

The Randolph Township Board of Education held a Business Session meeting on Tuesday, December 18, 2012 at 07:15 p.m. in the Randolph High School Library, Randolph, New Jersey.

Board President Ms. Amy Sachs called the meeting to order and read the following statement:

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.

Roll Call

The following Board members were present: Mr. Ethan Blynn, Ms. Tammy MacKay, Mr. Al Matos, Mr. David Rosenblatt, Ms. MaryAnn Spagnuolo, Ms. Anne Standridge and Ms. Amy Sachs.

Board member Mr. Charles Mooney and Mr. Harry Ruiz were absent.

The following administrators were present: Dr. David Browne, Superintendent, Miss Jennifer Fano, Assistant Superintendent, Mr. Michael Neves Business Administrator / Board Secretary and Board Counsel Marc H. Zitomer, Esquire.

Closed Session – 07:15 p.m.

Board member Ms. Tammy MacKay made a motion seconded by board member Ms. Anne Standridge and carried unanimously by roll call vote to adopt the following with an exception:

Board member Mr. Charles Mooney and Mr. Harry Ruiz 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, Litigation and Negotiations. It is not yet possible to determine when the matters discussed in Closed Session will be made public.

Board member Mr. Charles Mooney arrived at 07:20 p.m.

The board reconvened at 08:00 p.m.

Pledge of Allegiance

Board President Ms. Amy Sachs asked for a moment of silence for the victims of Newtown, CT.

Approval of Board Minutes

Board member Mr. Al Matos made a motion seconded by board member Ms. MaryAnn Spagnuolo and carried unanimously by roll call vote to approve the following board minutes with an exception.

Board member Mr. Harry Ruiz was absent.

Closed Session Minutes: 11-13-12(2), 11-20-12

Work, Business Session Minutes: 11-13-12(2), 11-20-12

Public Discussion

Randolph resident commented on high school student concert. She also commented on recycling in the high school, on closed session minutes and on the school days lost during the hurricane.

Correspondence

School Safety (2)

President's Report

Ms. Amy Sachs thanked board member Mr. Ethan Blynn for stepping in to fill a vacancy. She also thanked the board and the administration for their support over the last two years.

Superintendent's Report

School Safety

District Audit

Proposed Calendar

Committee Reports

Finance, Facilities and Transportation

Policy

Education

Communications

Liaison Reports

Board member Ms. MaryAnn Spagnuolo updated the board on the Manasquan initiative.

Student Council Representative Report

Student council representative Ms. Grace Kim updated the board on spirit week results and various fund raising events.

Old Business

Board Vice President Ms. Tammy MacKay thanked board member Mr. Ethan Blynn and Ms. Amy Sachs for their service and support.

New Business

Personnel Motion I - IV

Finance, Facilities and Transportation Motion 1 – 7

Education Motions A – F

Policy / Regulations Motion 1

Personnel and Administration

December 18, 2012

Pursuant to the recommendation of the Superintendent of Schools, and on behalf of the Personnel Committee Board Vice President Ms. Tammy MacKay made a motion seconded by Mr. Ethan Blynn and carried by a roll call vote to approve the following Personnel Motions I – IV with an exception:

Board member Mr. Harry Ruiz was absent.

I. TEACHERS/PROFESSIONAL STAFF

A. New Hires

1. Approve the appointment of the following substitute teachers/nurses for the 2012-2013 school year:

Jessica Allison
Nicole Ehr Gott

Susan Stringham (Nurse)
Lisa Morris

Addendum1

2. Approve the appointment of the following substitute teachers for the 2012-2013 school year:

April Holmes

Erin Cook

Marijayne Dwyer-Berry

B. Change of Assignment and Salary

1. Approve the change in assignment and salary for the employee listed below effective January 2, 2013:

Jackeline Valle	<u>From:</u> Instructional Aide	<u>To:</u> LTS Elem Tchr
	\$11,530 per annum	\$258.85 per diem
	Fernbrook	Fernbrook

C. Leaves of Absence

1. Approve a change in the effective date for an unpaid Federal Leave of Absence for the employee identified on **Schedule A** as follows:

<u>From:</u> November 21, 2012	<u>To:</u> November 26, 2012
-----------------------------------	---------------------------------

2. Approve an unpaid Federal Leave of Absence for the employee identified on **Schedule B** effective January 4, 2013 to care for her own disability. (Note: Medical and Dental benefits continue while on an approved Leave of Absence).

D. Rescinded Appointments

1. Rescind the appointment of **Kirsten Goeb** to teach a 6th period Special Education class at the High School for the 1st and 2nd semester of the 2012-2013 school year.
2. Rescind the appointment of **John Rittweger** as Middle School Technical Stage Director for the 2012-2013 school year.
3. Rescind the appointment of **Duncan Crannell** as Mixed Martial Arts advisor at the High School for the 2012-2013 school year.

E. Stipends

1. Approve the appointment of **Dawn Russo** as Marching Band Director effective August 1, 2012 until September 1, 2012 at the pro-rated stipend of \$1,854.33
2. Approve the appointment of **Diana May** as Marching Band Director effective September 2, 2012 until November 1, 2012 at the pro-rated stipend of \$3,708.67
3. Approve the appointment of **Diana May** as Asst. Marching Band Director effective August 1, 2012 through September 1, 2012 at the pro-rated stipend of \$945.67.
4. Approve the appointment of **Ryan Mantell** as Asst. Marching Band Director effective September 2, 2012 until November 1, 2012 at the pro-rated stipend of \$1,891.33.

