

**FRELINGHUYSEN TOWNSHIP BOARD OF EDUCATION**  
**Minutes of October 5, 2016**

The Frelinghuysen Township Board of Education held a regular business meeting on Wednesday, October 5, 2016 in the Media Center at the school at 7:04 PM. Mrs. Kim Neuffer, President called the meeting to order.

Please let the minutes show that the Frelinghuysen Township Board of Education has complied with the Open Public Meetings Act which requires that advance notice of this meeting be given and that the public has the right to attend such meetings. This advanced notice was published in The Express Times and the New Jersey Herald. All discussions and official actions of this meeting, unless specifically exempted, will take place in public.

The Pledge of Allegiance was recited.

**ROLL CALL**

A roll call by the Board Secretary indicated:

Present: Tricia Cowell, Janet DeFilippis, Lowell Forbes, Karen Kellaher, Benny Perez (arrived at 7:03 PM), Lori Swistak, Kim Neuffer

Absent: Sheryl Hannam, David Hocking

Also Present: Nicholas Diaz, CSA & Karin Laraway, Interim Board Secretary

Audience Present: Tracy Smolen

**HEARING & PETITIONS OF CITIZENS** – None at this time.

**REQUEST FOR EXECUTIVE SESSION** –None at this time.

**REPORT OF THE CHIEF SCHOOL ADMINISTRATOR**

Mr. Diaz provided the BOE with a Curriculum Update Schedule. Curriculums are on a 5 year cycle.

The 2016-17 current cycle includes:

Gifted and Talented (K-6) Update deadline – November 30, 2016  
Anticipated BOE approval – December 14, 2016

Social Studies (K-6) Update deadline – December 23, 2016  
 Anticipated BOE approval – January 4, 2017  
 World Language (K-6) Update deadline – December 23, 2016  
 Anticipated BOE approval – January 4, 2017  
 LAL (K-6) Update deadline – February 28, 2017 Anticipated  
 BOE approval – March 2017  
 Math (K-6) Update deadline – April 28, 2017  
 Anticipated BOE approval – May 2017

2017-18 cycle:

Science (K-5) Update deadline – August 31, 2017  
 Anticipated BOE approval – September 2017

There was a BOE member question if there is teacher input when writing curriculum. Mr. Diaz stated that yes, there should be because the teachers are going to follow the curriculum for classroom instruction and their input is very important.

Mr. Diaz also provided information on the district’s Gifted and Talented Program. There are multiple measures, beginning in Kindergarten, used to identify G & T students, such as achievement test scores, assessments, and teacher recommendations. This process has begun, with an anticipated roll out for November.

**CSA RECOMMENDATIONS /ACTION ITEMS**

1. Motion made by Mrs. DeFillippis, seconded by Mrs. Swistak, to approve Megan Schmidt as School Counselor, Step 1 MA, \$10,412.40 prorated, one day a week to begin October 11, 2016 as recommended by the CSA.

Motion approved on a unanimous roll call vote.

2. Motion made by Mrs. Kellaheer, seconded by Mrs. Cowell, to approve Megan Schmidt as a substitute for the 2016-17 school year as recommended by the CSA.

Motion approved on a unanimous roll call vote.

3. Motion made by Mrs. DeFellippis, seconded by Mrs. Cowell, to approve the following mentors for new teachers:

<b>Mentor</b>	<b>Mentee</b>
Kate Lorenzo	Kate Harclerode
Tracy Smolen	Amanda Caravito
Natalie O’Neil	Mirta Loza

Motion approved on unanimous voice vote.

4. Motion made by Mrs. Swistak, seconded by Mrs. DeFillippis, to approve the following field trips:

Pre-K	Races Farm Weds, 10-12-16	\$10.50/student Parent transport	Total \$157.50
Grades 5 & 6	Fairview Lake Mon, 11-7-16	\$29/student (40) Adult no charge	Total \$1,160 Transp cost
TBD			
Grades 3 & 4	Fairview Lake Mon, 10-24-16	\$29/student (41) Adult no charge	Total \$1,189 Transp cost
TBD			
Grades 1 & 2	Fairview Lake Mon, 10-17-16	\$29/student (37) Adult no charge	Total \$1,073 Transp cost
TBD			

Motion approved on a unanimous roll call vote.

5. Motion made by Mrs. DeFillippis, seconded by Mr. Forbes, to approve Karin Laraway, Interim School Business Administrator, as the School Alliance Insurance Fund Commissioner for the 2016-17 school year.

Motion approved on a unanimous voice vote.

6. Motion made by Mrs. DeFillippis, seconded by Mrs. Cowell, to approve the following facilities usage requests:

PTO

A. Bookfair	October 18-19, 2016 6-8 PM	Library
B. Chess Club Practice	Every Wed from Oct-Feb 3-4:15 PM	Library
C. Painting fundraiser	November 4, 2016 5-8:30 PM	All purpose room

Girl Scouts

Child care during Parent/ Teacher conferences	October 18-19, 2016 5:45 – 8:15 PM	Gym or classroom
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NJDOE Tech workshop	October 11, 2016 9:20 AM – 12.40 PM	Media Center
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Motion approved on a unanimous voice vote for all requests except with Mr. Forbes abstaining on the approval of the Girl Scouts' request.

## **REPORT OF THE BOARD SECRETARY**

1. Motion made by Mr. Forbes, seconded by Mrs. Cowell, to approve the following minutes:  
September 7, 2016 regular minutes  
September 7, 2016 executive session minutes and release

Motion approved on a unanimous voice vote.

2. Motion made by Mrs. Swistak, seconded by Mrs. Cowell, to approve the release of August 30, 2016 executive session minutes

Motion approved on a unanimous voice vote.

## **CORRESPONDENCE**

Mrs. Neuffer read a letter from Mrs. Smolen, on behalf of the Teachers' Association, stating that thank you notes were sent to the following people:

Custodians-Mr. Neely, Mr. Oakes, Mr. Zilizo and Mr. Pilote for their hard work over the summer to get the school ready for the new school year.

Mr. Kevin Ramos for his generous donation providing the supplies and manpower to paint the interior of the school.

**HEARING AND PETITIONS OF CITIZENS** – None at this time.

## **REQUEST FOR EXECUTIVE SESSION**

Motion made by Mr. Cowell, seconded by Mrs. DeFillippis, to adjourn to executive session to discuss student issues and staffing for approximately 20 minutes. The time was 7:50 PM.

Motion approved on a unanimous voice vote.

Mrs. Neuffer read the Sunshine Law.

Motion made by Mr. Forbes, seconded by Mrs. Swistak, to leave executive session. The time was 8:14 PM.

Motion approved on a unanimous voice vote.

Mr. Diaz informed the BOE that the Halloween parade was being changed to Friday, October 28, for safety reasons. Back to school night went smoothly and was fun. Superintendent evaluations are to be realigned to the Leadership standards. Due to problems with the network, the implementation of the new VoIP phone system which is on hold. Veterans' Day will be celebrated on Wednesday, November 9. The school is closed for NJEA on November 11.

Mr. Diaz also provided information regarding the donation of goods and services that has been procured by the Supervisor of Curriculum and Instruction at no cost to the district.

### **ADJOURNMENT**

Motion made by Mrs. Cowell, seconded by Mrs. Kellaher, to adjourn the regular meeting. The time was 8:50 PM.

Motion approved on a unanimous voice vote.

Respectfully submitted,

Karin Laraway  
Interim Business Administrator