

The Randolph Township Board of Education held an Organization meeting on Tuesday, January 06, 2015 at 07:00 p.m. 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 – 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 4, 2014, **Exhibit # 1** attached hereto and made a part of the minutes.

SCHOOL BOARD MEMBERS	VOTE TOTAL	TERM	EXPIRING
Ms. Christine Aulenbach	3023	3 year	2017
Mr. Ronald Conti	2676	3 year	2017
Dr. Diana Thomas	2825	3 year	2017
Mr. Jeffrey Braverman	208	Unexpired 2 year	2016

Oath-of-Office of New Members

The Board Secretary administered oath-of-office to the following elected Board members:

1. Ms. Christine Aulenbach,
2. Mr. Ronald Conti,
3. Dr. Diana Thomas, and
4. Mr. Jeffrey Braverman

Roll Call

The following Board members were present: Ms. Christine Aulenbach, Mr. Jeffrey Braverman, Mr. Ronald Conti, Mr. Sheldon Epstein, Ms. Tammy MacKay, Mr. Alfredo Z. Matos, Ms. Colleen Pascale, Ms. Anne Standridge and Dr. Diana Thomas.

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

Nominations and Election for Board President

The Board Secretary accepted motions for the nomination of Board President.

A motion was made by Board member Ms. Anne Standridge, seconded by Mr. Alfredo Z. Matos and carried unanimously by roll call vote to confirm Ms. Tammy MacKay as Board President.

No other nominations entered.

Newly Elected Board President Tammy MacKay Assumes the Chair

Ms. Tammy MacKay assumed control of the meeting as President of the Randolph Board of Education.

Nominations and Election for Board Vice President

Board President Tammy MacKay accepted nomination for Vice President of the Board of Education.

Board member Ms. Colleen Pascale nominated Mr. Alfredo Z. Matos as Vice President of the Randolph Township Board of Education. Motion seconded by Ms. Anne Standridge and carried unanimously by roll call vote to confirm Mr. Alfredo Z. Matos as Board Vice President.

Nominations Closed

Motion entered by Ms. Anne Standridge to close nominations for Vice President, seconded by Mr. Sheldon Epstein and carried unanimously by roll call vote to close nominations for Vice President.

Correspondence

Morris County SBA President

Superintendent's Report

Dr. Browne stated that he will be recommending Full-Day Kindergarten for the 2015 - 2016 school year.

President's Report

Ms. MacKay stated that the Board should discuss Full-Day Kindergarten prior to the January 20th meeting to discuss. After a brief discussion the Board agreed to have FFT meeting at 7:00 pm on January 19th and discuss Full-Day Kindergarten.

Ms. MacKay then asked the Board members to let her know what committees they would like to be on.

Ms. MacKay then asked Board members to consider what they want to accomplish in 2015.

NEW BUSINESS

On behalf of the Board, Mr. Alfredo Z. Matos made the motion seconded by Mr. Ronald Conti and carried unanimously by roll call vote to approve Organization Motions 1 – 47.

ORGANIZATION MOTIONS 1 – 47

JANUARY 06, 2015

Amended: 01-06-15

1. **MOTION to appoint Gerald M. Eckert as Board Secretary** through reorganization meeting of January 2016.
2. **MOTION to approve the appointment of Communications Coordinator, as the Custodian of District Records** in accordance with the requirements of the Open Public Records Act through reorganization meeting of January 2016.
3. **MOTION to adopt the following resolution for Board Attorneys:**

WHEREAS, the Randolph Township Board of Education requires the services of attorneys; and

NOW, THEREFORE, BE IT RESOLVED that the firm **Schenck, Price, Smith & King, LLP** be appointed General Legal Counsel for the Randolph Township Board of Education through June 30, 2015.

4. **MOTION to adopt the following resolution for Auditor:**

WHEREAS, the firm of Nisivoccia and Company LLP has been the Board Auditor since July 18, 2000 and has extensive experience in school accounting; and,

NOW, THEREFORE, BE IT RESOLVED, that **Nisivoccia and Company LLP** be appointed as auditors for the Randolph Township Board of Education through June 30, 2015.

5. **MOTION** to authorize the following institutions as official depositories of school funds through reorganization meeting of January 2016.