F. Extra Duty

1. Approve the appointment of the following academic decathlon coaches at the High School at the rate of \$50.00 per hour for a total of 10 hours during the 2012-2013 school year:

<u>Name</u>	<u>Subject</u>
Kelly Fogas	Art
Maureen Prince	Social Studies

2. Approve the appointment of **Steven Barrow** as a bedside/home instructor for the 2012-2013 school year at the rate of \$50.00 per hour.
3. Approve the appointment of **Joan Willoughby** as a substitute bus supervisor at Shongum School at the rate of \$10.37 per coverage for the 2012-2013 school year.
4. Approve the appointment of **Joanne Scofield** as a substitute cafeteria/recess aide at Shongum School for the 2012-2013 school at the rate of \$13.50 per hour.
5. Approve the appointment of the following High School staff as Unit Lunch Monitors for the 2012-2013 school year at the rate of \$31.32 per coverage:

Linda Cross Carmela Ferrentino Joseph Lusardi Michael Sorge

G. Athletic Event Worker

1. Approve the appointment of the following staff member as a School Athletic Event Worker for the various activities and rates listed below for the 2012-2013 school year. (Note: Any staff member may be placed at any position at an event during the course of the school year.):

Michael Pignaloso

<u>Event Assignments:</u>	<u>Rates Per Event</u>
Clock & Announcer	\$91.00
Varsity & JV Clock	94.00
Announcer	61.00
Tickets	61.00
Site Manager	71.00

Addendum1

H. Volunteer Coach

1. Approve the appointment of Matthew Tighe as volunteer Asst. Basketball coach for the 2012-2013 school year.

Addendum2

Resignation

1. Accept the resignation of Lawrence Rizzo, teacher of social studies at the High School, effective December 18, 2012.

2. Approve the General Release dated December 18, 2012 for the employee identified on Schedule C.

Addendum1

II. Administrators

1. Resolved, that the Board of Education hereby approves Dr. Browne's qualitative and quantitative merit goals for the 2012-2013 school years, which have already been approved by the Executive County Superintendent.

2. Approve the final employment contract for Danielle Hamblin, Director of Special Services, effective January 1, 2013 through June 30, 2013.

3. Change the effective date for Juan Leonardo, Vice-Principal, as follows:

<u>From:</u>	<u>To:</u>
On or about Feb. 12, 2013	January 2, 2013

Addendum2

4. Approve the following transfer for the employee listed below effective January 2, 2013:

Cynthia Mizelle

From:
SH/IR

To:
CG/IR

Addendum1

III. Support Staff

A. New Hires

1. Approve the appointment of Jay Raynis as a computer technician with Randolph Schools effective January 7, 2013 at the annual salary of \$56,421 (Step 7) (pro-rated).

2. Approve the appointment of Jessica Leaman as a substitute cafeteria/recess aide at the rate of \$11.50 per hour for the 2012-2013 school year.

3. Approve the appointment of Timothy Calotta as a substitute computer technician effective December 19, 2012, up to and including February 3, 2013 at the rate of \$11.00 per hour.

4. Approve the appointment of Marijayne Dwyer-Berry as a substitute secretary at the rate of \$12.00 per hour for the 2012-2013 school year.

Addendum2

5. Approve the appointment of Luli Feti as managerial secretary for the Building & Grounds Maintenance Dept., effective January 28, 2013 at the annual salary of \$51,755 (Step 6) (pro-rated).

B. Interim Night Foreman

1. Approve the appointment of Kleber Cedeno as interim night foreman at the High School effective July 1, 2012, until the end of the assignment, at the rate of \$9.76 per day.

IV. RANDOLPH COMMUNITY SCHOOL

1. Approve the following Randolph Community School appointment effective December 19, 2012:

Junior Aide at the rate of \$7.50 per hour:

Andrew Everitt

2. Correct the following Randolph Community School appointment as follows, effective December 19, 2012:

Haydee Gonzalez	<u>From:</u>	<u>To:</u>
	Program Aide	Group Leader
	\$10.30 per hour	\$14.00 per hour

Addendum1

3. Approve the following ski club appointment effective January 2, 2012:

6th, 7th, and 8th Grade Ski Club Chaperone at the rate of \$100 per trip:
Robert Pasqua

FINANCE/FACILITIES & TRANSPORTATION

December 18, 2012

Amended: 12/10/12

On behalf of the Finance, Facilities and Transportation Committee, board member Mr. Al Matos made a motion seconded by Mr. Ethan Blynn and carried unanimously by roll call vote of approve Finance, Facilities and Transportation Motions 1 – 7 with an exception:

Board member Mr. Harry Ruiz was absent.

1. PAYMENT OF BILLS

RESOLVED, the Randolph Township Board of Education approve the attached list of checks. **Finance Exhibits # 1 – 1.1**, and orders that they be attached to and made a part of the minutes.

1	Check Register – 11/30/12	\$ 5,535,464.95
1.1	Check Register – 12/07/12	\$ 1,478,096.09

2. BUDGET

RESOLVED, the Randolph Township Board of Education approve **November 2012** transfer, **Finance Exhibits # 2.1 & 2.2**, and orders that they be attached to and made a part of the minutes.

