

Frelinghuysen Township Board of Education
Minutes of June 12, 2019

The Frelinghuysen Township Board of Education held a Regular Meeting on Wednesday, June 12, 2019 in the Media Center at Frelinghuysen School at 7:03 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, Mrs. Neuffer, Mr. Forbes, Mrs. Hannam (arrived at 7:10 PM), Mrs. Swistak

ABSENT: Mrs. Peterson, Mr. Hocking, Mr. Galante

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

Presentation

Mrs. J. Guida, Preschool teacher, presented a slideshow of the Pre-K program this year

Hearing & Petitions of Citizens – None at this time

Request for Executive Session – None at this time

Report of the Chief School Administrator

- Immigration Day – great success
- Second graders – Alex’s Lemonade Stand, raised \$454
- STEM Fair – Very creative ideas
- Graduation walk – was fun for our students and the NWRHS students
- Field Day – postponed until Monday, June 17
- Promotion ceremonies – June 19 – 10 AM is Kindergarten, 7 PM is 6th grade
- Strategic Planning – looking to begin in the Fall
- Policy updates – summer

Annual Appointments

Motion made by Mr. Forbes, seconded by Mrs. Hannam, to approve the annual appointments 1-6 as listed for the 2019-20 school year.

1. Motion to adopt the current by-laws, parliamentary procedures, district policies and regulations for the 2019-20 school year.
2. Motion to approve all current curricula for the 2019-20 school year.
3. Motion to approve School Alliance Insurance Fund as the district's insurance carrier for the 2019-20 school year.
4. Motion to approve the following appointments for the 2019-20 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. Cullen, 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 \$3,500 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
 - s. Board Secretary-Karin Laraway
5. Motion to approve the following authorizations for the 2019-20 school year:
- CSA and School Business Administrator, Board Secretary to implement the 2019-20 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
6. Motion to establish the following fees:
- Photocopying
 - Letter size – 5 cents
 - Legal size – 7 cents
 - CD, DVD – actual cost of materials
 - 2019-20 Tuition Rates
 - Kindergarten \$15,286
 - Grades 1-5 \$16,496
 - Grade 6 \$17,125
 - 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.

Personnel-as recommended by the CSA

1. Motion made by Mr. Forbes, seconded by Mrs. Hannam, to approve Emily Higgins as a summer custodian, 5 days/wk, 7 hours/day, \$15.00/hr, June 24-August 23, 2019.

Motion approved on a unanimous roll call vote.

2. Motion made by Mr. Forbes, seconded by Mrs. Swistak, to appoint Molly Petty as Interim Business Administrator for the 2019-20 School year, \$62.50/hr, 16 hours per month pending approval of the Executive County Superintendent.

Motion approved on a unanimous roll call vote.

Finance/Facilities

1. Motion made by Mr. Forbes, seconded by Mrs. Hannam, to enter into a shared services agreement with Pohatcong Township Board of Education for the 2019-20 school year- Spanish Teacher, not to exceed \$18,910.

Motion approved on a unanimous roll call vote.

2. Motion made by Mr. Forbes, seconded by Mrs. Cowell, to enter into a shared services agreement with Blairstown Township Board of Education for the 2019-20 school year- Child Study Team Services, \$59,707 September 2019-June 2020. Summer services (July-August), if required and with prior approval from the CSA or Supervisor as follows:

School Psychologist Evaluation	\$400
LDT-C evaluation	\$400
Social Worker Evaluation	\$400
Add'l time-meetings, planning	\$75

Motion approved on a unanimous roll call vote.

3. Motion made by Mrs., Cowell, seconded by Mrs. Hannam, to approve the following facility use requests as listed:

PTO	Tent/graduation	June 17-22	Outside
Michael Lubrecht	Eagle Scout project	June 20, 21, 27,28 July 5,6,8,9,11,12, 15-31	Outdoor classroom
GS Troop 70023	Dance grades 4-6 Back to School Dance	September 20, 2019 5-8:30 PM	Gym, lobby

Motion approved on a 5-0-1- voice vote with Mr. Forbes abstaining.

4. Motion made by Mr. Forbes, seconded by Mrs. DeFilippis, to approve submission of the IDEA and ESEA grant for the 2019-20 school year.

Motion approved on a unanimous roll call vote.

5. Motion made by Mrs. DeFilippis, seconded by Mr. Forbes, to approve resolution to transfer current year surplus to reserve.

Motion approved on a unanimous roll call vote.

6. Motion made by Mr. Forbes, seconded by Mrs. Cowell, to accept a donation of the Wonder Workshop Wonder Pack for block-based coding skills and STEM learning from the Stefankiewicz Family valued at \$279.99.

Motion approved on a unanimous roll call vote.

Curriculum/Policy – None at this time.

Report of the Board Secretary

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

May 29, 2019 Regular meeting and Executive session

Motion approved on a unanimous voice vote.

Unfinished Business

Mrs. Swistak questioned as to whether there was any more information about the Township Resolution and the NWRSD. Mrs. Bonaparte stated there was none.

New Business

- NB1. Motion made by Mr. Forbes, seconded by Mrs. DeFilippis, to approve the School Bus Emergency Evacuation Drill Report of May 22, 2019.

Motion approved on a unanimous roll call vote.

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 enter into executive session for student matter, negotiations, CSA evaluation for approximately 30 minutes. The time was 7:28 PM.

Motion approved on a unanimous voice vote.

Mrs. Neuffer read the Sunshine Law.

Mr. Forbes left the meeting at 7:45 PM.

Mr. Forbes returned to the meeting at 7:50 PM.

Motion made by Mrs. DeFilippis, seconded by Mrs. Hannam, to return to the regular meeting. The time was 8:03 PM.

Motion approved on a unanimous voice vote.

Adjournment

Motion made by Mr. Forbes, seconded by Mrs. Hannam, to adjourn the meeting. The time was 8:03 PM.

Motion approved on a unanimous voice vote.

Respectfully submitted,

Karin Laraway
Board Secretary