	Regarding your text messages to several	email	agreement to schedule a meeting

			board members		
3/10/2020	Samantha Harris Treston	Joe Faranetta, Rob Soni, Tammy Mackay	Correct name	email	name correction on OPRA log
3/10/2020	Lori Cogan	Whole Board	Time sensitive for tonight	email	Feedback on district readiness for Corona
3/10/2020	Abigail Hartman	Whole Board	BOE meeting 3/10	email	Feedback for meeting. Request to 'live-stream' next Board meeting

Mr. Faranetta noted he received cards from a class he read to at Center Grove school, and a letter from the Township administrator that he forwarded to counsel.

### **UPDATES, REPORTS AND PRESENTATIONS**

Ms. Fano and members of the administrative team led a presentation on the district's Health-Related School Closure Preparedness Plan.

Ms. Stifelman noted that many colleges are closing down, as are many private schools. She asked about WI-FI accessibility and access to technology. Ms. Fano provided that WI-FI access is an issue, both for students and staff. Because plans needed to be put together so quickly, the issue of not having WI-FI will be revisited at a later time. Ms. Stifelman followed up about using teacher-to-family contact to determine if there are families who need access to WI-FI. Ms. Fano noted that because there needs to be a guarantee that all students have WI-FI, the plan must include a backup for technology.

Dr. Soni thanked Ms. Fano for sharing the information and the effort put in to prepare this plan. He asked about the "grade" for the plan and if a more aggressive model would be required. Ms. Fano noted that from her conversations, a more aggressive model is not expected. The County Superintendent will not grade the plan, but rather review to ensure compliance in the three required areas.

Ms. DeVito discussed the plan for online learning and noted the rationale behind a more conservative plan that provides teachers with the flexibility to go beyond.

Ms. MacKay asked about the communications plan going forward. Ms. Fano noted this preparedness plan will be in place absent guidance from the State that more is needed. If the plan is not needed for the next few weeks, there will be time spent to dive more deeply into the plan.

Mr. Faranetta opened the floor to public statement only about the Health-Related School Preparedness Plan.

## **PUBLIC STATEMENT**

A resident asked what other methods of mass communication will be used? Ms. Fano noted that as with any other emergency closure, we would utilize our mass communication system. The resident also asked about what would need to be done to get school reopened as quickly as possible. Ms. Fano noted that information would come from health officials. The resident asked what in terms of exposure can the district share. Ms. Fano noted there would be limited information that can be shared. The district would be provided from an outside agency.

A resident asked about children that have IEPs and whether that information would come from their specialist or their homeroom teacher? Mr. Curioni replied that it would come from their specialist. The resident asked that if a teacher is not able or willing to go online, how would their child access a teacher. Ms. Fano noted the work that would be provided would not require significant assistance from a teacher because it would be exploratory in nature. Ms. Fano also provided that if a teacher was needed and a child's classroom teacher was inaccessible, the principal could provide further assistance. The resident asked about the wellbeing of students now before any potential closure. Ms. Fano noted that the issue is new, and resources are being pulled to talk with students about the virus. Ms. Soldivieri also clarified what items would be coming home and when. The resident also asked about bus cleaning measures. Ms. Fano and Mr. Eckert provided that buses have always been sanitized regularly, but now are using electro-static guns.

Ms. Fano noted that alerts would be used as needed to keep parents informed.

A resident asked the nurse, principal, and Ms. Fano about the chemicals in the school, and was not being provided with information. She asked about children with a speech IEP and if they would have access to a pathologist. Mr. Curioni provided that information would be shared out by specialists. She also asked what the parent input to the plan was. Ms. Fano provided there was no parent input because the educational professionals put together the plan and there was a short timeframe to create the plan.

A resident noted the irony of holding a public meeting to discuss the spread of the coronavirus. He asked if the Board is willing to consider streaming Board meetings. Mr. Faranetta noted that the Board would consider streaming, but there are a number of challenges with streaming that will need to be addressed.