2.1	Monthly Transfer Report – 11/30/12
-----	------------------------------------

2.2	Expense Account Adjustment 11/30/12
-----	-------------------------------------

3. REPORT OF THE SECRETARY AND TREASURER

WHEREAS, the Randolph Township Board of Education has received the Report of the Secretary for the month of **November 2012, Finance Exhibits # 3.1 – 3.4**, consisting of:

3.1	Interim Balance Sheet – 11/30/12
3.2	Revenue Report – 11/30/12
3.3	Budget Report – 11/30/12
3.4	Petty Cash Report – 11/30/12
3.5	Treasurer Report – 11/30/12

and

WHEREAS, the Randolph Township Board of Education has received the Report of the Treasurer for the month of **November 2012, Finance Exhibit # 3.5**,

<u>NOVEMBER 30, 2012</u> <u>FUND</u>	<u>CASH BALANCE</u>	<u>APPROPRIATION</u> <u>BALANCE</u>
(10) General Current Expense Fund	\$ 8,886,486.81	\$ -
(11) Current Expense	-	5,648,085.27
(12) Capital Outlay	-	515,954.42
(20) Special Revenue Fund	(14,399.77)	858,699.32
(30) Capital Projects Fund	7,346,791.46	10,861,908.95
(40) Debt Service Fund	(0.33)	-
(60) Food Service	(793,071.01)	306,082.43
(63) Community School	365,677.42	729,650.88
<u>TOTAL</u>	\$ 15,791,484.58	\$ 8,058,472.32

WHEREAS, in compliance with N.J.A.C. 6:20-2A.10(d), the Secretary has certified that, as of the date of the report(s), no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education.

NOW, THEREFORE, BE IT RESOLVED, the Randolph Township Board of Education accepts the above referenced reports certification and orders that they be attached to and made a part of the minutes, and

BE IT FURTHER RESOLVED, in compliance with N.J.A.C. 6:20-2A.10(e), the

Randolph Township Board of Education certifies that, after review of the secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

4. TO ACCEPT THE 2011-2012 DISTRICT AUDIT

BE IT RESOLVED, that the Randolph Township Board of Education District Report of the Audit Year Ended June 30, 2012 prepared by Nisivoccia & Company, 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. Other

None

10. Status of Prior Year's Findings/Recommendations:

The District had no prior year findings or recommendations

ADDENDUM2

5. MOTION TO ENTER INTO AN AGREEMENT

WHEREAS, the Randolph Township Board of Education previously approved a contractual agreement with Metz Culinary Management, Inc. to provide management services for the District's food services program for the 2010-2011 school year with four (4), one (1) year options to renew, and

WHEREAS, the Randolph Township Board of Education desires to exercise its option to renew the contractual agreement with Metz Culinary Management, Inc. to provide management services for the District's food services program for the 2012-2013 school year,

BE IT RESOLVED, that the district further incorporates the following contractual management/administrative fee(s) / guarantees into this motion as stated in an agreement between the Randolph Township School District and Metz Culinary Management, Inc. for period beginning July 1, 2012 and ends on June 30, 2013 per the attached **Finance Exhibit #4**.

MANAGEMENT FEE(S) / GUARANTEES

1. Management/Administrative Fees

Management/Administrative Fees – Cents Per Meal

1. Metz Culinary Management, Inc. will charge a management fee of \$00.045 per meal and meal equivalents served.

"Meals" shall be determined by actual count and are calculated by adding the number of National School Lunch Program meals, School Breakfast Program meals and After School Snack Program meals served to children. Cash receipts, other than from sales of National School Lunch Program meals, School Breakfast Program meals and

After School Snack Program meals served to children, shall be divided by \$1.00 to arrive at meal equivalents.

2. Metz Culinary Management, Inc. will charge an administrative fee of \$00.0538 per meal and meal equivalents served.

Meals” shall be determined by actual count and are calculated by adding the number of National School Lunch Program meals, School Breakfast Program meals and After School Snack Program meals served to children. Cash receipts, other than from sales of National School Lunch Program meals, School Breakfast Program meals and After School Snack Program meals served to children, shall be divided by \$1.00 to arrive at meal equivalents.

2. Guarantee
(Breakeven)

Metz Culinary Management, Inc. guarantees that the bottom line on the operational financial report for 2012-2013 school year shall operate at “no cost”. In the event the program costs exceed total revenues (from all sources), Metz Culinary Management, Inc., shall be responsible for any losses (shortfalls) incurred. This guarantee is contingent upon the following conditions:

3. Guarantee Conditions

- a. Reimbursement rates for all Child Nutrition Programs meals will not be less than the rates estimated in the proposal and/or renewal from prior year.
- b. The value of government-donated commodities will not be less than the value of government-donated commodities estimated in the proposal and/or renewal from prior year.
- c. The number of serving periods, locations, serving times and types of service will not change materially.
- d. Staffing levels, rates of pay and Medical and Dental benefit levels stay consistent with proposal and/or renewal from prior year.
- e. The Local Education Agency and the Food Service Management Company must mutually agree upon any changes in staffing, wages and benefits
- f. Service will not be interrupted as a result of fire, work stoppage, strike or school closing.
- g. The District and its representatives including but not limited to, school principals, teachers and District employees shall fully cooperate with Metz Culinary Management in the implementation of the Food Service Program. The District shall fully cooperate with Metz Culinary Management to limit the expansion of competitive food sales in order to maximize the gross receipts and other non-cash sales of the Food Service Program.

