

Frelinghuysen Township Board of Education
Minutes of June 16, 2021

The Frelinghuysen Township Board of Education held a Board of Education meeting on Wednesday, June 16, 2021, at 7:00 PM. in the media center of the Frelinghuysen School. 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. Peterson, Mrs. Neuffer, Mrs. Pandiscia, Mrs. Swistak, Mr. Galante, Mrs. Keesser,

ABSENT: Mr. Forbes, Mr. Hocking, Mrs. DeFilippis

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 CSA

- Wonderful week, Kindergarten and Grade 6 promotion. Clapout for 6th grade.
- Time Capsule project-all classes contributed, BOE contributed, was sealed at 6th grade promotion ceremony.
- Successful field day.
- Many classroom events including buddy projects.
- Thanks to the PTO for supplying the tent. The tent was used all week for many activities.
- New policy alert that will be emailed to policy committee and a meeting will be scheduled.
- The Safe Return Plan is on the website for public comment. The plan does not change anything that the district is currently doing.
- Continue with 5/6 grade to take Chromebooks back and forth between home and school; create a technology plan that 4th grade receives new Chromebooks and use the same one 4-6 grade. (Life of a Chromebook is 3-5 years.)
- ESSER II grant allows for funds to be used for Social/Emotional Learning Acceleration to address learning gaps in math and ELA.

- Thank you for the school community for making this a successful school year given all the challenges.

Mrs. Neuffer stated that the Kindergarten and 6th grade promotion ceremonies were fantastic.

Personnel

Motion made by Mrs. Swistak, seconded by Mrs. Peterson, to approve P1-P2 as listed and recommended by the Superintendent.

- P1. Approve the following as summer custodians, beginning June 21, 2021 through August 31, 2021, not to exceed 8 hrs per day, 40 hours per week:

Emily Higgins \$15.95 per hr
 Richard Ohl \$15.95 per hr
 Katie Higgins \$15.00 per hr pending Criminal History Review

- P2. Approve the list of substitutes for the 2021-22 school year as attached.

Motion approved on a unanimous roll call vote.

Finance and Facilities

Motion made by Mrs. Pandiscia, seconded by Mrs. Keesser, to approve F1-F12 as listed.

- F1. Approve the tuition rate for Extended School Year (ESY) at Blairstown Elementary School at \$500 per student (2 students), beginning June 28, 2021 through July 29, 2021 (19 days) pending approval by the Blairstown Board of Education.
- F2. Approve entering into a shared services agreement with Blairstown Board of Education for Child Study Team services which include a School Psychologist, Social Worker and a Learning Disabilities Teaching-Consultant (LDT-C) and a fee for Supervisor services for the 2021-22 school year at an annual cost of \$59,425.00. Additional fees as requested: School Psychologist, LDTC, Social Worker Evaluations at \$400/hr; additional meetings as requested at \$75/hr (outside of normal work schedule). Pending approval by the Blairstown Board of Education.
- F3. Approve the following professional development requests:

L Naomi	Orton Gillingham training – online – September 2021	\$1,275
T Smolen	Handwriting	\$255 per person

K Allen	Without Tears workshop - online July 15 2021	
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- F4. Approve entering into a Joint Transportation agreement with Warren County Special Services School District for ESY transportation to Blairstown Elementary School, June 28, 2021 through July 29, 2021, 4 days per week, at \$156.60 per day.
- F5. Rescind approved motion of 4-28-21 to enter into a contract with Fast Forward Skill Learning Center, LLC for Occupational Therapy Services, July 1, 2021 through June 30, 2022, \$89 per hour.
- F6. Approve entering into a contract with Fast Forward Skill Learning Center, LLC for Occupational Therapy Services, July 1, 2021 through June 30, 2022, \$88 per hour.
- F7. Approve the schedule for requisition of taxes for the 2021-22 school year as attached.
- F8. Approve renewing membership in the Schools Health Insurance Fund and participate in the health insurance coverages offered to commence on July 1, 2021 and ending on June 30, 2024 and authorizes the Business Administrator to execute the Indemnity and Trust Agreement.
- F9. Authorize the submission of application of the FY 2022 IDEA grant and accepts the grant award of the funds upon subsequent approval of the FY 2022 application: IDEA Basic \$33,390, IDEA preschool \$3,224.
- F10. Approve the resolution to transfer current year surplus to reserve.
- F11. Authorize the submission of the Plan for Safe Return to In-Person Instruction and Continuity of Services to the NJDOE as part of the American Rescue Plan (ARP) grant application.
- F12. Approve the bills list dated June 16, 2021 in the amount of \$359,232.23.

