

Minutes

FRENCHTOWN BOARD OF EDUCATION

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

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

The meeting was called to order at 7:00 p.m. by Teresa O'Brien, Business Administrator/Board Secretary.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by all present.

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**

Mrs. Teresa O'Brien administered the Oath of Office to Newly Elected Board Members – Adam Blackburn, Julie Klein and Erinn Nakahara

5. **ROLL CALL**

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

Members Absent: None

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

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 Mr. Blackburn nominated Mrs. Nugent, seconded by Ms. Nakahara

Nominations for Board President were closed by Ms. Nakahara seconded by Mr. Blackburn.

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

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

Mrs. Kate Nugent assumes the Chair as President.

Appoint Board Vice-President

Open Nomination(s) for Board Vice-President Ms. Nakahara nominated Mr. Blackburn seconded by Mr. Dermody.

Nominations for Board Vice-President were closed by Mr. Dermody, seconded by Ms. Nakahara.

BE IT RESOLVED, the Frenchtown Board of Education appoints Adam Blackburn as Board Vice-President.

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

Mr. Adam Blackburn assumes the Chair as Vice-President.

2024 Delegates / Representatives

BE IT RESOLVED, the Frenchtown Board of Education approved the following 2024 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 / Adam Blackburn**

Legislative Liaison: **Michael Dermody**

Town Council Liaison: **Kate Nugent**

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

2024 Board Appointments

BE IT RESOLVED, the Frenchtown Board of Education approved the following 2024 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 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..... RK Occupational
& Environmental, Inc.
- 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

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

2024 Annual Board Meeting Dates

BE IT RESOLVED, the Frenchtown Board of Education approved 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

Moved by Ms. Howard and seconded by Ms. Nakahara. 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 2024 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.

2024 Bank Account Signatures

BE IT RESOLVED, the Frenchtown Board of Education approved 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

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

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 Mr. Dermody. 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 Mr. Blackburn and seconded by Mr. Dermody. 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 Chief School Administrator 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 Ms. Nakahara and seconded by Ms. Howard. 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 Mr. Blackburn and seconded by Mr. Dermody. 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 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, at \$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.

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

Cooperative Purchasing Memberships

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

Employee Business Travel

BE IT RESOLVED, the Frenchtown Board of Education approved the following resolution for 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 Ms. Howard and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

7. NEW BUSINESS

- Ms. Partalo – Retirement of World Language Teacher
- Ms. Partalo – Status of the Flashing Lights - \$10,000 payment

8. PUBLIC COMMENT – None

9. ADJOURN

BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 7:31p.m. Moved by Mr. Blackburn and seconded by Ms. Nakahara. 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