- h. The LEA shall have timely submitted all documentation for reimbursement claims, except where such failure is due to an act of omission of Metz Culinary Management.
- i. The number of students eligible for free and reduced priced meals will be no less than that estimated in the Metz Culinary Management proposal and/or renewal from prior year.
- j. All current satellite feeding programs will continue unchanged with respect to pricing, service days, number of meals per day and delivery arrangements from proposal and/or renewal from prior year.
- k. LEA is responsible for all kitchen equipment maintenance and repair, smallwares purchases.
- l. No restrictions on the regular menu or a la carte offerings except that they meet previously stated New Jersey State guidelines.
- m. Changes made to the USDA or NJ school food service guidelines/regulations made after proposal and/or renewal is submitted may result in a decrease in the District's financial return.
- n. No competitive sales during School Food Service operation hours from student groups, teachers, clubs, vending not from FSMC, etc.
- o. Catering will be billed to the District at mutually agreed pricing
- p. Depreciation levels remain consistent with proposal and/or renewal from prior year.
- q. If the LEA decides to implement/change the student access control system during or prior to the school year, all related costs of computer and training labor hours are not included or part of the guarantee
- r. A special dietary policy for an individual or group that results in an extraordinary expense will be recorded separately.

In the event the above conditions are not met during the school year, Metz Culinary Management's guarantee obligation shall be reduced by an amount equivalent to any increase cost or loss of revenue attributable to the changes in such conditions.

NOW, THEREFORE, BE IT RESOLVED, that the Randolph Board of Education enter into an agreement with Metz Culinary Management, Inc. to provide management services for the District's food services program for the 2012-2013 school year, and further subject to the approval from the New Jersey Department of Agriculture. The contract agreement shall be in place for period of one year with two (2), one (1) year options to renew remaining.

6. ACCEPTANCE OF DONATIONS

RESOLVED, the Randolph Township Board of Education accept the following donations:

ADDENDUM1

➤ ***District:***

- donation of the following material(s) from Samsung having an estimated value of \$1,000
 - Samsung notebook computer 300E4C estimated at \$650
 - Samsung camcorder HMX-QF20 estimated at \$230, and
 - Adobe photoshop elements II and premier estimated at \$120

➤ **Center Grove School:**

- donation from the Center Grove PTO, grant in the amount of \$624 for three (3) Pre-K teaching staff members to attend NJ Pre-Kindergarten conference. This program will enhance the teaching of readiness skills in pre-school, the use of technology in the Pre-K classroom, positive behavior interventions an the program for our children with autism.

BE IT FURTHER RESOLVED, that Ms. Jennifer Cusmano Supervisor -King, STEM 5 - 7, Ms. Danielle Hamblin, Principal of Center Grove Elementary School acknowledge the donation in a letter to the appropriate parties.

ADDENDUM2

7. MOTION TO APPROVE MS. JENNIFER FANO MENTORING AGREEMENT

MOTION to approve the payment of \$ 2,500.00 to Mr. James Jencarelli for mentoring fees for Ms. Jennifer Fano, Assistant Superintendent, as per the State Board of Education requirements. Mentoring program will be completed on or before December 2013 and a standard certificate will be issued per the attached agreement, **Finance Exhibit 5**, attached hereto and made a part of the minutes.

Board Vice President Ms. Tammy MacKay made a motion seconded by Mr. Ethan Blynn and carried unanimously by roll call vote of approve the following motion with an exception:

Board member Mr. Harry Ruiz was absent.

RESOLVED, that the Board of Education hereby authorizes the expenditure up to \$15,000 for the re-sodding of the infield as well as the additional infield improvements to the high school varsity baseball diamond, and

BE IT FURTHER RESOLVED that the funds shall be obtained from the capital improvement account.

On behalf of Education Committee, board member Ms. MaryAnn Spagnuolo made a motion seconded by Mr. Ethan Blynn and carried unanimously by roll call vote of approve Education Motions A – F with an exception:

Board member Mr. Harry Ruiz was absent.

A. Field Trips

1. **MOTION** to approve field trips for Randolph High School on the following dates. Transportation and any associated fees will be paid by students. No student will be deprived of participation due to financial hardship.

DATE	GRADE/ CHAPERONES	TRIP	# OF STUDENTS
Dec. 19, 2012	RHS Jazz Ensembles Vee Popat & Dave Miller	Jazz at Lincoln Center Rehearsal, NYC	42
Feb. 2013	RHS Jazz Ensembles Vee Popat & Dave Miller	Mingus Big Band Competition Manhattan School of Music, NYC	42
Mar. 2013	RHS Jazz Ensembles Vee Popat & Dave Miller	NJAJE Jazz ensemble Festival Prelims Liberty MS, West Orange NJ	42
Apr. 2013	RHS Jazz Ensembles Vee Popat & Dave Miller	NJAJE Jazz Ensemble Festival State Finals Princeton HS, Princeton, NJ	42
Mar. 2013	RHS Jazz Ensemble 1 Vee Popat	Essentially Ellington Regional Festival, Greenwich HS, CT	20
Dec. 2012	Interact Club Lindsay Brinkerhoff, Jim Moen & Jon Misiunas	La Vida Day Care Center, Paterson, NJ	35
Dec. 2012	Grades 9 – 12 Lisa Holloway	Cerebral Palsy of North Jersey, Livingston, NJ	10
Dec. 2012	Grades 9 – 12 Lisa Holloway & TBD	NJPAC School time performances: Spirit of Kwanza	20
Jan-Apr. 2013	Grades 9 – 12 Lisa Holloway	Consumer Bowl Competition at CCM	5
Jan – May 2013	Grades 9 – 12 Lisa Holloway	Stock Market Challenge Awards Luncheon	5
Jan/Feb. 2013	Grades 9 – 12 Lisa Holloway & L. Webster, & TBD	TD Bank in Randolph	115
Feb. 2013	Grades 11 & 12 Lisa Holloway	Diversity Council Meeting/Anti-Bully workshop at Kean University	4