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

6. **MOTION** to designate **The Daily Record** as the official newspaper, 18A:22-11, 18A:39-3 and the Randolph Reporter as secondary newspaper for publications.
7. **MOTION** to readopt all existing **Bylaws, Policies and Regulations** for the Board's own operation and the operation of the school system 18A:11-1.
8. **MOTION** to readopt all existing **contracts** of the Board in effect at this time and authorized by law.
9. **MOTION** to adopt the following resolution for **Casualty Insurance Broker and Health Insurance Broker**

WHEREAS, the Randolph Township Board of Education requires the services of a casualty insurance broker and health insurance broker; and

WHEREAS, the Board, pursuant to its authority under N.J.S.A. 18A:18A-5(a)(10), may negotiate and award a contract for the provision of insurance consultant services without the necessity of public advertising for bids and bidding therefor; and

WHEREAS, Wells Fargo has been the Board casualty insurance broker for a number of years and has experience in school insurance; and

WHEREAS, Wells Fargo is a broker of record with the district's health insurance provider;

NOW THEREFORE, BE IT RESOLVED, that **Wells Fargo** be appointed as casualty and health insurance broker for the Randolph Township Board of Education through June 30, 2015; and

BE IT FURTHER RESOLVED, that a copy of this Resolution and the requisite summary of the contract award shall be published once in an official newspaper of record for the District in accordance with the requirements of N.J.S.A. 18A:18A-5(a) (2).

10. MOTION to adopt the following resolution for **Architects**:

WHEREAS, the Randolph Township Board of Education requires the services of an architect; and

NOW, THEREFORE, BE IT RESOLVED that the firm **Solutions Architecture** be appointed architects for the Randolph Township Board of Education through June 30, 2015.

11. MOTION to adopt the following resolution for **Bond Counsel**:

WHEREAS, the Randolph Township Board of Education requires the services of a bond counsel; and

NOW, THEREFORE, BE IT RESOLVED that the firm of **McManimon, Scotland and Baumann LLC** be appointed **Bond Counsel** for the Randolph Township Board of Education through June 30, 2015.

12. MOTION to reaffirm all existing **curriculum** in effect at this time, N.J.A.C. 6A:8-3.1.

13. MOTION to reaffirm all existing **textbooks** in effect at this time.

14. MOTION to appoint **Assistant Superintendent, District's Affirmative Action Officer** through reorganization meeting of January 2016 in accordance with N.J.A.C. 6A:7-1.5.

15. MOTION to appoint **Assistant Superintendent, as Public Agency Compliance Officer**, through reorganization meeting of January 2016, as required by P.L.1975, Chapter 27 for the enforcement of Affirmative Action procedures in procurement.

16. WHEREAS, NJAC 5:34-5.2 details the procedures for increasing the bid threshold and states in part, "A contracting unit with a qualified purchasing agent desiring to take advantage of the supplemental authority of N.J.S.A. 18A:18A-3 and 18A:18A-4.3 shall have its governing body pass a resolution authorizing the amount of a higher bid threshold for the contracting unit, the amount of which shall not exceed the statutory maximum bid threshold.... In a contracting unit subject to the Public School Contracts Law, a certified resolution increasing the bid threshold shall be filed with the Director of the Division of Local Government Services in the Department of Community Affairs and shall be accompanied by a copy of the contracting unit's purchasing agent's qualified purchasing agent certification", and

WHEREAS, P.L. 2009, c.166 took effect on January 1, 2011 and changes the maximum allowable bid threshold for a qualified purchasing agent to **\$36,000**.

NOW THEREFORE BE IT RESOLVED, that the Qualified Purchasing Agent shall, effective as of this date, be authorized to purchase goods and services without bidding in amounts not to exceed \$36,000 in the aggregate and is authorized to purchase goods and service without quoting in amounts not to exceed \$5,400 in the aggregate.

17. 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 though 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 \$26,000 without the District Business Administrator having a Qualified Purchasing Agent (QPA) or \$36,000 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.

18. **MOTION** to authorize investments via wire transfers.
19. **MOTION** to authorize the School Business Administrator to make purchases through various cooperatives through reorganization meeting of January 2016.
- Hunterdon County Educational Services Cooperative
 - Middlesex Regional Educational Services Cooperative
 - Morris County Cooperative Pricing Council
 - National Joint Powers Alliance (NJPA)
 - Somerset County Cooperative
 - WSCA-NASPO Contracts of NJ
20. **MOTION** to authorize periodic sales of used and/or surplus (non-real estate) property not needed for school purposes through reorganization meeting of January 2016 in accordance with N.J.S.A. 18A:18A-45.
21. **MOTION** to authorize the administration to advertise bids for goods and services required for the operation of the school system through reorganization meeting of January 2016.
22. **MOTION** to approve participation in the coordinated transportation program implemented by the **Educational Services Commission of Morris County (ESCMC)** through June 30, 2015.
23. **MOTION** to approve participation in the coordinated transportation program implemented by the **Educational Services Commission of Essex County (ESCEC)** through June 30, 2015.
24. **MOTION** to approve participation in the coordinated transportation program implemented by the **Sussex County Regional Cooperative (SCRC)** through June 30, 2015.
25. **MOTION** to adopt 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.

26. **MOTION** to 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, and also subject to Motion No. 17 referenced herein, the Superintendent of Schools is hereby designated to approve account transfers as are necessary between meetings of the Board.

27. **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 Dr. Browne 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.

