

# Minutes

## FRENCHTOWN BOARD OF EDUCATION

2023 ANNUAL ORGANIZATION OF THE BOARD: JANUARY 3, 2023, 6:45 pm

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1. **CALL TO ORDER**

In accordance with the provisions of the New Jersey Open Public Meetings Act, Chapter 231, Laws of 1975, adequate notice of this meeting was provided via public notice on January 13, 2022 by:

- a. Emailing to the Hunterdon County Democrat and Express Times
- b. Posting on the District Website and at the school
- c. Filed with the Borough Clerk

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by all present.

3. **ELECTION RESULTS**

Duly Elected Member of the Board of Education

Michael Dermody	3 year term
Hugo Rodriguez	3 year term
Erinn Nakahara	1 year term

4. **OATH OF OFFICE**

Mrs. Teresa O'Brien administered the Oath of Office to Newly Elected Board Members – Michael Dermody, Hugo Rodriguez and Erinn Nakahara.

5. **ROLL CALL**

Members Present: Mr. Adam Blackburn (arrived at 7:03 p.m.)  
Mrs. Bobrowski  
Mr. Michael Dermody (arrived at 6:59 p.m.)  
Ms. Erinn Nakahara (remote via zoom)  
Ms. Laine Nauman  
Mr. Hugo Rodriguez  
Mrs. Kate Nugent

Members Absent: None

Others Present: Teresa O'Brien, Business Administrator/Board Secretary  
James Hintenach, Principal

**6. ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION****Action Items:****Appoint Board President**

Mrs. O'Brien called for nominations for the Office of Board President.

Open Nomination(s) for Board President Ms. Nauman nominated Mrs. Nugent, seconded by Mrs. Bobrowski.

Nominations for Board President were closed by Ms. Nauman seconded by Mr. Dermody.

BE IT RESOLVED, the Frenchtown Board of Education appoints Kate Nugent as Board President.

Moved by Ms. Nauman and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

*Mrs. Kate Nugent assumes the Chair as President.*

**Appoint Board Vice-President**

Open Nomination(s) for Board Vice-President Mrs. Bobrowski nominated Laine Nauman seconded by Ms. Nakahara.

Nominations for Board Vice-President were closed by Ms. Nauman, seconded by Mr. Rodriguez.

BE IT RESOLVED, the Frenchtown Board of Education appoints Laine Nauman as Board Vice-President.

Moved by Ms. Nauman and seconded by Mr. Rodriguez. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

*Ms. Laine Nauman assumes the Chair as Vice-President.*

**2023 Delegates/Representatives**

BE IT RESOLVED, the Frenchtown Board of Education approved the following 2023 delegates/representatives from the Board of Education:

Hunterdon County ESC Representative: **Adam Blackburn**

Hunterdon County School Boards Association Delegate: **Kate Nugent**

New Jersey School Boards Association Delegate/Alternate: **Kate Nugent/Laine Nauman**

Legislative Liaison: **Adam Blackburn**

Town Council Liaison: **Kate Nugent**

Moved by Ms. Nauman and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

### **2023 Board Appointments**

BE IT RESOLVED, the Frenchtown Board of Education approved the following 2023 appointments/re-appointments:

504 Officer .....	James Hintenach
Accounting Software System .....	CDK Systems
Affirmative Action Officer .....	James Hintenach
AHERA Consultant .....	RK Occupational & Environmental, Inc.
AHERA Representative .....	Arnold Stang
Architect of Record .....	Gianforcaro AEP
Asbestos Management Officer .....	Arnold Stang
Attendance Officer .....	James Hintenach
Auditor.....	Bedard, Kurowicki & Co.
Board Attorney .....	Cleary Giacobbe Alfieri & Jacobs
Bond Counsel .....	Wilentz, Goldman & Spitzer
BSI Representative/Contact .....	James Hintenach
Business Administrator/Board Secretary .....	Teresa O'Brien
Chemical Hygiene Officer .....	Arnold Stang
Financial Advisory Services .....	Phoenix Advisors, LLC
HIB Coordinator .....	James Hintenach
HIB Specialist .....	Kate Yard
Homeless Liaison.....	James Hintenach
HVAC Contractor .....	Mack Industries
Indoor Air Quality Designee... ..	Arnold Stang
Insurance Agent of Record .....	Brown & Brown Metro
Integrated Pest Management (IPM) Coordinator... ..	Arnold Stang
Official Newspapers .....	Hunterdon County Democrat
.....	Star-Ledger, Express Times
Payroll Services .....	R&L Payroll Services, Inc.
Personnel Software System .....	CDK Systems
Policy Service Provider .....	NJSBA
Public Agency Compliance Officer .....	Teresa O'Brien
Public Records Custodian .....	Teresa O'Brien
Qualified Purchasing Agent .....	Teresa O'Brien
Right-to-Know Training and Compliance .....	RK Occupational & Environmental, Inc.
Right to Know Officer .....	Arnold Stang
Safety Team Coordinator .....	James Hintenach
School Choice Contact .....	James Hintenach