March 2013	Grades 11 & 12 Lisa Holloway & Nancy Black	Diversity Council Meeting Teen Leadership Workshop at Kean University	25
April 2013	Grades 9 – 12 L. Holloway, N. Black, M. Roberts & E. Falcon-Duran	Cultural Day in NY: African Art Museum, African vendors & Apollo Theater	40
Dec. 2012	Grade 12 Lynn Hughes	NYC Rockefeller Plaza & Madame Toussaud's Wax Museum	4
Jan. 8, 2013	Grades 9 – 12 R. Franklin & TBD	Science Olympiad Regional Competition	35

2. **MOTION** to approve an overnight field trip for approximately 13 students and three coaches to attend the Universal Cheerleading Association - National High School Cheerleading Championships in Orlando, Florida from February 7 – 11, 2013. This trip will be funded by the Cheerleading Booster Club, parents, and the Randolph BOE (maximum of \$2,500.00 from the BOE).
3. **MOTION** to approve an overnight field trip for qualifying athletes and three coaches to attend the NJSIAA Wrestling Championships in Atlantic City, New Jersey from March 7 – 10, 2013. The maximum amount per person to be funded by the Randolph BOE (lodging/meals for students and staff) will be \$519.00 per person. Mileage will be 281.42 miles at \$.31 per mile totaling \$87.24. Estimated total Board expense: \$3,000.00.
4. **MOTION** to approve an overnight field trip for qualifying athletes and three coaches to attend the NJSIAA Swimming Championships in Sewell, New Jersey from March 1 – 3, 2013. The maximum amount per person to be funded by the Randolph BOE (lodging/meals for students and staff) will be \$192.00 per person. Mileage will be 270.80 miles at \$.31 per mile (times two) totaling \$168.00. Estimated total Board expense: \$2,700.00.

ADDENDUM

5. **MOTION** to rescind approval of the overnight field trip for members of the Girls' Softball Program to attend a unique training experience with athletes from around the United States in Orlando, Florida from March 20-24, 2013 (original approval on September 19, 2012).
6. **MOTION to** approve an overnight field trip for members of the Girls' Softball Program to attend a unique training experience that can better prepare them for the upcoming softball season. This trip will take place from April 5–7, 2013 in Hershey Park, Pennsylvania. Student costs will be funded by students, their

families, and the Booster Club. Teacher and chaperone costs will be funded through the district athletic account.

B. Professional Development

1. **MOTION** to approve 11 elementary teachers to attend two full-day training sessions for Engineering by Design in January and February 2013. One workshop to be paid by K-8 STEM funds and one workshop to be paid by 2013 NCLB Title IIA funds.
2. **MOTION** to approve all RHS teachers to attend an in-district PLC workshop on December 20, 2012. Costs to be paid by 2013 NCLB Title IIA funds.
3. **MOTION** to approve the following professional development opportunities:

DISTRICT FUNDING

LAST NAME	FIRST NAME	SCHOOL	NAME OF WORKSHOP	DATE OF WORKSHOP	WORKSHOP TOTAL COST
Brembs	Christine	IR	Engineering by Design Training, Day 2	2/11/13	\$103.00
Button	Diane	FB	Improving NJ ASK Scores	12/19/2012	\$191.92
Cirella	Joan	IR	Engineering by Design Training, Day 2	2/11/13	\$103.00
Corasaniti	Adina	SH	Engineering by Design Training, Day 2	2/11/13	\$103.00
DiAgostino	Lisa	RMS	NJSSSA Winter Meeting	1/18/13	\$25.73
DiAgostino	Lisa	RMS	NJSSSA Spring Meeting	5/10/13	\$25.73
Foran	Marybeth	RHS	Soccer Championship Coaches' Clinic	2/28/13, 1/1/13 & 1/2/13	\$517.50
Fromme	Lyn	SH	Engineering by Design Training, Day 2	2/11/13	\$103.00
Hawkins	Janet	RMS	NJSSNA 8th Annual Conference	3/9/13	\$209.54

Kerr	Christopher	FB	Engineering by Design Training, Day 2	2/11/13	\$103.00
Kulahi	Marissa	CG	Engineering by Design Training, Day 2	2/11/13	\$103.00
Lorey	Janet	SH	Engineering by Design Training, Day 2	2/11/13	\$103.00
Marucci	Donna	CG	Engineering by Design Training, Day 2	2/11/13	\$103.00
Maucione	Carlo	RHS	Teachers as Scholars - Evolutionary Perspectives on Human Behavior	1/10/13 & 1/24/13	\$206.00
Minarick	Carol	FB	NJ State School Nurses Assoc. Annual Conference	3/8/13 & 3/9/13	\$229.00
Mousis	George	RHS	Soccer Championship Coaches' Clinic	2/28/13, 1/1/13 & 1/2/13	\$517.50
Savvides	Michele	FB	NJASL Conference	11/30/12	\$103.00
Sheppard	Jeannine	IR	Engineering by Design Training, Day 2	2/11/13	\$103.00
Sobel	Bobbie	SH	Engineering by Design Training, Day 2	2/11/13	\$103.00
Sufly	Colleen	RMS	Classroom Reset 2013, Digital School Immersion	1/11/13	\$178.38
Sufly	Colleen	RMS	Morris County Girls Soccer Banquet	12/11/12	\$103.00
Tombalakian	Maria	RMS	Reaching Difficult Students	2/13/13	\$183.00
Webster	Lauren	RHS	Learn Do Earn - Creating College Ready	1/23/13	\$103.00

