

The Randolph Township Board of Education held an Organization meeting on Monday, April 26, 2010 at 8:00 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: Owen Snyder, Superintendent, Dr. David Browne, Assistant Superintendent, Dr. Theresa Schiffenhaus, Director of Special Services, Mr. Jon Zlock, Communications Coordinator 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 voting results of the April 20, 2010 election.

Township of Randolph, School Election Results, April 20, 2010 (**Exhibit # 1**) follows:

	SUBTOTAL	ABSENTEES	PROVISIONAL	TOTAL
Saxon	2394	28	2	2424
Sachs	3108	35	2	3145
Matos	3019	41	3	3063
Ruiz	2697	36	3	2736
Write-Ins				94
<u>PUBIC QUESTION #1</u>				
YES	2925	31	3	2959
NO	2403	31	2	2436

Swearing in of New Members

The Board Secretary swore in the following members:

1. Alfredo Matos
2. Amy Sachs
3. Harry Ruiz

Roll Call

The following Board members were present: Mr. Ethan Blynn, Ms. Christine Carey, Ms. Tammy MacKay, Ms. Maria Martorana, Mr. Al Matos, Mr. Harry Ruiz, Ms. Jeanne Stifelman and Ms. Amy Sachs.

Board member Ms. Barbara Levinson was absent.

Nominations and Election for Board President

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

A motion was made by Board member Mr. Al Matos, seconded by Ms. Tammy MacKay and carried unanimously by roll call vote to confirm Ms. Amy Sachs as President, with an exception:

Board member Ms. Barbara Levinson was absent.

Ms. Amy Sachs Assumed the Chair as President

Ms. Amy Sachs assumed control of the meeting as President of the Randolph Board of Education.

Nominations and Election for Board Vice President

Ms. Amy Sachs entertained motions for the Vice President of the Board of Education.

Board member Ms. Christine Carey made a motion seconded by Ms. Jeanne Stifelman and carried unanimously by roll call vote to nominate Mr. Ethan Blynn as Vice President of the Randolph Township Board of Education with the following exception:

Board member Ms. Barbara Levinson was absent.

Nominations Closed

President's Report

Ms. Amy Sachs requested input from the members as to their desires for board committees. Board members were requested to get their feedback to Ms. Sachs at their earliest convenience.

Board member Mr. Ethan Blynn made a motion, seconded by Ms. Christine Carey and carried unanimously by roll call vote to approve the reorganization motions 1 – 4 and 8 – 42, the board annual schedule of regular meeting calendar with the following exception:

Board member Ms. Barbara Levinson was absent.

The board annual schedule of regular meeting calendar was adjusted to move meeting of April 19, 2011 to April 26, 2011, and set the May 2010 board meetings to May 4, 2010 and May 11, 2010. Reorganization Motion 5 – 7 to be placed under old business of the next board business session agenda.

Reorganization Motions 1 - 42:

1. **MOTION to appoint Michael S. Neves as Board Secretary** for the 2010-2011 school year.
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 for the 2010-2011 school year.
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 **Kenney, Gross, Kovats & Parton**, be appointed Board Counsel and Negotiations Counsel, and, further that the firm **Barger & Bolger**, be appointed Special Education Counsel for the Randolph Township Board of Education from this date, April 26, 2010 through the Board Organization Meeting of 2011, and a copy of this resolution be printed in a newspaper circulated in Morris County no later than May 10, 2010, pursuant to N.J.S.A. 18A:18A-5.

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 for the 2010-2011 school year.

