

The Randolph Township Board of Education held an Organization meeting on Tuesday, January 03, 2017 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 8, 2016 of elected school Board members as shown in **Exhibit # 1** attached hereto and made a part of the minutes.

<b>SCHOOL BOARD MEMBERS</b>	<b>VOTE TOTAL</b>	<b>TERM</b>	<b>EXPIRING</b>
Mr. Alfredo Z. Matos	4,880	3 year	2019
Ms. Susan DeVito	4,756	3 year	2019
Mr. Sheldon Epstein	4,248	3 year	2019

### **Oath-of-Office of New Members**

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

Ms. Susan DeVito, incumbents Mr. Sheldon Epstein and Mr. Alfredo Z. Matos

### **Roll Call**

The following Board members were present: Ms. Christine Aulenbach, Mr. Ronald Conti, Ms. Susan DeVito, Mr. Sheldon Epstein, Mr. Joseph Faranetta, Ms. Tammy MacKay, Mr. Alfredo Z. Matos, Ms. Colleen Pascale and Ms. Anne Standridge.

The following administrators were present: Miss Jennifer Fano, Superintendent, Mr. Gerald Eckert, Business Administrator / Board Secretary, Ms. Allison Freeman, Communications Coordinator / Community School Supervisor, Mr. Eric Burnside, Assistant Business Administrator / Assistant Board Secretary and Board Counsel

John P. Allen, Esquire was also present.

### **Nominations and Election for Board President**

The Board Secretary declared nominations for President to be opened.

Motion made by Ms. Tammy MacKay to nominate Mr. Alfredo Z. Matos for the office of Board President. No other nominations made.

Board member Colleen Pascale made a motion, seconded by Board member Joseph Faranetta to close nominations for Board President.

Nominations closed.

The motion carried by a roll call vote to appoint Alfredo Z. Matos as Board President with an exception:

Board member Anne Standridge abstained.

### **Newly Elected Board President Alfredo Z. Matos Assumed the Chair**

Mr. Matos assumed control of the meeting as President of the Randolph Township Board of Education.

### **Nominations and Election for Board Vice President**

Board President Alfredo Z. Matos declared nomination for Board Vice President to be opened.

Board member Sheldon Epstein made a motion to nominate Mr. Ronald Conti for the office of Board Vice President. No other nominations made.

Board member Colleen Pascale made a motion, seconded by Board member Joseph Faranetta to close nominations for Board Vice President.

Nominations closed.

The motion carried by a roll call vote to appoint Ronald Conti as Board Vice President with an exception:

Board member Anne Standridge abstained.

### **Correspondence** - None

### **President's Report**

Mr. Matos asked when the next business meeting will be. Mr. Eckert advised it is scheduled on January 17, 2017. Mr. Matos reviewed the Board agenda for the

meeting. Last year he articulated his personal visions and reminded the Board it is to continue to provide an outstanding educational experience.

### **Committee Report**

Ms. Aulenbach stated there is no date set for a January education committee meeting. Ms. Aulenbach did inform the Board the topics in February are; the weight of courses (Honors vs A.P.), the Athletic Department and A.P. Capstone.

Mr. Matos would like to get feedback from the Board members on what their interest would be for committees and liaisons.

### **New Business**

Organization Motions 1 – 44

Board Motion 1

On behalf of the Board, Mr. Alfredo Z. Matos made the motion seconded by Mr. Ronald Conti to approve Organization Motions 1 – 44. After a brief discussion, the Board recommended deferral of motions 42, 43 and 44 to a later date.

Board member Sheldon Epstein made a motion to table motions 42, 43 and 44. Motion seconded by Board Vice President Ronald Conti and unanimously carried by a roll call vote to table motions 42, 43 and 44.

Further discussion took place regarding annual schedule of board meetings, motion No. 41, exhibit 3. After a brief discussion, Board Vice President Ronald Conti moved a motion to change the business session meeting date of February 14, 2017 to Wednesday, February 15, 2017. Motion unanimously carried by a roll call vote to amend the business session meeting to February 15, 2017.

On behalf of the Board, Mr. Alfredo Z. Matos made the motion seconded by Board Vice President Ronald Conti and unanimously carried by a roll call vote to approve Organization Motions 1 – 41 as amended. Motions passed.

