

**FRELINGHUYSEN TOWNSHIP BOARD OF EDUCATION
MEETING AGENDA
Wednesday, May 31, 2017
7:00 PM**

Open Public Meeting Statement

Salute to the Flag

Roll Call:

Tricia Cowell
Janet DeFilippis
Lowell Forbes
Michael Galante
Sheryl Hannam

David Hocking
Kimberly Neuffer, President
Benny Perez
Lori Anne Swistak, Vice President

Hearing & Petitions of Citizens

Request for Executive Session

Committee Reports

Report of the Chief School Administrator

CSA Recommendations/Action Items

1. Motion to approve the following substitutes for the 2016-17 school year:

Marybeth Woollen
Patricia Kemper – School Nurse
Warren County Substitute School Nurse List

2. Motion to approve the facility use request:

STEAM Faire	June 8, 2017 3:00 PM – 7:00 PM	All Purpose Room
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Camp Invention	June 26 – June 29, 2017	All Purpose Room
STEM Summer Camp	7:45 AM – 3:15 PM	3 classrooms

Kevin Newman
Pending receipt of Certificate of Insurance

NWR Drama	June 6, 2017	Media Center
Booster Club	7:00 – 8:30 PM	

Pending receipt of Certificate of Insurance

3. Motion to approve a lateral move from BA to BA+15 for Diana Mai, effective November 1, 2016 through June 30,2017.
4. Motion to approve the Frelinghuysen Township School's Extended School Year Program be held at the North Warren Regional High School.
5. Motion to approve entering into a contract with Maschio's Food Service to provide Food Service for the 2017-18 school year at an annual management fee in the amount of \$7,568.

6. Motion to adopt the current by-laws, parliamentary procedures, district policies and regulations for the 2017-18 school year.
7. Motion to approve all current curricula for the 2017-18 school year.
8. Motion to approve School Alliance Insurance Fund as the district's insurance carrier for the 2017-18 school year.
9. Motion to approve the following appointments for the 2017-18 school year:
 - a. Depositories of school monies – First Hope Bank
 - Accounts include Cafeteria, Capital Reserve, General Fund, Maintenance Reserve, Payroll, Payroll Agency and Unemployment
 - b. Designated Endorsers of Board Warrants:
 - General Fund-School Business Administrator, Treasurer, BOE President
 - Payroll Account-School Business Administrator or Treasurer
 - Payroll Agency Account-School Business Administrator or Treasurer
 - Cafeteria Account-School Business Administrator or Treasurer
 - Unemployment Account-School Business Administrator or Treasurer
 - Capital Reserve Account-School Business Administrator or Treasurer
 - Maintenance Reserve Account-School Business Administrator or Treasurer
 - c. Official Newspaper – NJ Herald and Easton Express
 - d. Board Attorney-Marc Zitomer, Schenck Price Smith King, LLP, as needed
 - e. Medical Inspector-Dr. Gary Arvary, Skylands Medical Group, as needed
 - f. Auditor-Ardito & Company, Frenchtown, NJ
 - g. Payroll Processing-R & L Data Center, Bloomsbury, NJ
 - h. Insurance Agents/Brokers
 - Brown & Brown Insurance Brokers – Casualty, Property & Workers' Comp
 - Integrity Consulting Group-Health benefits
 - AFLAC Insurance Company-Accident, Cancer, & Disability Insurance
 - Prudential Insurance Company-Disability Insurance
 - Tax Shelter Annuity Brokers – AXA Equitable, Lincoln Investment & Vanguard
 - i. District Investment Officer-Board Secretary/School Business Administrator
 - j. Custodian of Records-Board Secretary/School Business Administrator
 - k. Custodian of Petty Cash-Board Secretary/School Business Administrator
 - l. Affirmative Action Officer-Board Secretary/School Business Administrator
 - m. Public Contracts Compliance Officer and Purchasing Agent-School Business Administrator
 - n. Integrated Pest Management Coordinator-School Business Administrator
 - o. Wastewater Operator-Ken Yudichak with a \$3,000 stipend
 - p. Liaison for Child Abuse, Chemical Hygiene, Conduct, Homeless & Drugs-Ruth Toronzi with no stipend
 - q. Teacher in Charge - \$80 per diem stipend
 - r. Qualified Purchasing Agent-Karin Laraway
10. Motion to approve the following authorizations for the 2017-18 school year:
 - CSA and Board Secretary/School Business Administrator to implement the 2017-18 budget and chart of accounts pursuant with local and state policies and regulations
 - Board Secretary/School Business Administrator to award contracts up to the bid threshold of \$40,000 and set quote threshold of \$6,000

- Board Secretary/School Business Administrator to procure goods and services through State contracts
- CSA and Board Secretary/School Business Administrator to transfer funds within the line item accounts prior to BOE meetings

11. Motion to establish the following fees:

- Photocopying
 - Letter size – 5 cents
 - Legal size – 7 cents
 - CD, DVD – actual cost of materials
- 2017-18 Tuition Rates
 - Kindergarten \$12,528
 - Grades 1-5 \$14,841
 - Grade 6 \$11,928
- Substitutes
 - Aides \$75 per day
 - Teacher \$80 per day, \$85 per day after 10 consecutive days
 - Secretary \$80 per day
 - Custodian \$15.50 per hour
 - Nurse \$100 per day
- Petty cash - \$200 with a single expenditure not to exceed \$60 and the School Business Administrator will oversee the account

12. Motion to approve the schedule for requisition of taxes for the 2017-18 school year as attached.

REPORT OF THE BOARD SECRETARY

1. Motion to approve the bills list dated 4-27-17 to 5-31-17.
2. Motion to approve the transfers for April 2017.
3. Accept, certify and file the treasurer’s and board secretary’s financial reports for April 2017 and note that sufficient funds are available to meet the district’s financial obligations and that no major account has been over-expended in accordance with N.J.A.C. 6A:23A:16.10.
4. Motion to approve the following minutes:

April 26, 2017	Regular and Executive session minutes
May 10, 2017	Regular and Executive session minutes
May 3, 4, 8, 2017	Special Meeting and Executive session minutes
May 16, 18, 2017	Special Meeting and Executive session minutes

Correspondence

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Adjournment