			& Work Ready Students		
--	--	--	-----------------------	--	--

NCLB FUNDING

LAST NAME	FIRST NAME	SCHOOL	NAME OF WORKSHOP	DATE OF WORKSHOP	WORKSHOP TOTAL COST
Astor	Julie	RMS	Grade 5-6 ELA Articulation	1/9/2013	\$103.00
Barrett	Lisa	CG	Grade 5-6 ELA Articulation	1/9/2013	\$103.00
Belli	Diane	RMS	Grade 5-6 ELA Articulation	1/9/2013	\$103.00
Brembs	Christine	IR	Engineering by Design Training, Day 1	1/29/2013	\$103.00
Cardomone	Nicole	RHS	PLC Workshop	12/20/2012	\$103.00
Cirella	Joan	IR	Grade 5-6 ELA Articulation	1/9/2013	\$103.00
Cirella	Joan	IR	Engineering by Design Training, Day 1	1/29/2013	\$103.00
Cohen	Margaret	FB	Grade 5-6 ELA Articulation	1/9/2013	\$103.00
Corasaniti	Adina	SH	Engineering by Design Training, Day 1	1/29/2013	\$103.00
Curtis	Mary	CG	Grade 5-6 ELA Articulation	1/9/2013	\$103.00
DePeri	Jen	IR	Grade 5-6 ELA Articulation	1/9/2013	\$103.00
Dunningan	Patrick	RHS	PLC Workshop	12/20/2012	\$103.00
Eiseman	Kimberly	RMS	Grade 5-6 ELA Articulation	1/9/2013	\$103.00
Fiore	Laura	RMS	Grade 5-6 ELA Articulation	1/9/2013	\$103.00
Fromme	Lynn	SH	Engineering by Design Training, Day 1	1/29/2013	\$103.00
Goeb	Kirsten	RHS	PLC Workshop	12/20/2012	\$103.00

Kerr	Christopher	FB	Engineering by Design Training, Day 1	1/29/2013	\$103.00
Kruse-Marcus	Lisa	SH	Grade 5-6 ELA Articulation	1/9/2013	\$103.00
Kulahli	Marissa	CG	Engineering by Design Training, Day 1	1/29/2013	\$103.00
La Forgia	Marisa	RHS	PLC Workshop	12/20/2012	\$103.00
Lorey	Janet	SH	Engineering by Design Training, Day 1	1/29/2013	\$103.00
Marucci	Donna	CG	Engineering by Design Training, Day 1	1/29/2013	\$103.00
McQueen	Camille	RHS	PLC Workshop	12/20/2012	\$103.00
Montone	Christian	RHS	PLC Workshop	12/20/2012	\$103.00
Rauth	Dawn	FB	Grade 6 ELA Teacher Elementary School Visit/Articulation	12/17/2012	\$103.00
Rauth	Dawn	FB	Grade 5-6 ELA Articulation	1/9/2013	\$103.00
Schuele	Teresa	RHS	PLC Workshop	12/20/2012	\$103.00
Sheppard	Jeannine	IR	Engineering by Design Training, Day 1	1/29/2013	\$103.00
Snelson	Sally	RHS	PLC Workshop	12/20/2012	\$103.00
Sobel	Bobbie	SH	Engineering by Design Training, Day 1	1/29/2013	\$103.00
Swiss	Matt	RHS	PLC Workshop	12/20/2012	\$103.00
Valvano	Brienne	RHS	PLC Workshop	12/20/2012	\$103.00
Wagner	Linda	RHS	PLC Workshop	12/20/2012	\$103.00
Walsh	Ellen	RMS	Grade 5-6 ELA Articulation	1/9/2013	\$103.00

ADDENDUM

4. **MOTION** to approve all kindergarten, grade one, and special education teachers to attend a half day on-site Wilson Language Foundations Coaching session. Trainings will be held on February 1 and 15, 2013. Substitute costs will be paid by district funds.
5. **MOTION** to approve the following professional development opportunities:

DISTRICT FUNDING

LAST NAME	FIRST NAME	SCHOOL	NAME OF WORKSHOP	DATE OF WORKSHOP	WORKSHOP TOTAL COST
Boehmer	Kelly	RMS	Middle School STEM Articulation	2/7/13 & 5/10/13	\$206.00
Browne	Dr. David	CO	Techspo Conference	1/31/13 & 2/1/13	\$782.73
Caceres	Nataly	RMS	Digitally Integrated Learning Environment	1/11/13	\$150.11
Data	Sheri	FB	NJ APHERD State Conference	2/26/13	\$103.00
Earl	Jennifer	FB	Engineering by Design, Day 2	2/11/13	\$103.00
Fano	Jennifer	CO	The AASA National Conference on Education	2/19/13, 2/20/13, 2/21/13, 2/22/13 & 2/23/13	\$2,875.00
Geltman	Suzanne	RMS	Special Education and Mathematics	1/9/13	\$245.25
Goldsworthy	Sean	FB	NJ APHERD State Conference	2/26/13	\$147.00
Goldsworthy	Sean	FB	Soccer Champion Ship Coaches Clinic	2/28/13, 3/1/13, 3/2/13	\$517.50
Pandorf	Laurie	CG	Teachers College February Mini-Institute	2/18/13, 2/19/13, 2/20/2013 & 2/21/13	\$911.84

