

The Randolph Township Board of Education held an Organization meeting on Tuesday, January 7, 2020 at 7:00 pm 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

Mr. Eckert called the meeting to order and read the following:

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

The Board Secretary read the Morris County Clerk Election Results of November 5, 2019 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
Susan DeVito	2412	3 year	2022
Tammy MacKay	2253	3 year	2022
Jeanne Stifelman	2088	3 year	2022

OATH-OF-OFFICE

The Board Secretary administered oath-of-office to the following elected incumbents; Ms. Susan DeVito, Ms. Tammy Mackay and Ms. Jeanne Stifelman.

ROLL CALL

The following Board members were present: Mr. Ronald Conti, Ms. Susan DeVito, Mr. Joseph Faranetta, Ms. Tammy MacKay, Ms. Allison Manfred, Ms. Dorene Roche, Robert A. Soni, Ph.D., and Ms. Jeanne Stifelman.

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, Mr. Matthew Pfouts,

Director of Communications and Digital Media, Board Counsel Joanne L. Butler and Christopher J. Sedefian were 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 Ronald Conti to nominate Joseph Faranetta for the office of Board President. No other nominations made.

NOMINATIONS CLOSED

Dr. Soni asked Mr. Faranetta why he wants to be President, what does he see as the biggest challenge to Board is facing in the next year and how he will leverage the individual strengths of the Board to meet those challenges.

Mr. Faranetta answered that the challenges are different now than they were three years ago. At that time, most members on the Board had more experience. The challenges are different now than they were a few years ago. Then, the district was working to stabilize the administration. For the next year or two, there will be a very young Board. When he started and was the only younger member, there was more routine. We do not now do a great job of communicating as a group. One challenge is getting better at communicating with each to be effective and efficient. The Board can do a better job together of getting up to speed.

ROLL CALL VOTE

The motion carried by a roll call vote to appoint Joseph Faranetta as Board President with an exception. Board member Susan DeVito voted NO. Motion passed.

ROLL CALL VOTE: AYES:	7
NO:	1
ABSTAIN:	0
ABSENT:	0

NEWLY ELECTED BOAD PRESIDENT JOSEPH FARANETTA ASSUMED THE CHAIR

Mr. Faranetta assumed the Presidency.

NOMINATIONS AND ELECTION FOR BOARD VICE PRESIDENT

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

Dr. Soni asked Ms. MacKay the questions he asked Mr. Faranetta. Ms. MacKay

replied that she spoke extensively with Mr. Faranetta to ensure they share a vision. She noted an email example to discuss where she felt the Board could work better together. Providing further updates to the rest of the Board could assist. Communications amongst themselves and with the public are different challenges. The different perspectives are very important.

NOMINATIONS CLOSED

ROLL CALL VOTE

Motion unanimously carried by a roll call vote to appoint Tammy MacKay as the Board Vice President.

ROLL CALL VOTE: AYES:	8
NO:	0
ABSTAIN:	0
ABSENT:	0

CORRESPONDENCE

Mr. Faranetta brought up ski club issues. Mr. Frost explained some of the issues to the entire Board and rationale behind some of the issues reported by the public. Ms. Stifelman asked about buses for prom and safety measures. Mr. Faranetta noted he will ask the FFT committee to be mindful of changes in the Community School.

Mr. Faranetta noted an email was received about a community survey. Mr. Faranetta would like to see the raw data and ask questions. He solicited feedback from the Board. Stifelman asked to see the raw data and questionnaire. Ms. Schleifstein responded that the district would not receive the raw data. Ms. Stifelman discussed the interpretation of data and her desire for information to know what the people are saying, and to hear that information without conjecture.

Ms. DeVito said it is impossible to say what we want to do with the data until we've seen the full survey and data.

Dr. Soni has seen significant portions of the data. He thanked the community for providing feedback. General rule from his company is that all information must be available 48 hours in advance of a presentation. Would support a presentation to the communications committee rather than the full Board.