28. **MOTION** to appoint **Chief of Facilities**, as the district's **504 Compliance Officer** for facility related concerns in accordance with the Rehabilitation Act of 1973.

29. **MOTION** to appoint **Assistant Superintendent** as the district's **504 Compliance Officer** for pupil personnel services in accordance with the Rehabilitation Act of 1973.

30. **MOTION** to appoint **Chief 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.

31. **MOTION** to 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.

32. **MOTION** to approve authorization for Randolph Township Schools to make purchases through State contract vendors through the reorganization meeting of 2016.

RESOLVED, the Randolph Township Board of Education authorizes the School Business Administrator and/or Qualified Purchasing Agent (QPA) to make purchases from State contract vendors through the reorganization meeting of 2016.

33. **MOTION** to 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 reorganization meeting of 2016.

34. **WHEREAS**, the Randolph Township Board of Education requires the services of a healthcare facility to provide drug testing for students, and

WHEREAS, First Urgent Medical Care P.C. has been the healthcare facility used and has experience in drug testing; and

NOW, THEREFORE, BE IT RESOLVED, that **First Urgent Medical Care P.C.** be appointed as the healthcare facility for drug testing for the Randolph Township Board of Education through the reorganization meeting of 2016.

35. **WHEREAS**, the Randolph Township Board of Education requires the services of a drug testing facility for Bus Drivers,

WHEREAS, Prevention Specialists Inc., has been the drug testing facility for a number of years and has experience in drug testing;

NOW, THEREFORE, BE IT RESOLVED, that **Prevention Specialists Inc.**, be appointed as the drug testing facility for the Randolph Township Board of Education through the reorganization meeting of 2016.

36. **MOTION** to appoint **Chief of Facilities** as the **Right-To-Know Coordinator** and the **Integrated Pest Manager** through the reorganization meeting of 2016.
37. **MOTION** to appoint **Chief of Facilities** as the **Indoor Air Quality Designated Person** through the reorganization meeting of 2016 pursuant to N.J.A.C.12:100-13.1 -:100-13.
38. **MOTION** to appoint **STEM 6 – 8 Supervisor** as the **Chemical Hygiene Officer** through the reorganization meeting of 2016.
39. **MOTION** to approve 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.

40. **MOTION** to appoint **School Business Administrator**, as the **Attendance Officer**, for the through the reorganization meeting of 2016 (N.J.S.A. 18A:38-32).
41. **MOTION** to approve **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."

42. **APPROVAL OF CONTRACT RENEWAL WITH NEW JERSEY SCHOOL BOARD ASSOCIATION (NJSBA) FOR SCHOOLBOARDNET SERVICES**

RESOLVED, the Randolph Township Board of Education approve the renewal of an agreement in the amount of \$2,360 for **schoolboardnet services** for period of one year in accordance with terms and conditions therein, **Exhibit # 3**, attached hereto and made a part of the minutes.

43. **MOTION** to appoint **Marisa Ciufalo, M.D.**, as District on call **Physician**.
44. **MOTION** to appoint **Substance Awareness Coordinator** as District **Anti-Bullying Coordinator** through reorganization meeting of January 2016.

45. **MOTION** to appoint **Director of Special Services** as District contact for Division of Child Protection and Permanency (formerly DYFS) through reorganization meeting of January 2016.
46. **MOTION** to appoint **Director of Special Services** as **Homeless Liaison** through reorganization meeting of January 2016.
47. **MOTION** to 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 # 4**, pursuant to 18A:10-6 attached hereto and made part of the minutes.

PERSONNEL AND ADMINISTRATION MOTION 1

JANUARY 6, 2015

Pursuant to the recommendation of the Superintendent of Schools and on behalf of the Personnel Committee, Board member Christine Aulenbach moved a motion seconded by Board member Anne Standridge and carried unanimously by a roll call vote to approve the following Personnel Motion 1:

1. TEACHERS/PROFESSIONAL STAFF

A. Resignations

1. Approve the resignation of **Ellen Walsh**, Teacher of Language Arts at Randolph Middle School, effective February 15, 2015.

Public Discussion

A Randolph resident thanked the Board because the election results show that the public is not having any problems with the Board. She then commended the Board for its attitude.

She then stated that there is difficulty hearing the Board and stated that something needs to be done. She then asked what the schedule for the approval of the budget is, stating that she will have a wish list for the budget including price of field trips. She said that she wants to know how much was spent on each field trip last year and how much is being budgeted for children who cannot afford of it. She also asked for a total of free and reduced lunches for this school year. Lastly, she stated that she is still looking for a civics course at the high school.

Adjournment

Board member Ronald Conti made a motion, seconded by board member Ms. Anne Standridge and carried unanimously by roll call vote to adjourn the meeting at 07:44 p.m.

The board adjourned the public meeting at 07:44 p.m.

Respectfully submitted,

Gerald M. Eckert
Board Secretary