

**Frelinghuysen Township Board of Education  
Minutes of August 15, 2018**

The Frelinghuysen Township Board of Education held a regular business meeting on Wednesday, August 15, 2018 in the Media Center at Frelinghuysen School at 7:03 PM. Mrs. 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, Mr. Hocking, Mr. Perez, Mrs. Swistak, Mrs. Neuffer

**ABSENT:** Mr. Galante

**ALSO PRESENT:** Stephanie Bonaparte, CSA  
Karin Laraway, Board Secretary

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

**Request for Executive Session** – None at this time.

**Report of the Chief School Administrator**

Mrs. Bonaparte reported:

- She attended School Safety Specialist for 4 days the beginning of the month. The district will be diligent in safety and security measures.
- The Prosecutor's office are donating lock boxes to all the districts in the county, however all boxes will have the same code. The district will not be using these lock boxes.
- The district was targeted by the state for a review of Special Education. The district was non-compliant with timelines. A report will be submitted by the end of October detailing the corrective action taken by the district.
- Teacher website's will be eliminated due to the fact that teachers use ClassDojo and using the website would be a duplication of effort.
- Bus routes are being coordinated with the contractor. An effort is being made to consolidate stops for efficiency.
- The building has been cleaned, classrooms moved, and grounds maintained. The custodial staff, including the summer hires, worked cohesively and diligently to prepare the building for the new school year.

- Curricula is on the agenda to be approved. The teachers did a great job in writing the curriculum.
- A part time Business Administrator is on the agenda for approval. She was unable to be present tonight but will be at the next meeting.
- Upcoming dates: Pre-k and Kindergarten orientation – August 27  
Professional development – August 29 & 30, First day of school-September 4.

**Personnel – as recommended by the CSA**

- P1. Motion made by Mr. Forbes, seconded by Mrs. Hannam, to appoint Jessica Gash, Hardwick, NJ, as an aide, 5 hrs/day, 182 days, \$12.00/hr for the 2018-19 school year, pending Criminal History Review and NJ Child Abuse Disclosure Release P.L. 2018. C.5.

Motion approved on a unanimous roll call vote.

- P2. Motion made by Mrs. Swistak, seconded by Mr. Forbes, to appoint Heather Podmayersky, Columbia, NJ, as an aide, 6 hrs/day, 182 days, \$12.36/hr for the 2018-19 school year, pending Criminal History Review and NJ Child Abuse Disclosure Release P.L. 2018. C.5.

Motion approved on a unanimous roll call vote.

- P3. Motion made by Mr. Forbes, seconded by Mrs. Cowell, to appoint Alysse Jacobs, as a Spanish Teacher, 1 day/wk, MA+30, Step 3, \$11,273 for the 2018-19 school year, pending Criminal History Review and NJ Child Abuse Disclosure Release P.L. 2018. C.5.

Motion approved on a unanimous roll call vote.

- P4. Motion made by Mrs. Swistak, seconded by Mr. Forbes, to appoint Lisa DeLong, Interim Business Administrator, September 1, 2018 through June 30, 2019 pending approval by the Executive County Superintendent.

Motion approved on a unanimous roll call vote.

- P5. Motion made by Mr. Forbes, seconded by Mrs. Cowell, to appoint Karin Laraway, Assistant to the Business Administrator, September 1, 2018-June 30, 2019, \$59,340.

Motion approved on a unanimous roll call vote.

- P6. Motion made by Mrs. Cowell, seconded by Mr. Forbes, to appoint Karin Laraway as Board Secretary for the 2018-19 school year.

Motion approved on a unanimous roll call vote.

## Finance/Facilities

- F1. Motion made by Mrs. Swistak, seconded by Mr. Forbes, to approve the list of bills dated July 2018 in the amount of \$107,425.13.

Motion approved on a unanimous roll call vote.

- F2. Motion made by Mr. Forbes, seconded by Mrs. Cowell, to approve the list of bills dated August 15, 2018 in the amount of \$74,784.75.

Motion approved on a unanimous roll call vote.

- F3. Motion made by Mr. Forbes, seconded by Mrs. Swistak, to approve the 2018-2019 student transportation contract with First Student, Inc. contract #FTS-09 for three to and from school bus routes – FTS01 in the amount of \$27,945; FTS02 in the amount of \$27,945; FTS 03 in the amount of \$27,945.

Motion approved on a unanimous roll call vote.

- F4. Motion made by Mr. Forbes, seconded by Mrs. DeFilippis, to approve the following Facility Use requests pending receipt of insurance:

a. KEEP	9-4-18 to 6-30-19 7-9 AM 3-6 PM	Classroom
b. Sandra Smith	9-10-18 to 6-20-19 M,T,TH 3-7:30 PM W 3-4:30 PM	Music Room

Motion approved on a unanimous voice vote.

- F5. Motion made by Mr. Forbes, seconded by Mrs. Hannam, to approve the following professional development:  
J. Moriarty                      The ABCs of HIB webinar                      \$40

Motion approved on a unanimous roll call vote.

- F6. Motion made by Mr. Forbes, seconded by Mrs. DeFilippis, to accept the donation of supplies from Crayola valued at \$500.

Motion approved on a unanimous roll call vote.

- F7. Motion made by Mrs. Swistak, seconded by Mr. Forbes, to enter into a Joint Transportation Agreement with Sussex County Regional Transportation Cooperative for the 2018-19 school year.

Motion approved on a unanimous voice vote.

- F8. Motion made by Mr. Forbes, seconded by Mrs. Cowell, to accept a \$12,000 donation from the Frelinghuysen School PTO for library renovations and choral risers.

Motion approved on a unanimous roll call vote.

### **Curriculum/Policy**

- C1. Motion made by Mrs. Swistak, seconded by Mrs. Cowell, to approve the Math Curriculum.

Motion approved on a unanimous roll call vote.

- C2. Motion made by Mr. Forbes, seconded by Mrs. Hannam, to approve the Spanish Curriculum.

Motion approved on a unanimous roll call vote.

- C3. Motion made by Mr. Forbes, seconded by Mr. Perez, to approve the Physical Education Curriculum.

Motion approved on a unanimous roll call vote.

- C4. Motion made by Mrs. Cowell, seconded by Mrs. DeFilippis, to approve the draft policy manual with committee edits.

Motion approved on a unanimous roll call vote.

**Technology** – None at this time.

### **Report of the Board Secretary**

- R1. Motion made by Mr. Forbes, seconded by Mrs. DeFilippis, to approve the following minutes:

July 25, 2018                      Regular and executive session

Motion approved on a unanimous voice vote.

- R2. Motion made by Mrs. Swistak, seconded by Mr. Forbes, to approve the transfers for June 2018.

Motion approved on a unanimous roll call vote.

- R3. Motion made by Mr. Forbes, seconded by Mrs. Hannam, to accept, certify and file the treasurer's and board secretary's financial reports for June 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.

**Unfinished Business** – Mrs. Neuffer reminded the BOE about completing the BOE self - evaluation and possibly having a BOE retreat in September.

**New Business** - None at this time.

**Correspondence** – None at this time.

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

**Request for Executive Session** – None at this time.

### **Adjournment**

Motion made by Mrs. DeFilippis, seconded by Mr. Forbes, to adjourn the meeting. The time was 7:54 PM.

Motion approved on a unanimous voice vote.

Respectfully submitted,

Karin Laraway  
Board Secretary