5. **MOTION to appoint XXX as District Representative to the New Jersey School Boards Association, N.J.S.A. 18A:6-46.**

6. **MOTION** to appoint **XXX** and **XXX** as District Representatives to the Morris County School Boards Association.
7. **MOTION** to appoint **XXX** as District Representative to the Educational Services Commission of Morris County's Representative Assembly, N.J.S.A. 18A:6-56.
8. **MOTION** to authorize the following institutions as official depositories of school funds for the 2010-2011 school year:

**TD Bank
NJ Cash Management Fund**

9. **MOTION** to designate **The Daily Record** as the official newspaper, 18A:22-11, 18A:39-3.
10. **MOTION** to approve the attached annual schedule of regular meetings of the Board of Education to be held on second and third Tuesday of each month, 18A:10-6 (**Exhibit # 2**)
11. **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.
12. **MOTION** to readopt all existing **contracts** of the Board in effect at this time and authorized by law.
13. **MOTION** to appoint **Michael J. Soccio** as **Treasurer** of School Monies for the 2010-2011 school year.
14. **MOTION** to adopt the following resolution for **Casualty Insurance Broker**:

WHEREAS, the Randolph Township Board of Education requires the services of an casualty 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,

NOW THEREFORE, BE IT RESOLVED, that **Wells Fargo** be appointed as casualty insurance broker for the Randolph Township Board of Education for the 2010-2011 school year.

15. **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 from this date, April 26, 2010 through the Board Organization Meeting of 2011, and a copy of this resolution be printed in a newspaper circulated in Morris County no later than May 10, 2010, pursuant to N.J.S.A. 18A:18A-5.

16. **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 and Scotland LLC** be appointed **Bond Counsel** for the Randolph Township Board of Education from this date, April 26, 2010 through the Board Organization Meeting of 2011, and a copy of this resolution be printed in a newspaper circulated in Morris County no later than May 10, 2010 pursuant to N.J.S.A 18A:18A-5.

17. **MOTION** to reaffirm all existing **curricula** in effect at this time, N.J.A.C. 6A:8-3.1.
18. **MOTION** to reaffirm all existing **textbooks** in effect at this time.
19. **MOTION** to appoint **Assistant Superintendent, District's Affirmative Action Officer** for the 2010-2011 school year in accordance with N.J.A.C. 6A:7-1.5.
20. **MOTION** to approve the bid threshold of \$29,000.00 and the quote threshold of \$4,350.00 in accordance with N.J.S.A. 18A:18A-3a, N.J.S.A. 40A:11-3 and N.J.A.C. 5:34-5, for the 2010-2011 school year.
21. **MOTION** to authorize investments via wire transfers.
22. **MOTION** to authorize the Business Administrator to make purchases through various cooperatives through the 2010-2011 school year.
23. **MOTION** to authorize periodic sales of used and/or surplus (non-real estate) property not needed for school purposes during the 2010-2011 school year in accordance with N.J.S.A. 18A:18A-45.
24. **MOTION** to authorize the administration to advertise bids throughout the 2010-2011 school year for goods and services required for the operation of the school system.
25. **MOTION** to approve participation in the coordinated transportation program implemented by the **Educational Services Commission of Morris County (ESCMC)** for the 2010-2011 school year.

26. **MOTION** to approve participation in the coordinated transportation program implemented by the **Educational Services Commission of Essex County (ESCEC)** for the 2010-2011 school year.
27. **MOTION** to approve participation in the coordinated transportation program implemented by the **Sussex County Regional Cooperative (SCRC)** for the 2010-2011 school year.
28. **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.
29. **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.
30. **MOTION** to appoint **Chief of Buildings**, as the district's **504 Compliance Officer** for facility related concerns in accordance with the Rehabilitation Act of 1973.
31. **MOTION** to appoint **Assistant Superintendent** as the district's **504 Compliance Officer** for pupil personnel services in accordance with the Rehabilitation Act of 1973.
32. **MOTION** to appoint **Chief of Buildings** as the district's **AHERA Asbestos Program Manager** in accordance with the Public Law 99-519 of 1986 and EPA Law 40CFR, Part 763.
33. **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 # 3)**

34. **MOTION** to approve authorization for Randolph Township Schools to make purchases through state contract vendors for the 2010-2011 school year.

RESOLVED, the Randolph Township Board of Education authorizes the Business Administrator and/or Qualified Purchasing Agent (QPA) to make purchases from state contract vendors for the 2010-2011 school year.