A resident thanked the Board for the plan and update. He asked about the elective classes and making up the missed classes. Ms. Fano noted that information will come home with activities for elective classes. Mr. Olsen added that at the MS and HS, elective teachers were engaged and will present a variety of plans.

A resident asked if the material will be new or consistent with what students have already learned. Ms. Fano noted learning would include prior learning or exploratory content. A resident also asked if a longer-term plan was being put in place in the event of a longer-term closure and if the State provided that newer material should not be taught if students are not in school. Ms. Fano provided that a longer-term plan would be developed as needed. She also provided that the State has provided no guidance as to what must be covered if there is a school closure.

A resident noted the Purel dispenser in the commons was full and she was very impressed.

Mr. Faranetta initiated a two-minute break at 9:32, back at 9:35 pm.

### **STUDENT COUNCIL REPRESENTATIVE REPORT**

Last week, there were club reviews. Student council representatives observed clubs, gave proposals, and will continue evaluations for the next few weeks. Working to coordinate “Rammies” and coordinate with Mr. RHS. The student council has been brainstorming ways to make clubs more accessible. Also working on making student council more popular.

Board member Robert Soni moved a motion to extend the meeting to 11:00 pm. Motion seconded by Board member Tammy MacKay. Board member present all in favor.

### **TENTATIVE 2020-2021 SCHOOL BUDGET**

Ms. Stifelman, Ms. Fano and Mr. Eckert delivered the tentative budget presentation.

### **COMMITTEE REPORTS** - None

### **LIAISON REPORTS**

Dr. Soni addressed meeting off-site in the event of a public health emergency or rescheduling a meeting. He noted if the building is only closed for a few days, the meeting could be rescheduled. He asked the Board to consider alternative meeting locations in the event the buildings cannot be used. He also discussed the use of conferencing software and working through how to handle public participation portions of the meeting. There is no plan to consider a video option for meetings at this time. Among the considerations are based on the length of a closure, whether a meeting would need to occur. Mr. Faranetta asked if there has been any discussion of business continuity, which Dr. Soni answered that there has not been. Ms. MacKay asked about options for committee meetings, and Dr. Soni noted that Teams could be used.

VPAC – Ms. DeVito:

- Mary Poppins at RMS is this weekend and Pippin, the RHS musical is March 20-21.

## **OLD BUSINESS**

## **NEW BUSINESS**

### *Motions:*

- Personnel Motions 1-3
- Finance, Facilities and Transportation Motions 1–5

## **PERSONNEL AND ADMINISTRATION MOTIONS 1-3**

**MARCH 10, 2020**

Revised: 2/6/20

**Pursuant** to the recommendation of the Superintendent of Schools, and on behalf of the Personnel Committee, Board Vice President Tammy MacKay moved a motion seconded by Board member Susan DeVito and carried by a roll call vote to approve Personnel and Administration Motions 1–3 with an exception. Board member Ronald Conti was absent. Motions passed.

### **1. RESIGNATIONS**

#### **A. Certificated Staff**

1. Accept the resignation for the purpose of retirement of Laurie Satmaria, Teacher of Family Consumer Science at Randolph Middle School, effective July 1, 2020.
2. Accept the resignation for the purpose of retirement of Susan Brown, School Counselor at Randolph High School, effective July 1, 2020.
3. Accept the resignation of Kevin Blair, Teacher of Business at Randolph High School, effective April 17, 2020 or sooner if a replacement is secured.
4. Accept the resignation for the purpose of retirement of Jean Little, Special Education Teacher at Randolph High School, effective July 1, 2020.

### **2. APPOINTMENTS**

#### **A. Certificated Staff**

1. Approve the appointment of Allison Gewirtz, Leave Replacement Elementary School Teacher at Fernbrook School at the rate of \$270.70 per day for the length of the assignment, effective March 9, 2020 through June 30, 2020 for the 2019-2020 school year.

#### **B. Support Staff**

1. Approve the appointment of Luzmila Brand, Custodian at Randolph Middle

School at a salary of \$46,567 to be prorated based on start date, effective March 11, 2020 through June 30, 2020 for the 2019-2020 school year.

