

The Randolph Township Board of Education held an Organization meeting on Thursday, January 03, 2013 at 07:00 p.m. in the Randolph High School Library, Millbrook Avenue, Randolph, New Jersey.

Mr. Michael Neves, 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.

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

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 6, 2012 as shown in **Exhibit # 1** attached hereto and made a part of the minutes.

Oath-of-Office of New Members

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

1. Ms. Tammy MacKay, and
2. Ms. Anne Standridge

Roll Call

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

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. Amy Sachs, seconded by Mr. Al Matos

and carried unanimously by roll call vote to confirm Ms. Tammy MacKay as Board President.

No other nominations entered.

Newly Elected Board President Ms. 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 Ms. Tammy MacKay accepted motions for the nomination of Vice President of the Board of Education.

Board member Mr. Al Matos made a motion, seconded by Mr. Harry Ruiz to appoint Ms. Amy Sachs as Vice President of the Randolph Township Board of Education. Motion carried unanimously by roll call vote to confirm Ms. Amy Sachs as Board Vice President.

Nominations Closed

President's Report

Ms. Tammy MacKay made an announcement regarding formation of board committees.

NEW BUSINESS

On behalf of the Board, Ms. Tammy MacKay made the motion seconded by Board member Mr. Al Matos and carried unanimously by roll call vote to approve the Organization Motions 1 – 41.

2013 Organization Motions 1 – 41

January 3, 2013

- 1. MOTION to appoint Michael S. Neves as Board Secretary** through reorganization meeting of January 2014.
- 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 2014.
- 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 reorganization meeting of January 2014.

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 reorganization meeting of January 2014.

5. **MOTION** to authorize the following institutions as official depositories of school funds through reorganization meeting of January 2014.

**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.
7. **MOTION** to readopt all existing **Bylaws, Protocol, 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 appoint **Michael J. Soccio** as **Treasurer** of School Monies through reorganization meeting of January 2014.

10. **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 an casualty insurance broker and health insurance broker; 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 districts health insurance provider, and

NOW THEREFORE, BE IT RESOLVED, that **Wells Fargo** be appointed as

casualty and health insurance broker for the Randolph Township Board of Education through reorganization meeting of January 2014.

11. 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 reorganization meeting of January 2014.

12. 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 reorganization meeting of January 2014.

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

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

15. MOTION to appoint **Assistant Superintendent, District's Affirmative Action Officer** through reorganization meeting of January 2014 in accordance with N.J.A.C. 6A:7-1.5.

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

17. 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.

BE IT FURTHER RESOLVED, that the board secretary is authorized and directed to submit to the Director of the Division of Local Government Services in the Department of Community Affairs a copy of this resolution and a copy of the Qualified Purchasing Agent's certification.

18. MOTION to authorize investments via wire transfers.

19. MOTION to authorize the School Business Administrator to make purchases through various cooperatives or under State contracts through reorganization meeting of January 2014.

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 2014 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 2014.

22. MOTION to approve participation in the coordinated transportation program implemented by the **Educational Services Commission of Morris County (ESCMC)** through reorganization meeting of January 2014.

23. MOTION to approve participation in the coordinated transportation program implemented by the **Educational Services Commission of Essex County (ESCEC)** through reorganization meeting of January 2014.

24. MOTION to approve participation in the coordinated transportation program implemented by the **Sussex County Regional Cooperative (SCRC)** through reorganization meeting of January 2014.

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, the Superintendent of Schools is hereby designated to approve account transfers as are necessary between meetings of the Board.

27. 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.

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

29. 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.

30. 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.

31. MOTION to approve authorization for Randolph Township Schools to make purchases through state contract vendors through the reorganization meeting of 2014.

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 2014.

32. MOTION to appoint **Morristown Memorial Hospital, Atlantic Health**, 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 Memorial Hospital, Atlantic Health, 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 Memorial Hospital, Atlantic Health**, be appointed as the healthcare facility for the Randolph Township Board of Education through the reorganization meeting of 2014.

33. 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 2014.

34. 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 2014.

35. MOTION to appoint **Chief of Facilities** as the **Right-To-Know Coordinator** and the **Integrated Pest Manager** through the reorganization meeting of 2014.

36. MOTION to appoint **Chief of Facilities** as the **Indoor Air Quality Designated Person** through the reorganization meeting of 2014 pursuant to N.J.A.C.12:100-13.1 -:100-13.

37. MOTION to appoint **STEM 5 – 7 Supervisor** as the **Chemical Hygiene Officer** through the reorganization meeting of 2014.

38. 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.

39. MOTION to appoint **School Business Administrator**, as the **Attendance Officer**, for the through the reorganization meeting of 2014 (N.J.S.A.18A:38-32).

40. 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."

41. 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.

Closed Session – 8:12 p.m.

Board member Mr. Harry Ruiz made a motion seconded by Mr. Al Matos and carried unanimously by roll call vote to adopt the following:

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.

The board reconvened at 8:20 p.m.

ADDITIONAL NEW BUSINESS

Board member Ms. Amy Sachs made a motion seconded by Mr. Al Matos and carried unanimously by roll call vote to approve **Personnel Motion I.A.**

Personnel and Administration

January 3, 2013

Pursuant to the recommendation of the Superintendent of Schools, and on behalf of the Personnel Committee, I hereby move the following resolutions:

I. COACHING STAFF

A. Resignation

Accept the resignation of **William J. Kilduff**, head basketball coach, effective immediately. Mr. Kilduff will be paid \$3,035.66, one third of his stipend.

Board member Ms. Amy Sachs made a motion seconded by Mr. Harry Ruiz and carried unanimously by roll call vote to approve **Personnel Motions I.B.**

Pursuant to the recommendation of the Superintendent of Schools, and on behalf of the Personnel Committee, I hereby move the following resolution:

B. Appointment

Approve the appointment of Joseph Mazzarella as varsity head boys' basketball coach, effective January 4, 2013. Mr. Mazzarella's stipend will be adjusted from his current salary as varsity assistant coach to \$5,292 for the remainder of the current season, an amount that represents two-thirds of the Step One amount for this position in the current REA contract.

Public Discussion

Randolph resident commented on the oath-of-office of board members. She further commented requesting the Board consider having the Finance, Facilities and Transportation committee be a committee of the whole.

Adjournment

Board member Mr. Harry Ruiz made a motion, seconded by Mr. Charles Mooney and carried unanimously by roll call vote to adjourn the meeting at 08:25 p.m.

The board adjourned the public meeting at 08:25 p.m.

Respectfully submitted,

Michael S. Neves
Board Secretary