Portas	Michael	RHS	Law, Ethics and Governance for All Leaders	1/17/13, 1/25/13, 2/5/13 & 2/14/13	\$368.32
--------	---------	-----	--	---	----------

NCLB FUNDING

LAST NAME	FIRST NAME	SCHOOL	NAME OF WORKSHOP	DATE OF WORKSHOP	WORKSHOP TOTAL COST
Earl	Jennifer	FB	Engineering by Design Training, Day 1	1/29/2013	\$103.00

C. Special Education

1. **MOTION** to approve the placement of Randolph Student **SE13-61 Grade 12** in the Special Education program at Morris Hills Regional District effective September 1, 2012 and, BE IT FURTHER MOVED, that a contract be entered into with Morris Hills Regional District at the tuition rate of \$42,035.00.
2. **MOTION** to approve the placement of Randolph Student **SE13-40 Grade 9** in the Special Education program at Cerebral Palsy of North Jersey effective September 4, 2012 and, BE IT FURTHER MOVED, that a contract be entered into with Cerebral Palsy of North Jersey at the tuition rate of \$61,974.00.
3. **MOTION** to approve the placement of Randolph Student **SE13-76 Grade 5** in the Special Education program at Glenview Academy effective November 5, 2012 and, BE IT FURTHER MOVED, that a contract be entered into with Glenview Academy at the tuition rate of \$43,318.12 (prorated).
4. **MOTION** to approve the placement of Randolph Student **SE13-77 Grade K** in the Special Education program at Reed Academy effective December 3, 2012 and, BE IT FURTHER MOVED, that a contract be entered into with Reed Academy at the tuition rate of \$58,388.40 (prorated).
5. **MOTION** to approve the administrative decisions in the following Harassment, Intimidation and Bullying cases:
 - 5-030
 - 5-031
 - 5-032
 - 5-033
 - 5-034

ADDENDUM

6. **MOTION** to approve the placement of Randolph Student **SE13-78 Grade K** in the Special Education program at New Beginnings effective December 10, 2012 and, BE IT FURTHER MOVED, that a contract be entered into with New Beginnings at the tuition rate of \$42,035.00 (pro-rated).
7. **MOTION** to approve the placement of Randolph Student **SE13-06 Grade 11** in the Special Education program at Shepard High School effective December 5, 2012 and, BE IT FURTHER MOVED, that a contract be entered into with Shepard High School at the tuition rate of \$31,233.22 (pro-rated).
8. **MOTION** to approve the following agency to provide augmentative evaluations for Randolph students for school year 2012/2013 at the rate of \$990.00 per evaluation:

Advancing Opportunities
9. **MOTION** to approve the administrative decisions in the following Harassment, Intimidation and Bullying cases:
 - 5-035
 - 5-036
 - 5-037
 - 5-038
 - 5-039
 - 5-040
 - 5-041
 - 5-042
 - 5-043
 - 5-044
 - 5-045
 - 5-046
 - 5-047
 - 5-048
 - 5-049
 - 5-050
 - 5-051
 - 5-052
 - 2-009

D. Miscellaneous

1. **MOTION** to accept the Harassment, Intimidation and Bullying (HIB) report distributed to Board members on Tuesday, December 11, 2012.
2. **MOTION** to approve the following student teacher placement for the 2012-2013 spring semester:

Name:	Michelle Roskie
University:	Centenary College
School Assigned:	Randolph Middle School
Cooperating Teacher:	Ms. Agatha Wilke
Dates of Assignment:	January 21 – May 18, 2013

3. **MOTION** to approve Randolph Township Schools to participate in the research study concerning The Perceived Use of Technology in Classrooms

at the Middle Level Grades. The study will consist of a voluntary survey conduct by Mark Majeski, which will take place during the 2012-2013 spring semester.

ADDENDUM

4. **MOTION** to approve the disposal of the following Randolph Middle School science textbooks. These books are outdated and no longer in use.

Title of Book	Copy-right	Publisher	ISBN #	Quantity
Science Explorer	2000	Prentice Hall	0-13-434492-8	421
Properties of Matter	2000	Carolina Biological	0-89278-851-8	85
Challenge of Discovery	1991	Heath	0-669-18060-2	103

E. Course Proposals/Curricula

1. **MOTION** to approve a new course entitled *Human Behavior – Introduction to Psychology* at Randolph Middle School.
2. **MOTION** to approve a new course entitled *Outdoor Adventure* at Randolph Middle School.
3. **MOTION** to approve a new course entitled *Crime Scene Investigation* at Randolph Middle School.
4. **MOTION** to approve a new course entitled *Understanding Statistics* at Randolph Middle School.
5. **MOTION** to approve a new course entitled *Environmental Science* at Randolph High School.
6. **MOTION** to approve a new course entitled *Physics B* at Randolph High School.
7. **MOTION** to approve a new course entitled *Tomorrow’s Teachers* at Randolph High School.
8. **MOTION** to approve the Athletics in Literature curriculum – Grades 9 – 12.
9. **MOTION** to approve the Latin IA curriculum – Grades 9 – 12.
10. **MOTION** to approve the Latin IIA curriculum – Grade 9 – 12.

- F. **MOTION** to approve the 2013-2014 district calendar version-1A.

POLICY / REGULATIONS MOTION(S)

December 18, 2012

On behalf of the Policy Committee, Board member Ms. MaryAnn Spagnuolo made a motion seconded by Mr. Ethan Blynn and carried unanimously by roll call vote to approve Policy / Regulations Motion 1, with an exception.