## **ORGANIZATION MOTIONS 1 – 44 v2**

**JANUARY 03, 2017**

1. **RESOLVED**, that the Board hereby appoints Gerald M. Eckert as Board Secretary through reorganization meeting of January 2018.
2. **RESOLVED**, in the absence of School Business Administrator / Board Secretary, the Board hereby appoints Eric Burnside as Acting Board Secretary to cover Board meetings effective January 3, 2017 through reorganization meeting of January 2018.

3. **RESOLVED**, that the Board hereby appoints Communications Coordinator, as the Custodian of District Records in accordance with the requirements of the Open Public Records Act through reorganization meeting of January 2018.
4. **RESOLVED**, that the Board hereby authorize the following institutions as official depositories of school funds through reorganization meeting of January 2018.

The Provident Bank  
TD Bank  
NJ Cash Management Fund

5. **RESOLVED**, that the Board hereby designate The Daily Record as the official newspaper, 18A:22-11, 18A:39-3, the Randolph Reporter as secondary newspaper for publications.
6. **RESOLVED**, that the Board hereby approve TAPinto Randolph as the online publication.
7. **RESOLVED**, that the Board hereby readopts all existing Bylaws, Policies and Regulations for the Board's own operation and the operation of the school system 18A:11-1.
8. **RESOLVED**, that the Board hereby readopts all existing contracts of the Board in effect at this time and authorized by law.
9. **RESOLVED**, that the Board hereby reaffirms all existing curriculum in effect at this time, N.J.A.C. 6A:8-3.1.
10. **RESOLVED**, that the Board hereby reaffirms all existing textbooks in effect at this time.
11. **RESOLVED**, that the Board hereby appoints Human Resources Officer as District's Affirmative Action Officer through reorganization meeting of January 2018 in accordance with N.J.A.C. 6A:7-1.5.
12. **RESOLVED**, that the Board hereby appoints Human Resources Officer as Public Agency Compliance Officer, through reorganization meeting of January 2018, as required by P.L.1975, Chapter 27 for the enforcement of Affirmative Action procedures in procurement.
13. **WHEREAS**, N.J.S.A. 18A:18A-3 provides that contracts that do not annually exceed in the aggregate, the bid threshold (currently \$40,000), may be awarded by the purchasing agent without advertising for bids when so authorized by Board Resolution, and

**WHEREAS**, N.J.S.A. 18A:18A-37, provides that all contracts that are in the

aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations, if so authorized by Board Resolution, and

**RESOLVED**, the Board of Education approves the appointment of the School Business Administrator as the Purchasing Agent for the district according to the rules and regulations of P.L. 1999 c.440; and

**BE IT FURTHER RESOLVED**, that the Purchasing Agent is authorized to award contracts up to his bid threshold of \$40,000 and establish the quote threshold at \$6,000 as per N.J.S.A. 18A:18A-2.

#### **14. RESOLUTION FOR THRESHOLD LIMITS ON DISCRETIONARY EXPENSES**

**BE IT RESOLVED**, that the Board of Education of the Township of Randolph defines non-discretionary expenditures as:

- Salaries and wages
- Employee benefits
- Debt service
- Insurance
- Utilities
- Special education required by the related IEP
- Tuition
- Professional Service Contracts awarded by the Board of Education. However, work to be performed beyond that awarded and in excess of the amount awarded in the contract that may approach the District's identified threshold is discretionary
- State Contract or Co-op Contract approved for use by the Board of Education and are considered non-discretionary
- Contracts awarded by the Board of Education
- Transportation Jointures

**THEREFORE**, all other expenditures are discretionary including expenditures not listed above that may be procured through State-Contracts or Co-op suppliers.

**BE IT FURTHER RESOLVED**, that the Board of Education of the Township of Randolph places a threshold limit on all discretionary expenditures of \$29,000 without the District Business Administrator having a Qualified Purchasing Agent (QPA) or \$40,000 with the District Business Administrator having a Qualified Purchasing Agent (QPA) certification and requires all purchase orders and transfers exceeding the threshold limit to be approved by the Board of Education before executing such purchase orders or transfers.

**BE IT FURTHER RESOLVED**, that under extreme emergency and for the good of the District, the Superintendent may request to exceed the threshold

limit on a specific transaction with the written approval of the President and FFT Committee Chairperson, of the Board of Education of the Township of Randolph.

**15. RESOLVED**, that the Board hereby authorize investments via wire transfers.

**16. RESOLVED**, that the Board hereby authorize the School Business Administrator to make purchases through various cooperatives through reorganization meeting of January 2018.