Ms. MacKay agreed with her colleagues, and provided that the raw data could provide more information, especially when community members are not answering questions. Ms. Roche would like to see the information, as she is new to the Board, so that she could know what the public is interested in.

Mr. Conti thought the survey had interesting things in it, but would like to see the raw data.

Mr. Faranetta will ask formally by email about receiving the raw data.

UPDATES, REPORTS AND PRESENTATIONS

REF Presentation by Ms. Paola Heincke

Ms. Paola Heincke from the Randolph Education Foundation (REF) presented to the Board about the organization's work. She presented a \$10,000 grant that will be approved tonight.

Over 10 years, there has been over \$300,000 in donation to the district.

Ms. Fano recognized Katie Thorn, Elementary Supervisor, for her work on sustainability initiatives across the district.

Ms. MacKay congratulated the REF on 10 years. She commented on her tour of the greenhouse and the incredible work being done.

Mr. Faranetta thanked the REF.

STUDENT COUNCIL REPRESENTATIVE REPORT – None

OLD BUSINESS

Mr. Faranetta discussed the seat to fill on the Board of Education at the next meeting. New policy effective in December for how to fill the seat. Will need to determine the list of questions and an ad hoc committee to put together questions. Mr. Faranetta asked Dr. Soni to chair the committee and asked for other volunteers. Ms. Stifelman, Ms. Manfred and Mr. Conti volunteered to sit on the committee. Application for the position are due Friday January 10.

PUBLIC STATEMENT

A resident spoke on behalf of the Randolph Board Meetup group administrators. She discussed a survey the group put out to the community. She also noted an issue with ski club busing on the Center Grove's ski club trip.

A resident also discussed the Board Meetup group survey. She noted that whether intentional or not, the insinuation is that the data in the survey was skewed. She commented on a community survey and the data in it.

A resident and Randolph alumni commented on her experience with the Center Grove ski club. She noted that the trip that went today resulted in only about an hour of skiing.

NEW BUSINESS

Mr. Faranetta noted that paperless has a document with committee assignments for

the January 21 meeting.

Organization Motions 1 – 44
Finance, Facilities and Transportation Motion 1

ORGANIZATION MOTIONS 1 – 44

JANUARY 7, 2020

On behalf of the Board, Board member Ronald Conti made the motion seconded by Board member Tammy MacKay to approve Organization Motions 1 – 44.

Ms. Stifelman asked about the Board meeting calendar and that is different from prior years. Mr. Conti replied that it was largely his responsibility as a former president. The calendar was developed in this way to allow more time to reach out to the community and allow more time for presentations.

Dr. Soni was aligned with Ms. Stifelman on needing to discuss the meeting calendar.

Ms. Butler advised on the process for setting a Board meeting schedule and adding meetings.

Ms. MacKay noted that the Board should look at the calendar now.

Mr. Faranetta explained the rationale behind eliminating some board meetings through the year.

Ms. Stifelman discussed the process for determining the Board meeting calendar.

Ms. DeVito did not recall discussing eliminating meetings from the calendar.

The Board discussed adding a meeting on February 11, 2020, April 14, 2020, October 13, 2020 and December 15, 2020. Ms. Stifelman moved a motion to amend the annual schedule of regular Board meetings. Ms. MacKay seconded the motion to add these meetings to the annual schedule of Board meetings. Motion unanimously carried by a roll call vote.

Board member Jeanne Stifelman moved a motion to approve the annual schedule of Board meetings as amended. Ms. MacKay seconded the motion and motion unanimously carried by a roll call vote. Motion approved and passed.

1. **RESOLVED** that the Board hereby appoint Gerald M. Eckert as Board Secretary through organization meeting of January 2021.
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 7, 2020 through organization meeting of January 2021.

3. **RESOLVED** that the Board hereby appoint Director of Communications and Digital Media, as the Custodian of District Records in accordance with the requirements of the Open Public Records Act through organization meeting of January 2021.

4. **RESOLVED** that the Board hereby authorize the following institutions as official depositories of school funds through organization meeting of January 2021.