Board member Mr. Harry Ruiz was absent.

1. **RESOLVED**, that the Board hereby approves the following regulations on first reading:

<u>Name</u>	<u>Title</u>
R 5111	Eligibility of Resident/Nonresident Pupils
R 5116	Education of Homeless Children
R 5130	Withdrawal from School
R 5200	Attendance
R 5230	Late Arrival and Early Dismissal
R 5240	Tardiness
R 5306	Health Services to Nonpublic Schools
R 5308	Pupil Health Records
R 5310	Health Services
R 5320	Immunization
R 5330	Administration of Medication
R 5331	Management of Life-Threatening Allergies in School
R 5338	Diabetes Management
R 5350	Pupil Suicide
R 5410	Promotion and Retention
R 5420	Reporting Pupil Progress
R 5460.1	High School Transcripts
R 5500	Expectations for Pupil Conduct
R 5512	Harassment, Intimidation, or Bullying Investigation Procedure
R 5513	Care of School Property
R 5514	Pupil Use of Vehicles
R 5515	Pupil Parking
R 5519	Dating Violence at School
R 5530	Substance Abuse
R 5533	Pupil Smoking
R 5550	Disaffected Pupils
R 5560	Disruptive Pupils
R 5561	Use of Physical Restraint
R 5570	Sportsmanship
R 5600	Pupil Discipline/Code of Conduct
R 5610	Suspension Procedures

R 5611 Removal of Pupils from The General Education Program for Weapons/Firearms Offenses

R 5721 Distribution of Flyers/Electronic Advertising

R 5750 Equal Educational Opportunity Complaint Procedure

R 5751 Sexual Harassment of Pupils

R 5830 Pupil Fund Raising

R 5850 Social Events and Class Trips

R 6111 Special Education Medicaid Initiative (SEMI) Program

R 6112 Reimbursement of Federal and Other Grant Expenditures

R 6160 Grants from Private Sources

R 6210 Fiscal Planning

R 6220 Budget Preparation

R 6320 Purchases Subject to Bid

R 6340 Multiple Year Contracts

R 6350 Competitive Contracting

R 6421 Purchases Budgeted

R 6422 Budget Transfers

R 6424 Emergency Contracts

R 6470 Payment of Claims

R 6471 School District Travel Procedures

R 6500 Technology Purchasing

R 6620 Petty Cash

R 6740 Reserve Accounts

R 6810 Financial Objectives

R 7100 Long-Range Facilities Planning

R 7101 Educational Adequacy of Capital Projects

R 7230 Gifts, Grants, and Donations

R 7300.1 Textbook Disposal

R 7300.2 Disposition of Real Property

R 7300.3 Disposition of Personal Property

R 7300.4 Disposition of Federal Property

R 7410.01 Facilities Maintenance, Repair Scheduling and Accounting

R 7420 Handling and Disposal of Body Wastes and Fluids

R 7420.1 Bloodborne Pathogen Exposure Control Plan

R 7420.2 Chemical Hygiene

R 7421 Indoor Air Quality Standards

R 7422 School Integrated Pest Management Plan

R 7430 School Safety

R 7432 Eye Protection Practices

R 7440 School Security

R 7441 Electronic Surveillance In School Buildings and On School Grounds

R 7610 Vandalism

R 7650 School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting

R 8140 Enrollment Accounting

R 8220 School Closings

R 8310 Public Records

- R 8320 Personnel Records
- R 8330 Pupil Records
- R 8420 Emergency and Non-Fire Evacuation Plan
- R 8420.1 Fire and Fire Drills
- R 8420.2 Bomb Threats
- R 8420.3 Natural Disasters and Man-made Catastrophes
- R 8420.4 Kidnapping
- R 8420.5 Asbestos Release
- R 8420.6 Accidents To and From School
- R 8420.7 Lockdown Procedures
- R 8420.10 Active Shooter
- R 8431 Toxic Hazard Preparedness Program
- R 8441 Care of Injured and Ill Persons
- R 8451 Control of Communicable Disease
- R 8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying,
Alcohol, and Other Drug Abuse
- R 8462 Reporting Potentially Missing or Abused Children
- R 8465 Hate Crimes and Bias-Related Acts
- R 8467 Weapons
- R 8468 Crisis Response
- R 8540 Free and Reduced Rate Meals
- R 8600 Pupil Transportation
- R 8630 Emergency School Bus Procedures
- R 9120 Public Information Program
- R 9130 Public Concerns
- R 9140 Citizens Advisory Committee
- R 9150 School Visitors
- R 9161 Crowd Control
- R 9180 School Volunteers
- R 9190 Community Organizations
- R 9270 Home Schooling and Equivalent Education
- R 9320 Cooperation with Law Enforcement Agencies
- R 9324 Sex Offender Registration and Notification
- R 9541 Student Teachers

Public Discussion

Randolph resident requested that field trip cost be included in education motions.

Another Randolph resident questioned field improvements motion.

Another member of the public thanked the board for their support of the baseball program.

Adjournment

Board President Ms. Amy Sachs made a motion, seconded by Mr. David Rosenblatt and carried unanimously by roll call vote to adjourn the meeting at 09:25 p.m., with an exception.

Board member Mr. Harry Ruiz was absent.

The board adjourned the meeting at 09:25 p.m.

Respectfully submitted,

Michael S. Neves
Board Secretary