35. **MOTION** to appoint **Marisa Ciufalo, M.D.**, as District on call **Physician**.

36. **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 for the 2010-2011 school year.

37. **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. (formerly Urgent Medical Care) 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 for the 2010-2011 school year.

38. **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 for the 2010-2011 school year.

39. **MOTION** to appoint **Chief of Grounds** as the **Right-To-Know Coordinator** and the Integrated Pest Manager for the 2010-2011 school year.

40. **MOTION** to appoint **Chief of Buildings** as the **Indoor Air Quality Designated Person** for the 2010-2011 school year pursuant to N.J.A.C.12:100-13.1 -:100-13.
41. **MOTION** to appoint **Science Supervisor** as the **Chemical Hygiene Officer** for the 2010-2011 school year.
42. **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.

Public Discussion

Randolph resident welcomed the new members. She commented on her personal analysis of the recent election and what she felt the meaning of the votes indicated.

Another resident congratulated the board on the passing of the budget and welcomed the new board to the problems ahead of them.

Closed Session – 8:30 p.m.

Mr. Ethan Blynn made a motion seconded by Ms. Maria Martorana and carried unanimously by roll call vote to adopt the following resolution with an exception:

Board member Ms. Barbara Levinson was 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.

Adjournment

The board adjourned the public meeting and moved to closed session at 8:30 p.m.

Respectfully submitted,

Michael S. Neves
Board Secretary

RANDOLPH TOWNSHIP BOARD OF EDUCATION
ANNUAL CALENDAR OF SCHOOL BOARD MEETINGS
2010-2011 (2nd 3rd Tuesday, except where noted)
Board Approved 4-26-2010

05/04/10	Work Session	8:00 p.m.	Randolph High School Library
05/11/10	Business Session	8:00 p.m.	Randolph High School Library
06/08/10	Work Session	8:00 p.m.	Randolph High School Library
06/15/10	Business Session	8:00 p.m.	Randolph High School Library
07/13/10	Work Session	8:00 p.m.	Randolph High School Library
07/20/10	Business Session	8:00 p.m.	Randolph High School Library
08/10/10	Work Session	8:00 p.m.	Randolph High School Library
08/17/10	Business Session	8:00 p.m.	Randolph High School Library
09/14/10	Work Session	8:00 p.m.	Randolph High School Library
09/21/10	Business Session	8:00 p.m.	Randolph High School Library
10/12/10	Work Session	8:00 p.m.	Randolph High School Library
10/19/10	Business Session	8:00 p.m.	Randolph High School Library
11/09/10	Work Session	8:00 p.m.	Randolph High School Library
11/16/10	Business Session	8:00 p.m.	Randolph High School Library
12/14/10	Work Session	8:00 p.m.	Randolph High School Library
12/21/10	Business Session	8:00 p.m.	Randolph High School Library
01/11/11	Work Session	8:00 p.m.	Randolph High School Library
01/18/11	Business Session	8:00 p.m.	Randolph High School Library
02/08/11	Work Session	8:00 p.m.	Randolph High School Library
02/15/11	Business Session	8:00 p.m.	Randolph High School Library
03/08/11	Work Session	8:00 p.m.	Randolph High School Library
03/15/11	Business Session	8:00 p.m.	Randolph High School Library
04/12/11	Work Session	8:00 p.m.	Randolph High School Library
04/26/11 (4 th Tues)	Business Session	8:00 p.m.	Randolph High School Library

Election Day – Wednesday, April 27, 2011

All meetings begin with a CLOSED SESSION at 7:15 p.m. opening to the public at 8:00 p.m. Action may be taken.

BY ORDER OF THE RANDOLPH TOWNSHIP BOARD OF EDUCATION
MICHAEL S. NEVES, BUSINESS ADMINISTRATOR/BOARD SECRETARY



18A:12-24.1 Code of Ethics for School Board Members

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

L.2001,c.178,s.5.