Investors Bank

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 Director of Employee Relations and Organizational Development as District's Affirmative Action Officer through organization meeting of January 2021 in accordance with N.J.A.C. 6A:7-1.5.

12. **RESOLVED** that the Board hereby appoint Director of Employee Relations and Organizational Development as Public Agency Compliance Officer, through organization meeting of January 2021, 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 2021.

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

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 2021 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 2021.

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 Director of Secondary Education and 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 2021.

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 2021.

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 2021.

28. RESOLVED that the Board hereby reappoint to provide drug testing for students, and

WHEREAS, ATLANTIC MEDICAL GROUP PRIMARY CARE AT RANDOLPH has experience in drug testing; and

NOW THEREFORE, BE IT RESOLVED, that ATLANTIC MEDICAL GROUP PRIMARY CARE AT RANDOLPH, be appointed as the healthcare facility for drug testing for the Randolph Township Board of Education through the organization meeting of 2021.

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 2021.

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 2021.

31. RESOLVED that the Board hereby appoint Director of Facilities as the Indoor Air Quality Designated Person through the organization meeting of 2021 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 2021.

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 2021 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. RESOLVED that the Board hereby appoint Substance Awareness Coordinator as District Anti-Bullying Coordinator through organization meeting of January 2021.

37. 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 2021.

38. RESOLVED that the Board hereby appoint Director of Special Services, or designee, as Homeless Liaison through organization meeting of January 2021.

39. 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.

40. RESOLVED that the Board hereby approve updates of the Randolph Township Schools Organizational Chart effective January 2020.

41. RESOLVED that the Board hereby designate Security Supervisor as the district School Safety Specialist through organization meeting of January 2021.

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 Robert A. Sonj as District Representatives to the Morris County School Board Association.

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

FINANCE, FACILITIES AND TRANSPORTATION MOTION 1 JANUARY 7, 2020

On behalf of the Finance, Facilities and Transportation Committee, Board member Tammy MacKay moved a motion seconded by Board Member Jeanne Stifelman and unanimously carried by a roll call vote to approve Finance/Facilities and Transportation Motion 1. Motion passed.

Dr. Soni expressed his appreciation and thanked the REF.

1. ACCEPTANCE OF DONATION

RESOLVED the Randolph Township Board of Education accept the following grant donation:

➤ **DISTRICT:**

- Randolph Education Foundation awarding \$10,000 to the Randolph School District in support of the Sustainability and Wellness program. This is the second donation that the REF provide to the district for this program. The first one for \$54,000 presented to the Board in August 2018 with the purpose to build a greenhouse with enough capacity to fit a whole class.

BE IT FURTHER RESOLVED, that Gerald M. Eckert, School Business Administrator acknowledge the donation in a letter to the appropriate parties.

At the conclusion of the new business portion of the meeting, Mr. Faranetta thanked Mr. Conti for his two years as Board President.

BOARD COMMENTS

Mr. Faranetta asked for everyone to read one thing they hope to do better in 2020.

Ms. DeVito; resolution to be thoughtful in communications with everyone.

Dr. Soni; commits to meet all the Board members individually for coffee outside of meeting hours.

Ms. Stifelman; make sure everyone understands the reason behind her passion.

Mr. Conti; to think big, and look to see how things can expand and grow.

Ms. Manfred; attend more of the NJSBA seminars and workshops.

Ms. Roche; learn as much as she can since she just started on the Board.

Ms. MacKay; step back and recognize how much the Board has to be grateful for; set a time parameter when there will be a delay in getting a reply.

Mr. Faranetta; larger obligation to reach out to everyone on the Board more often. Would like to see the Board take the next step in committee goals and have each committee set one goal that aligns with the district goals, by the end of February.

Ms. DeVito thanked the community for coming out to vote and thanked them for re-electing her.

ADJOURNMENT

Board member Ronald Conti moved a motion seconded by Tammy MacKay to adjourn the meeting at 8:39 pm. Board members present all in favor.

The Board adjourned the meeting at 8:39 pm.

Respectfully submitted,

Gerald M. Eckert
Board Secretary