

**Frelinghuysen Township Board of Education**  
**Minutes of May 30, 2018**

The Frelinghuysen Township Board of Education held a regular business meeting on Wednesday, May 30, 2018 in the Media Center at Frelinghuysen School at 7:00 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 NJ Herald and the Express Times. All discussions and official actions of this meeting, unless specifically exempted, will take place in public.

The Board pledged Allegiance to the Flag.

**Present:** Mrs. Cowell, Mrs. DeFilippis, Mr. Forbes, Mrs. Hannam (arrived at 7:15 PM), Mr. Hocking, Mrs. Swistak, Mrs. Neuffer

**Absent:** Mr. Galante, Mr. Perez

**Also Present:** Stephanie Bonaparte, CSA  
Karin Laraway, Board Secretary

**Hearing & Petitions of Citizens** – None at this time.

**Request for Executive Session** - There will be an executive session at the end of the regular meeting.

**Report of the Chief School Administrator**

PARCC testing was conducted in May during split weeks, with ELA during one week and Math the following week.

There was a Science field test today, May 30. Students took the test seriously and all went well.

Policy/curriculum update – the policies will be sent out next month by Strauss Esmay and then the respective committees will be given the policies for review.

PTO is sponsoring a Rock Garden project and a decision will be made where to place the Rock Garden.

There are two class trips to go- the 6<sup>th</sup> grade trip to the Camden Aquarium/Philadelphia and the 3<sup>rd</sup> grade trip to the Pequest Fish Hatchery.

## Annual Appointments

1. Motion made by Mrs. Swistak, seconded by Mr. Forbes, to adopt the current by-laws, parliamentary procedures, district policies and regulations for the 2018-19 school year.

Motion approved on a unanimous roll call vote.

2. Motion made by Mr. Forbes, seconded by Mrs. Cowell, to approve all current curricula for the 2018-19 school year.

Motion approved on a unanimous roll call vote.

3. Motion made by Mrs. Swistak, seconded by Mr. Forbes, to approve School Alliance Insurance Fund as the district's insurance carrier for the 2018-19 school year.

Motion approved on a unanimous roll call vote.

4. Motion made by Mrs. Swistak, seconded by Mr. Forbes, to approve the following appointments for the 2018-19 school year as listed:

- 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/Board Secretary, Treasurer, BOE President
  - Payroll Account-School Business Administrator/Board Secretary or Treasurer
  - Payroll Agency Account-School Business Administrator/Board Secretary or Treasurer
  - Cafeteria Account-School Business Administrator/Board Secretary or Treasurer
  - Unemployment Account-School Business Administrator/Board Secretary or Treasurer
  - Capital Reserve Account-School Business Administrator/Board Secretary or Treasurer
  - Maintenance Reserve Account-School Business Administrator/Board Secretary or Treasurer
- c. Official Newspaper – NJ Herald, alternate 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
  - Prudential Insurance Company-Disability Insurance
  - Tax Shelter Annuity Brokers – AXA Equitable, Lincoln Investment & Vanguard
- i. District Investment Officer- School Business Administrator /Board Secretary
  - j. Custodian of Records- School Business Administrator/Board Secretary
  - k. Custodian of Petty Cash- School Business Administrator/Board Secretary
  - l. Affirmative Action Officer- School Business Administrator/Board Secretary
  - m. Public Contracts Compliance Officer and Purchasing Agent-School Business Administrator/Board Secretary
  - n. Integrated Pest Management Coordinator-School Business Administrator/Board Secretary
  - o. Wastewater Operator-Ken Yudichak with a \$3,000 stipend
  - p. Liaison for Child Abuse, Hygiene, Conduct, & Drugs-Ruth Toronzi with no stipend
  - q. Teacher in Charge - \$80 per diem stipend
  - r. Qualified Purchasing Agent-School Business Administrator/Board Secretary

Motion approved on a unanimous roll call vote.

