

Agenda

FRENCHTOWN BOARD OF EDUCATION

2024 ANNUAL ORGANIZATION OF THE BOARD: JANUARY 2, 2024, 6:45 pm

The Board Secretary will serve as presiding officer pro tempore until such time as the new Board President has been elected and shall turn the conduct of the meeting over to the President immediately upon his/her election.

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 12, 2023 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**

3. **ELECTION RESULTS**

Duly Elected Member of the Board of Education

Adam Blackburn	3 year term
Julie Klein	3 year term
Erinn Nakahara	3 year term

4. **OATH OF OFFICE**

Administration of the Oath of Office to Newly Elected Board Members – Adam Blackburn, Julie Klein and Erinn Nakahara

5. **ROLL CALL**

Mr. Adam Blackburn	Ms. Julie Klein	Mrs. Kate Nugent
Mr. Michael Dermody	Ms. Erinn Nakahara	
Ms. Rachel Howard	Ms. Veda Partalo	

6. ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION

- 6.1 Open Nomination(s) for Board President _____
Motion by _____, Second by _____

Close Nominations(s) for Board President
Motion by _____, Second by _____

Vote to appoint _____ as Board President

Newly elected President assumes the Chair.

- 6.2 Open Nomination(s) for Board Vice-President _____
Motion by _____, Second by _____

Close Nominations(s) for Board Vice-President
Motion by _____, Second by _____

Vote to appoint _____ as Board Vice-President

- 6.3 Reading of School Board Code of Ethics – Board President

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.

- 6.4 Motion to approve the following 2024 delegates/representatives from the Board of Education:

Hunterdon County ESC Representative:
Hunterdon County School Boards Association Delegate:
New Jersey School Boards Association Delegate/Alternate:
Legislative Liaison:
Town Council Liaison:

- 6.5 Motion to approve the following 2024 appointments/reappointments:

504 Officer	James Hintenach
Accounting Software System	CDK Systems
Affirmative Action Officer	James Hintenach
AHERA Consultant	RK Occupational & Environmental, Inc.
AHERA Representative	Brett Liskowaski
Architect of Record	Gianforcaro AEP

Asbestos Management Officer	Brett Liskowaski
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	Brett Liskowaski
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...	Brett Liskowaski
Insurance Agent of Record	Brown & Brown Metro
Integrated Pest Management (IPM) Coordinator...	Brett Liskowaski
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 Environmental, Inc.	RK Occupational &
Right to Know Officer	Brett Liskowaski
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

6.6 Motion to approve the following 2024 Board Meeting dates:

January 23, 2024
 February 27, 2024
 March 19, 2024* (Preliminary Budget Approval)
 April 30, 2024*
 May 14, 2024* (Special Meeting to appoint personnel)
 June 18, 2024
 August 27, 2024
 September 24, 2024
 October 15, 2024*
 November 26, 2024

December 17, 2024*

January 7, 2025* (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

- 6.7 Motion to establish the 2024 Petty Cash Account in the amount of \$200 with a maximum reimbursement of \$50 to any individual on any one occasion.
- 6.8 Motion to authorize the following signatures on the 2024 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
- 6.9 Motion to approve 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.

- 6.10 Motion to designate School Funds Investor as Board Secretary/Business Administrator pursuant to 17:12B-241.
- 6.11 Motion to approve the existing policies, by-laws, and administrative procedures of the Frenchtown School Board of Education.
- 6.12 Motion to approve the existing curriculum and textbooks and instructional materials.
- 6.13 Motion to approve the New Jersey minimum chart of accounts.
- 6.14 Motion 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.
- 6.15 Motion 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.
- 6.16 Motion 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.
- 6.17 Motion to approve the following resolution authorizing bid/quote thresholds:

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

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.

- 6.18 Motion to approve 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.

- 6.19 Motion to approve the following 403(b) plan providers:

AXA Equitable
Vanguard

- 6.20 Motion to approve 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

- 6.21 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.

7. **NEW BUSINESS**

8. **PUBLIC COMMENT – (all school-related topics; time limits: 30 min. total; 3 min. /person)**

At this time, comment is invited on any matter relating to the school district.

Anyone wishing to speak before the board may do so during the public commentary portion of the agenda. The presenter shall give his/her name and address and make the presentation as brief as possible. Unless an extension of time is given, each speaker shall be limited to 3 minutes.

Speakers may offer suggestions or express their concerns. However, in public session, the board will not discuss concerns about individual students or staff members. Other, more appropriate, channels are available for expressing concerns about individual students or staff members.

The Board President may terminate the remarks of any individual, when they do not adhere to the rules established above.

9. **ADJOURN**

Supporting documentation of a non-confidential nature shall be accessible to the public for inspection at the meeting and is available upon request at the earliest convenience in accordance with the provisions of Public Rights Law N.J.S.A. 47:1A-1 et seq.