- a. Hunterdon County Educational Services Cooperative
- b. Educational Services Commission of New Jersey (*formerly: Middlesex Regional Educational Services Cooperative*)
- c. Morris County Cooperative Pricing Council
- d. National Joint Powers Alliance (NJPA)
- e. Somerset County Cooperative
- f. WSCA-NASPO Contracts of NJ
- g. PEPPM – Technology Bidding and Purchasing Program
- h. The Cooperative Purchasing Network (TCPN)
- i. KPN – Keystone Purchasing Network

**17. RESOLVED**, that the Board hereby authorize periodic sales of used and/or surplus (non-real estate) property not needed for school purposes through reorganization meeting of January 2018 in accordance with N.J.S.A. 18A:18A-45.

**18. RESOLVED**, that the Board hereby authorize the administration to advertise bids for goods and services required for the operation of the school system through reorganization meeting of January 2018.

**19. RESOLVED**, that the Board hereby adopts the following resolution:

**WHEREAS**, the Board and the Administration seek to minimize the frequency of shortened school days, for any reason; and

**WHEREAS**, all school activities shall be considered ancillary to the instructional program;

**NOW, THEREFORE, BE IT RESOLVED**, that the administration be urged to avoid the scheduling of interscholastic athletic contests which occur during or interfere with the regular high school day; and

**BE IT FURTHER RESOLVED**, that the approval of the Superintendent shall be obtained prior to the scheduling of any interscholastic athletic contest which may encroach on the regular school day.

**20. RESOLVED**, that the Board hereby approve the following resolution regarding designation of Superintendent for account transfers:

**BE IT RESOLVED**, that in accordance with N.J.S.A. 18A:22-8.1, the Superintendent of Schools is hereby designated to approve account transfers as are necessary between meetings of the Board.

**21. MOTION** to approve the following resolution:

**WHEREAS**, from time-to-time there is a pressing need to hire a non-administrative staff member between the Board's regularly scheduled meetings; and

**WHEREAS**, the Board of Education wishes to grant the Superintendent the authority to hire such non-administrative staff if the position is one which must be filled on an immediate basis and where a delay in hiring may result in the District losing an exceptional candidate or one who is assuming a position which is difficult to fill;

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Education grants the Superintendent the authority to hire non-administrative staff members between board meetings when there is an immediate need to do so, subject to a successful criminal history background check; and

**BE IT FURTHER RESOLVED**, that said hiring shall only take place with the approval of the Board President and Personnel Committee Chair; and

**BE IT FINALLY RESOLVED**, that the full Board of Education shall vote to ratify the approval at its next regularly scheduled meeting and said ratification shall occur unless there is a compelling reason for the Board not to affirm.

**22. RESOLVED**, that the Board hereby appoints Director of Facilities, as the district's 504 Compliance Officer for facility related concerns in accordance with the Rehabilitation Act of 1973.

**23. RESOLVED**, that the Board hereby appoints Human Resources Officer as the district's 504 Compliance Officer for pupil personnel services in accordance with the Rehabilitation Act of 1973.

**24. RESOLVED**, that the Board hereby appoints Director of Facilities as the district's AHERA Asbestos Program Manager in accordance with the Public Law 99-519 of 1986 and EPA Law 40CFR, Part 763.

**25. RESOLVED**, that the Board hereby acknowledge that all Board Members have received a copy of the Code of Ethics pursuant to the School Ethics Act in N.J.S.A. 18A:12-24.1. (Exhibit # 2) attached hereto and made part of the minutes.

- 26. RESOLVED**, that the Board hereby approves for Randolph Township Schools to make purchases through State contract vendors through the reorganization meeting of 2018.

**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 2018.

- 27. RESOLVED**, that the Board hereby appoints 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 2018.

- 28. RESOLVED**, that the Board hereby appoints URGI-MED Family Medical Center to provide drug testing for students, and

**WHEREAS**, URGI-MED Family Medical Center has experience in drug testing; and

**NOW, THEREFORE, BE IT RESOLVED**, that URGI-MED Family Medical Center be appointed as the healthcare facility for drug testing for the Randolph Township Board of Education through the reorganization meeting of 2018.

- 29. RESOLVED**, that the Board hereby appoints Prevention Specialists Inc., to provide drug testing services for Bus Drivers; and

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

**NOW, THEREFORE, BE IT RESOLVED**, that Prevention Specialists Inc., be appointed as the drug testing facility for the Randolph Township Board of Education through the reorganization meeting of 2018.