5. Motion made by Mr. Forbes, seconded by Mrs. Cowell, to approve the following authorizations for the 2018-19 school year:
  - CSA and School Business Administrator/Board Secretary to implement the 2018-19 budget and chart of accounts pursuant with local and state policies and regulations
  - School Business Administrator/Board Secretary to award contracts up to the bid threshold of \$40,000 and set quote threshold of \$6,000
  - School Business Administrator/Board Secretary to procure goods and services through State contracts
  - CSA and School Business Administrator/Board Secretary to transfer funds within the line item accounts prior to BOE meetings

Motion approved on a unanimous roll call vote.

6. Motion made by Mrs. Cowell, seconded by Mr. Forbes, to establish the following fees:
  - Photocopying
    - Letter size – 5 cents
    - Legal size – 7 cents
    - CD, DVD – actual cost of materials

- 2018-19 Tuition Rates
  - Kindergarten \$11,448
  - Grades 1-5 \$15,279
  - Grade 6 \$14,569
- 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/Board Secretary will oversee the account

Motion approved on a unanimous roll call vote.

7. Motion made by Mrs. Swistak, seconded by Mr. Forbes, to approve the schedule for requisition of taxes for the 2018-19 school year as attached.

Motion approved on a unanimous roll call vote.

**Personnel – as recommended by the CSA – None at this time.**

**Finance/Facilities**

1. Motion made by Mr. Forbes, seconded by Mrs. Cowell, to approve the list of bills dated 5-30-18 in the amount of \$179,336.37.

Motion approved on a unanimous roll call vote.

2. Motion made by Mr. Forbes, seconded by Mrs. Cowell, to approve entering into a contract with Maschio’s Food Service to provide Food Service for the 2018-19 school year at an annual management fee in the amount of \$7,790.

Motion approved on a unanimous roll call vote.

**Curriculum/Policy – None at this time.**

**Technology – None at this time.**

**Report of the Board Secretary**

- R1. Motion made by Mr. Forbes, seconded by Mrs. Hannam, to approve the transfers for April 2018.

Motion approved on a unanimous roll call vote.

- R2. Motion made by Mr. Forbes, seconded by Mrs. Hannam, to accept, certify and file the treasurer's and board secretary's financial reports for April 2018 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.

Motion approved on a unanimous roll call vote.

- R3. Motion made by Mr. Forbes, seconded by Mrs. Swistak, to approve the following minutes:

|                |                                       |
|----------------|---------------------------------------|
| April 25, 2018 | Regular meeting                       |
| May 14, 2018   | Regular meeting and Executive session |

Motion approved on a unanimous voice vote with Mrs. Cowell, Mr. Hocking and Mrs. Neuffer abstaining.

**Unfinished Business** – None at this time.

### **New Business**

Mr. Forbes reported that there is a possibility that the State Police will mandate that each school have a secure area such as the area that Frelinghuysen School has between the front door and the second set of doors in the front lobby. This area is sometimes called a "Mantrap." There was also discussion about creating a window in the front office so that visitors do not have to enter the school and would be able to conduct business through that window.

Mrs. Neuffer reported that Mrs. Cowell was recognized by the Warren County School Boards Association for her ten years of service as a Board Member. Mrs. Neuffer, on behalf of the Board, thanked Mrs. Cowell for her service.

The North Warren High School play this year is Shrek Jr. There are many Frelinghuysen students in it.

**Correspondence** – None at this time.

**Hearing & Petitions of Citizens** – None at this time.

### **Request for Executive Session**

Motion made by Mr. Forbes, seconded by Mrs. DeFilippis, to adjourn to executive session to discuss the CSA evaluation. The time was 7:40 PM.

Motion approved on a unanimous voice vote.

Mrs. Bonaparte and Mrs. Laraway left the meeting at 7:40 PM.

Motion made by Mr. Forbes, seconded by Mrs. Swistak, to return to the regular meeting. The time was 8:50 PM.

Motion approved on a unanimous voice vote.

### **Adjournment**

Motion made by Mr. Forbes, seconded by Mrs. DeFilippis, to adjourn the regular meeting. The time was 8:50 PM.

Motion approved on a unanimous voice vote.

Respectfully submitted,

Karin Laraway  
Board Secretary