School Physician ..... Del-Val Family Health Center  
School Safety Specialist ..... James Hintenach  
Security Monitoring Services ..... B SAFE, Inc.  
Truant Officer ..... James Hintenach

Moved by Ms. Nauman and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

### **2023 Annual Board Meeting Dates**

BE IT RESOLVED, the Frenchtown Board of Education approved the following 2023 Board Meeting dates:

January 24, 2023  
February 28, 2023  
March 14, 2023\* (Preliminary Budget Approval)  
April 25, 2023  
May 9, 2023\* (Special Meeting to appoint personnel)  
June 27, 2023  
August 22, 2023  
September 26, 2023  
October 17, 2023  
November 28, 2023  
December 19, 2023  
January 2, 2024\* (Organization Meeting)

Meetings will be held on the fourth Tuesday of the month, except where noted\*.

### **TIME AND LOCATION OF MEETING:**

6:45 P.M.  
Edith Ort Thomas Elementary – School Library  
902 Harrison Street  
Frenchtown, NJ 08825

Moved by Mrs. Bobrowski and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

### **Petty Cash Account**

BE IT RESOLVED, the Frenchtown Board of Education approved to establish the 2023 Petty Cash Account in the amount of \$200 with a maximum reimbursement of \$50 to any individual on any one occasion.

Moved by Mr. Blackburn and seconded by Ms. Nakahara. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

**2023 Bank Account Signatures**

BE IT RESOLVED, the Frenchtown Board of Education approved to authorize the following signatures on the 2023 accounts maintained by the Board of Education:

- 1) Regular Account - PNC Bank (3 signatures required)  
Board President, Vice-President, and Board Secretary
- 2) Payroll Account - PNC Bank (1 signature required)  
Board Secretary
- 3) Payroll Agency Account - PNC Bank (1 signature required)  
Board Secretary
- 4) Unemployment Trust Account – PNC Bank (1 signature required)  
Board Secretary
- 5) Student Activities Account - PNC Bank (2 signatures required)  
Board Secretary and Board President
- 6) Summer Pay Account - PNC Bank (1 signature required)  
Board Secretary
- 7) Money Market Account – PNC Bank (3 signatures required)  
Board President, Vice-President, and Board Secretary

Moved by Ms. Nakahara and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

**Depository of Record**

BE IT RESOLVED, the Frenchtown Board of Education approved the following resolution designating the depository of record:

BE IT RESOLVED that PNC Bank be designated as the depository of record for the Frenchtown Board of Education accounts;

BE IT FURTHER RESOLVED that investments can be secured in any other bank holding a current certificate of eligibility from the State of New Jersey Banking Association.

Moved by Ms. Nauman and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

**School Funds Investor**

BE IT RESOLVED, the Frenchtown Board of Education approved to designate School Funds Investor as Board Secretary/Business Administrator pursuant to 17:12B-241.

Moved by Mr. Blackburn and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

**Policies/By-Laws/Administrative Procedures**

BE IT RESOLVED, the Frenchtown Board of Education approved the existing policies, by-laws, and administrative procedures of the Frenchtown School Board of Education.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

**Curriculum/Textbooks/Instructional Materials**

BE IT RESOLVED, the Frenchtown Board of Education approved the existing curriculum and textbooks and instructional materials.

Moved by Ms. Nauman and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

**NJ Chart of Accounts**

BE IT RESOLVED, the Frenchtown Board of Education approved the New Jersey minimum chart of accounts.

