

Frelinghuysen Township Board of Education
Minutes of June 8, 2022

The Frelinghuysen Township Board of Education held a Board of Education meeting on Wednesday, June 8, 2022, at 7:30 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. Neuffer, Mrs. DeFilippis, Mr. Hocking, Mrs. Peterson, Mrs. Pandiscia

ABSENT: Mr. Forbes, Mr. Galante, Mrs. Keesser, Mrs. Swistak

ALSO PRESENT: Stephanie Bonaparte, CSA
Jenny Deuel, Board Secretary

Hearing & Petitions of Citizens –

Mrs. Cynthia Mardin of Frelinghuysen inquired about ESY and what that it means. Mrs. Bonaparte responded that ESY stands for Extended School Year. Only students that qualify attend.

Request for Executive Session – None at this time.

Report of the CSA

- There are 5 days of school remaining.
- We held Field Day. It was successful with parent volunteers.
- The class trips are finished. We were happy we could do that again.
- 6th graders did move up day at North Warren.
- Today was Immigration Day. Everyone had fun.
- Pre-k hosted a zoo.
- There were Buddy Projects donated by a family that works for Home Depot.
- 2nd grade hatched chicks and today they were sent to their forever homes.
- Friday will be North Warren Senior Walk-Through Day. This should be fun.
- Graduations are on Tuesday.
- Tonight we have the annual reappointments.

Personnel

Motion made by Mrs. DeFilippis, seconded by Mr. Hocking to approve P1-P7 as listed.

P1. Approve the following as summer custodians, beginning June 20, 2022 through August 31, 2022:

Katie Higgins, \$15.00/ hr, not to exceed 8 hours per day, 40 hours per week
Tanya Amabile, \$15.00/ hr, 2 days/wk, 7 hr/day
Richard Ohl, \$15.95/hr, not to exceed 8 hours per day, 40 hours per week, as needed.

P2. Appoint the list of substitutes for the 2022-23 school year as attached.

P3. Approve Jennifer Fowles as Extended School Year aide, \$15/hr, 4 hrs/day, 4 days/wk, June 27, 2022 through July 28, 2022.

P4. Approve Marguerite Mulcahy as Extended School Year substitute aide, \$15/hr, 4 hrs/day, 4 days/wk, June 27, 2022 through July 28, 2022, as needed.

P5. Approve the following curriculum writers for the hours listed @ \$47 per hour.

Subject Area	Hours
ELA	
K-Kim Allen	10
1-Tracy Smolen	10
2-Jen Guida	10
3-Christine Wagner	10
4-Kate Lorenzo	10
5-Diana Puzio	10
6-Diana Puzio	10
Character Education-Kathy Gould	5

P6. Accept the resignation of Jennifer Nause effective June 30, 2022.

P7. Accept the resignation of Jennifer Fowles effective June 30, 2022.

Motion P1-P7 approved on a 5-0-0 roll call vote.

Finance/Facilities

Motion made by Mr. Hocking, seconded by Mrs. Pandiscia to approve F1-F10 as listed.

F1. Approve the bills list dated June 8, 2022 in the amount of \$215,139.46.

F2. Accept dividend check of \$1932 from the School Health Insurance Fund.

- F3. Approve the tuition rate for Extended School Year (ESY) at Blirstown Elementary School at \$500 per student (3 students 10111316, 10111366, 10111369), beginning June 27, 2022 through July 28, 2022 (19 days) pending approval by the Blirstown Board of Education.
- F4. Approve the schedule for the requisition of taxes for the 2022-23 school year as attached.
- F5. Approve the following professional development requests:

Jessica Pryor	Orton Gillingham training – online – June 24th	\$1275
---------------	--	--------

- F6. Approve the following class trip for the 2021-22 school year:

North Warren High School	6 th Grade
--------------------------	-----------------------

- F7. Decline the ARP-HCY II allocation of \$246.51 for Frelinghuysen Township School District.
- F8. Approve tuition reimbursement in the amount of \$1877.85 for Kimberly Allen.
- F9. Approve entering into a contract with Maschio’s Food Service to provide Food Service for the 2022-23 school year at an annual management fee in the amount of \$8,977.00 with no guarantee.
- F10. Approve entering into a Joint Transportation agreement with Warren County Special Services School District for ESY transportation to Blirstown Elementary School, June 27, 2022 through July 28, 2022, 4 days per week, at \$209 per diem.

Motion F1-F10 approved on a 5-0-0 roll call vote.

Curriculum/Policy – None at this time.

Report of the Board Secretary

Motion was made by Mrs. Peterson, seconded by Mrs. DeFilippis to approve R1 as listed.

- R1. Approve the following minutes: May 11, 2022 Regular Meeting and Executive Session.

Motion R1 approved on a 5-0-0 roll call vote.

Unfinished Business – None at this time.

New Business

Mrs. Neuffer met with the cluster Board Presidents and Vice Presidents to discuss shared services. They discussed where opportunities exist.

Mrs. Neuffer also attended the Warren County School Board Association meeting. They were provided with a legislative update and they honored long standing board members.

Annual Appointments

Motion was made by Mrs. Pandiscia, seconded by Mr. Hocking to approve the annual appointments 1-6 as listed for the 2022-23 school year.

1. Adopt the current by-laws, parliamentary procedures, district policies and regulations for the 2022-23 school year.
2. Approve all current curricula for the 2022-23 school year.
3. Approve School Alliance Insurance Fund as the district's insurance carrier for the 2022-23 school year.
4. Approve the following appointments for the 2022-23 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 2021-22 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. Board Secretary – Jenny Deuel
5. Approve the following authorizations for the 2022-23 school year.
- CSA and School Business Administrator, Board Secretary to implement the 2022-23 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 \$32,000 and quote threshold of \$4800.
 - 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
 - 2022-23 Tuition Rates (based on 2022-23 budget calculation)

Kindergarten	\$16,522
Grades 1-5	\$19,945
Grade 6	\$15,278
 - Substitutes

Aides	\$95 per day
Teacher	\$95 per day
Secretary	\$80 per day
Custodian	\$16 per hour
Nurse	\$150 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 was approved on a 5-0-0 roll call vote.

Correspondence – None at this time.

Hearing & Petitions of Citizens

Mrs. Cynthia Mardin of Frelinghuysen commented on combining curriculum with other districts wouldn't benefit FTS students. She also inquired about the option of opting out of the Health and Physical Education curriculum. She hadn't heard if the mandates had changed.

Mrs. Bonaparte responded that parents will be about to opt out. She was trying to determine what would make it easy to understand what sections or topics they were opting out of.

Mrs. Mardin also recommended an app for anonymous reporting in response to the recent school tragedy.

Request for Executive Session – CSA Evaluation, No action will be taken

Mrs. Neuffer read the Sunshine Law.

Motion was made by Mr. Hocking and seconded by Mrs. Pandiscia to adjourn to executive session to discuss the CSA evaluation. The time was 8:00 PM.

Motion was approved on a unanimous voice vote.

Mrs. Deuel left the meeting at 8:02 PM.

Motion was made by Mrs. Pandiscia and seconded by Mr. Hocking to return to regular meeting. The time was 8:35 PM.

Motion was approved on a unanimous voice vote.

Adjournment

Motion made by Mrs. DeFilippis, seconded by Mrs. Peterson to adjourn the regular meeting. The time was 8:36 PM.

Motion approved on a unanimous voice vote.

Respectfully submitted,

Jenny Deuel
Board Secretary