**3. EXTRA PAY**

**A. Support Staff**

1. Rescind the appointment of Connor Rush, Boys Assistant Lacrosse Coach, for the 2019-2020 school year.
  
2. Approve the appointment of Daniel Cohn, Boys Assistant Lacrosse Coach for the Spring 2020 season and to be paid a stipend in the amount of \$6,343 (Step 1) for the 2019-2020 school year; pending CHRU clearance, completed employment paperwork and P.L. 2018, c.5 confirmation.

**FINANCE/FACILITIES & TRANSPORTATION MOTIONS 1 – 5**

**MARCH 10, 2020**

*Revised: 3/9/20*

On behalf of the Finance, Facilities and Transportation Committee, Board member Jeanne Stifelman moved a motion seconded by Board member Susan DeVito.

Dr. Soni asked about the second motion, and if there would be a maximum set for public relations. Mr. Eckert provided this was not needed.

Ms. DeVito clarified that the RMS Kitchen floor was for the kitchen, not the culinary arts room.

Motion carried by a roll call vote to approve Finance/Facilities and Transportation Resolutions 1–5 with an exception. Board member Ronald Conti was absent. Motions passed.

**1. RANDOLPH TOWNSHIP SCHOOL DISTRICT ADOPTION OF THE TENTATIVE BUDGET 2020- 2021**

**BE IT RESOLVED** that the tentative budget be approved for the 2020-2021 school year using the 2020-2021 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:

	<b>General Fund</b>	<b>Special Revenues</b>	<b>Debt Service</b>	<b>Total</b>
2020 - 2021 Total Expenditures	\$92,335,464	\$952,829	\$3,877,404	\$97,165,697
Less: Anticipated Revenues	\$15,246,774	\$952,829	\$ 344,972	\$16,544,575

Taxes to be Raised      \$77,088,690                      -0-                      \$3,532,432                      \$80,621,122

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 **28<sup>th</sup> day of April 2020 at 8:00 p.m.** for the purpose of conducting a public hearing on the budget for the 2020-2021 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 2020-2021 school year as follows:

- Architecture/Engineering      \$ 350,000
- Legal                                      \$ 300,000
- Audit                                      \$ 70,000
- Physician                                \$ 33,000

For a total amount of \$ 753,000

**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 \$170,000 for the 2020-2021 school year. The maximum travel expenditure amount for 2019-2020 is \$160,000 of which, \$73,929.36 has been spent and \$59,996.32 is encumbered to date.

**4. WITHDRAWAL FROM CAPITAL RESERVE FUND BALANCE FOR 2020-2021 SCHOOL YEAR**

**MOTION** to approve the appropriation of \$2,500,000 from capital reserve to fund \$2,500,000 of the \$3,310,000 budgeted for the following projects:

- Center Grove 1938 Window Replacements
- HVAC Duct Work Elem. Classrooms
- Mezzanine Maintenance Building
- Replace POD Doors RHS Auditorium
- RHS Boys Locker Room Renovation
- RHS Fire Alarm
- RHS Patio and Loading Dock Renovation
- RHS Roof Replacements
- RHS/RMS Paving and Concrete Repairs
- RMS Kitchen Floor Replacement
- RMS Air Conditioning
- Wireless Clocks Center Grove, Ironia, Shongum

**5. RESOLUTION TO APPROVE COMMUNITY SCHOOL MUSIC CAMP SUMMER 2020 RATES**

**RESOLVED** that the Board of Education hereby approve the following rates for the Community School Music Camp for summer 2020:

\$800 for the 3 week session from July 6-July 24

**BOARD COMMENTS**

**CLOSED SESSION** – 10:30 pm

Board Vice President Tammy MacKay moved a motion seconded by Board member Allison Manfred to go into Executive Closed Session. Board members present all 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 to public session at 10:52 pm and adjourned the meeting.

**ADJOURNMENT**

Board member Tammy MacKay moved a motion seconded by Board member Allison Manfred to adjourn the meeting. Board members present all in favor.

The Board adjourned the meeting at 10:53 pm.

Respectfully submitted,

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Gerald M. Eckert  
Board Secretary