Moved by Mr. Blackburn and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

**Pupil Records**

BE IT RESOLVED, the Frenchtown Board of Education approved to authorize certified school personnel to collect and maintain the following types of pupil records as required by N.J.A.C. 6A:32-7.1 et seq:

- Personal data identifying each pupil enrolled in the district including pupil's name, address, telephone number, date of birth, name of parent(s)/guardian(s), citizenship, gender, standardized assessments, grades, attendance, classes attended, grade level completed, and year completed.
- Daily attendance;
- Description of pupil progress, including grade level, according to evaluation system used by the district;
- History and status of physical health per state regulations;
- Special education records pursuant to relevant rules and laws;
- All other records required by the New Jersey State Board of Education.

Moved by Ms. Nauman and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

### **School Board of Ethics Reading**

Reading of School Board Code of Ethics – Board President

Mrs. Nugent, Board President, read the Code of Ethics

Pursuant to with N.J.S.A. 12-21 et seq., the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

### **Interim Transfer Authorization**

BE IT RESOLVED, the Frenchtown Board of Education approved to authorize the Superintendent in conjunction with the Business Administrator/Board Secretary to approve line item transfers as necessary between board meetings and such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting, pursuant to N.J.S.A 18A:22-8.1.

Moved by Mr. Blackburn and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

### **Interim Warrants Authorization**

BE IT RESOLVED, the Frenchtown Board of Education approved to authorize the Business Administrator/Board Secretary to approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.

Moved by Ms. Nauman and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

### **Bid/Quote Thresholds**

BE IT RESOLVED, the Frenchtown Board of Education approved the following resolution authorizing bid/quote thresholds:

WHEREAS the procurement Law 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;

WHEREAS 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;

WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid

threshold may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

WHEREAS, 18A:18A-3 also authorizes a board of education to establish a bid threshold of \$44,000, if they employ a qualified purchasing agent as determined by the Department of Community Affairs, and;

WHEREAS 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% (\$6,600) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution.

NOW THEREFORE BE IT RESOLVED, that the Frenchtown Board of Education pursuant to the statutes cited above hereby appoints Teresa O'Brien, School Business Administrator/Board Secretary as its duly authorized purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the Frenchtown School District, and;

BE IT FURTHER RESOLVED, that Teresa O'Brien is hereby authorized to award contracts on behalf of the Frenchtown Board of Education that are in the aggregate less than 15% (\$6,600) of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that Teresa O'Brien is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold, and

BE IT FURTHER RESOLVED, that Teresa O'Brien is hereby authorized as a qualified purchasing agent as determined by the Department of Community Affairs and holds a certificate attesting to same which authorizes her to issue contracts up to \$44,000 without soliciting competitive bids.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

#### **State Contract Purchases**

BE IT RESOLVED, the Frenchtown Board of Education approved the following resolution authorizing state contract purchases:

WHEREAS, Title 18A:18A-10 provides that, a board of education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the Frenchtown School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the Frenchtown School District desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED, that the Frenchtown Board of Education does hereby authorize Teresa O'Brien, the district purchasing agent to make purchased of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

Moved by Mr. Blackburn and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

**403(b) Plan Providers**

BE IT RESOLVED, the Frenchtown Board of Education approved the following 403(b) plan providers:

AXA Equitable  
Vanguard

Moved by Ms. Nauman and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

**Cooperative Purchasing Membership**

BE IT RESOLVED, the Frenchtown Board of Education approved membership in the following Cooperative Purchasing Agreements:

Hunterdon County Education Services Commission  
Educational Services Commission of New Jersey  
Warren County Special Services School District  
Delaware Valley Regional High School Transportation Consortium  
Delaware Valley Regional Technology Consortium

Moved by Ms. Nakahara and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

**Employee Travel Limit**

BE IT RESOLVED, the Frenchtown Board of Education approved the Annual Regular Business Travel Limit per Employee

Pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b) and board policy, the Board of Education authorizes an annual maximum amount per employee not to exceed \$1,500 for regular business travel only for which prior Board approval is not required.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

7. **NEW BUSINESS** - None

8. **PUBLIC COMMENT** - None

9. **ADJOURN**

BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 7:15 p.m. Moved by Ms. Nauman and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

Respectfully submitted:



Teresa O'Brien  
Board Secretary

Attest:



Kate Nugent  
Board President