Motion approved on a unanimous roll call vote.

Curriculum/Policy - None at this time.

Report of the Board Secretary

Motion made by Mrs. Pandiscia, seconded by Mrs. Peterson, to approve R1-R3 as listed:

- R1. Approve the 5-26-21 virtual regular meeting minutes and virtual executive session minutes.

- R2. Approve the transfers for April and May 2021.
- R3. Accept, certify and file the treasurer's and board secretary's financial reports for April and May 2021 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 R1 approved by a 4-0-2 roll call vote with Mr. Galante and Mrs. Keesser abstaining.

Motion R2-R3 approved on a unanimous roll call vote.

Unfinished Business – None at this time.

New Business

The BOE discussed the 2021-2022 District and Board Goals which will be finalized and approved at the July Board meeting.

Annual Appointments

Motion made by Mrs. Swistak, seconded by Mrs. Peterson, to approve the annual appointments 1-6 as listed for the 2021-22 school year.

1. Adopt the current by-laws, parliamentary procedures, district policies and regulations for the 2021-22 school year.
2. Approve all current curricula for the 2021-22 school year.
3. Approve School Alliance Insurance Fund as the district's insurance carrier for the 2021-22 school year.
4. Approve the following appointments for the 2021-22 school year as listed:
 - a. Depositories of school monies – First Hope Bank
 - Accounts include Cafeteria, Capital Reserve, General Fund, Maintenance Reserve, Payroll, Payroll Agency, Unemployment, Emergency Reserve
 - b. Designated Endorsers of Board Warrants:
 - General Fund-School Business Administrator, Board Secretary, Treasurer, BOE President
 - Payroll Account-School Business Administrator, Board Secretary, Treasurer, BOE President
 - Payroll Agency Account-School Business Administrator, Board Secretary, Treasurer, BOE President

- Cafeteria Account-School Business Administrator, Board Secretary, Treasurer, BOE President
 - Unemployment Account-School Business Administrator, Board Secretary, Treasurer, BOE President
 - Capital Reserve Account-School Business Administrator, Board Secretary, Treasurer, BOE President
 - Maintenance Reserve Account-School Business Administrator, Board Secretary, Treasurer, BOE President
 - Emergency Reserve Account-School Business Administrator, Board Secretary, Treasurer, BOE President
- 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 2020-21 audit
- 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 Financial and 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 \$3,700 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. Approve the following authorizations for the 2021-22 school year.
- CSA and School Business Administrator, Board Secretary to implement the 2021-22 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
- Board Secretary to pay bills between Board Meetings and that all bills paid will be presented for Board approval at the next scheduled meeting

6. Establish the following fees:

- Photocopying
 - Letter size – 5 cents
 - Legal size – 7 cents
 - CD, DVD – actual cost of materials
- 2021-22 Tuition Rates (based on 2021-22 budget calculation)
 - Kindergarten \$18,112
 - Grades 1-5 \$18,599
 - Grade 6 \$16,494
- 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.

Hearing & Petitions of Citizens – None at this time.

Request for Executive Session – None at this time.

Adjournment

Motion made by Mrs. Pandiscia, seconded by Mrs. Peterson, to adjourn the regular meeting. The time 7:50 PM.

Motion approved on a unanimous voice vote.

Respectfully submitted,

Karin Laraway, Board Secretary