30. **RESOLVED**, that the Board hereby appoints Director of Facilities as the Right-To-Know Coordinator and the Integrated Pest Manager through the reorganization meeting of 2018.
31. **RESOLVED**, that the Board hereby appoints Director of Facilities as the Indoor Air Quality Designated Person through the reorganization meeting of 2018 pursuant to N.J.A.C.12:100-13.1 -:100-13.
32. **RESOLVED**, that the Board hereby appoints STEM 6 – 8 Supervisor as the Chemical Hygiene Officer through the reorganization meeting of 2018.
33. **RESOLVED**, that the Board hereby approves an annual maximum amount per employee for regular business travel only for which board approval is not required.

**WHEREAS**, the annual amount shall not exceed \$1,500 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.

**WHEREAS**, regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 includes attendance at regularly scheduled in-state county meeting and Department sponsored or association sponsored events provided free of charge. It also includes regularly scheduled in-state professional development activities for which the registration fee does not exceed \$150 per employee or board member.

34. **RESOLVED**, that the Board hereby appoints School Business Administrator, as the Attendance Officer through the reorganization meeting of 2018 pursuant to N.J.S.A. 18A:38-32.
35. **RESOLVED**, that the Board hereby approves Parliamentary Procedures  
**RESOLVED**, that the Randolph School District Board of Education, to the extent consistent with State Law, policies and bylaws of the Board will be guided by “Robert’s Rules of Order.”

36. **APPROVAL OF CONTRACT WITH SCHOOLBOARDNET LLC FOR SCHOOLBOARDNET SERVICES**

**RESOLVED**, the Randolph Township Board of Education approve the renewal of schoolboardnet paperless board meetings online services for period of one year in the amount of \$1,888.

37. **MOTION** to appoint Marisa Ciufalo, M.D. as District on call Physician.
38. **RESOLVED**, that the Board hereby appoints Substance Awareness Coordinator as District Anti-Bullying Coordinator through reorganization meeting of January 2018.

39. **RESOLVED**, that the Board hereby appoints Director of Special Services as District contact for Division of Child Protection and Permanency (formerly DYFS) through reorganization meeting of January 2018.
40. **RESOLVED**, that the Board hereby appoints Director of Special Services as Homeless Liaison through reorganization meeting of January 2018.
41. **RESOLVED**, that the Board hereby approves the attached annual schedule of regular board meetings of the Board of Education to be held, when possible, on second and third Tuesday of each month (Exhibit # 3) pursuant to 18A:10-6 attached hereto and made part of the minutes.

*The following motions No. 42, 43 and 44 deferred.*

42. **RESOLVED** that the Board hereby appoints \_\_\_\_\_ as District Representative to the New Jersey School Board Association N.J.S.A. 18A:6-46. *(Deferred)*
43. **RESOLVED** that the Board hereby appoints \_\_\_\_\_ and \_\_\_\_\_ as District Representatives to the Morris County School Board Association. *(Deferred)*
44. **RESOLVED** that the Board hereby appoints \_\_\_\_\_ as District Representative to the Educational Services Commission of Morris County's Representative Assembly, N.J.S.A. 18A:6-51. *(Deferred)*

Board President Alfredo Z. Matos moved and read the following motion:

**BOARD MOTION 1**

**JANUARY 03, 2017**

**RESOLVED**, that the Board hereby approves the repayment agreement with an employee identified in Schedule A; Employee I.D. No. 5626 in accordance with the terms and conditions therein.

Motion seconded by Board Vice President Ronald Conti and carried by a roll call vote to approve Board Motion 1 with an exception:

Board member Susan DeVito abstained. Motion passed.

Mr. Matos thanked Ms. Aulenbach for her service as Vice President.

Ms. Standridge thanked Ms. Aulenbach and stated she was disappointed how this election was conducted. She thanked Ms. Freeman for her newsletter. Ms. Standridge asked Mr. Matos to be more clear in the Presidents report when discussing his goals vs. the Board Goals.

Ms. Pascale thanked Ms. Aulenbach and applauded her performance the past year.

### **Public Discussion**

A concerned Randolph resident was at the middle school and thought the Capstone was excellent. Every student was involved with every teacher.

### **Closed Session**

Board President Alfredo Z. Matos made a motion seconded by Ms. Tammy MacKay to go into closed session. All in favor.

**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, Negotiations, Litigation and matters of Attorney-Client privilege. It is not yet possible to determine when the matters discussed in Closed Session will be made public.

### **Adjournment**

The Board reconvened in public session and adjourned the meeting at 08:21 p.m.

Respectfully submitted,

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Gerald M. Eckert  
Board Secretary