

**Frelinghuysen Township Board of Education  
Minutes of June 17, 2020**

The Frelinghuysen Township Board of Education held a virtual Board of Education meeting on Wednesday, June 17, 2020, at 7:04 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. Galante, Mr. Hocking, Mrs. Peterson (7:12 PM), Mr. Forbes, Mrs. Hannam, Mrs. Neuffer

**ABSENT:** Mrs. Swistak

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

**Hearing & Petitions of Citizens - Comment is invited on any matter relating to the agenda.**  
None at this time.

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

**Report of the Chief School Administrator**

QSAC results – Frelinghuysen has been designated as a high performing district by the State of New Jersey

<b>NJQSAC Areas</b>	<b>District score</b>
Instruction	87%
Fiscal Management	100%
Governance	100%
Operations	95%
Personnel	100%

QSAC monitoring was held on March 17<sup>th</sup> in district. Operations was at 95% due to NJ SMART reporting 5% deduction and Instruction was based on state testing results.

Congratulations to the Class of 2020. Virtual graduation is posted as well as the Kindergarten graduation.

June 16 is the last day of school and diplomas were hand delivered.

Plans for September opening – normal in person instruction, virtual instruction and a hybrid model. Gathering data as well as feedback from parents, students, and staff.

PTO graciously provided year end gifts to staff and families. Thank you.

June 18 is the scheduled student pick up of personal items left in classrooms.

The district's Pandemic Plan has been submitted to the County office.

Would like to acknowledge Mrs. Hicks, who is retiring, and thanked her for her dedication to the district and best wishes for the future. Mrs. Hicks would prefer an in-person ceremony when gatherings are permitted.

Emergency security integrated updates-project is expensive but has been discussed for a while. Current system dates back to 1992, issues with paging system that at times does not function, repairs are quick fixes if repairs can be made. The new system will add speakers to any part of the building that does not have any and new phones with voice mail and emergency features will be in each room. The plan is well thought out and the goal is to do it right from the beginning.

New staff was recognized-Mr. Pimley, night custodian, has extensive maintenance background; Ms. Pryor is a paraprofessional in district, and Ms. Castellana has an extensive background in school district policies and procedures.

### **Personnel-as recommended by the CSA**

Motion made by Mr. Forbes, seconded by Mrs. Peterson, approve P1-P4 as listed and recommended by the Superintendent.

- P1. Appoint Emily Higgins as a summer custodian, 5 days/wk, 7 hours/day, \$15.50/hr, June 17-August 28, 2020.
- P2. Appoint Aimee Castellana of Newton, NJ, as Supervisor of Student Services/Teacher of Interventions, August 1, 2020 to June 30, 2021, 10 months plus up to 10 days in the summer per prior approval of the CSA,- \$74,000 plus up to 10 days at \$300 per diem, pending Criminal History Review and NJ Child Abuse Disclosure Release P.L. 2018. C.5.
- P3. Appoint Jessica Pryor of Hopatcong, NJ, as Special Education Teacher, BA, Step 1, \$50,214 for the 2020-21 school year.
- P4. Appoint John Pimley of Blairstown, NJ, as a full time night custodian,

8 hours/day, 5 days/week, \$17/hr to begin July 1, 2020 through June 30, 2021, pending Criminal History Review and NJ Child Abuse Disclosure Release P.L. 2018. C.5. Appointment includes a 30 day probationary period.

Motion approved on a unanimous roll call vote.

**Finance/Facilities**

Motion made by Mr. Forbes, seconded by Mrs. DeFilippis, to approve F1-F6 as listed.

- F1. Motion to approve the bills list dated June 17, 2020 in the amount of \$208,123.03.
- F2. Authorize prorated payments for Aid-in-Lieu to March 13, 2020 due to the COVID-19 health pandemic.
- F3. Approve resolution increasing the bid threshold:

WHEREAS, Karin Laraway, Interim School Business Administrator possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18 A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$40,000 to \$44,000 effective July 1. 2020

NOW, THEREFORE BE IT RESOLVED THAT THE Frelinghuysen Township Board of Education, pursuant to N.J.S.A.18A:18-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 for the Board of Education, and further authorized Karin Laraway, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid thresholds.

- F4. Establish an Emergency Reserve Account pursuant to N.J.S.A. 18A:7F-41.
- F5. Approve resolution to transfer current year surplus to reserve.
- F6. Approve entering into a purchasing agreement with Eastern DataCom for a total of \$86,041.25 for integrated emergency security system upgrades as follows:

Mitel phone system – WSCA-NASPO Contract #88132	\$24,427.50
Paging system – NJ State approved co-op #65MCECCPS	\$29,465.75

Wireless clocks/bell system – NJ contract PEPPM	\$10,092.00
Lockdown & Emergency Notification System (LENS) - NJ State approved co-op #65MCESCCPS	\$22,056.00

Motion approved on a unanimous roll call vote.

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

**Report of the Board Secretary**

Motion made by Mr. Forbes, seconded by Mrs. DeFilippis, to approve R1-R3 as listed.

- R1. Motion to approve the following minutes:  
May 27, 2020 Virtual Regular meeting and Virtual Executive session
- R2. Motion to approve the transfers for May 2020.
- R3. Motion to accept, certify and file the treasurer’s and board secretary’s financial reports for May 2020 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.

**Annual Appointments**

Motion made by Mr. Forbes, seconded by Mrs. Hannam, to approve the annual appointments 1-6 as listed for the 2020-21 school year.

- 1. Motion to adopt the current by-laws, parliamentary procedures, district policies and regulations for the 2020-21 school year.
- 2. Motion to approve all current curricula for the 2020-21 school year.
- 3. Motion to approve School Alliance Insurance Fund as the district’s insurance carrier for the 2020-21 school year.
- 4. Motion to approve the following appointments for the 2020-21 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 \$3,600 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-Karin Laraway
- s. Board Secretary-Karin Laraway
5. Motion to approve the following authorizations for the 2020-21 school year:
- CSA and School Business Administrator, Board Secretary to implement the 2020-21 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 \$44,000

- 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
- 2020-21 Tuition Rates (based on 2020-21 budget calculation)
  - Kindergarten \$15,106
  - Grades 1-5 \$15,996
  - Grade 6 \$14,332
- 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.

**Correspondence – None at this time.**

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

**New Business** – Mrs. Neuffer stated that on behalf of the Board of Education, thank you to the staff for their hard work during this time. She also thanked the PTO for all they do for the school. The BOE looks forward to honoring Mrs. Hicks.

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

**Request for Executive Session – CSA evaluation summary conference.**

Motion made by Mr. Forbes, seconded by Mr. Hocking, to enter into a virtual executive session for the purpose of the CSA evaluation summary conference. The time was 7:31 PM.

Motion approved on a unanimous voice vote.

Mrs. Neuffer read the Sunshine Law.

The Board of Education left the regular virtual BOE meeting at 7:31 PM. Mrs. Laraway left the regular virtual BOE meeting at 7:31 PM. Mrs. Peterson left the virtual executive session meeting at 7:55 PM.

Motion made by Mrs. Cowell, seconded by Mr. Hocking to leave the virtual executive session and return to the regular virtual meeting. The time was 7:57 PM.

Motion approved on a unanimous voice vote.

### **Adjournment**

Motion made by Mrs. Cowell, seconded by Mr. Hocking, to adjourn the regular virtual meeting. The time was 8:05 PM.

Motion approved on a unanimous voice vote.

Respectfully submitted,

Karin Laraway  
Board Secretary