

Agenda

FRENCHTOWN BOARD OF EDUCATION

2015 ANNUAL ORGANIZATION OF THE BOARD: JANUARY 6, 2015, 6:30 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 May 6, 2014 by:

- a. Emailing to the Hunterdon County Democrat and Express Times
- b. Posting on the District Website and the 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
Amy Musolino	3 year term
Teresa Pearson	3 year term

4. OATH OF OFFICE

Administration of the Oath of Office to Newly Elected Board Members – Adam Blackburn, Amy Musolino and Teresa Pearson

5. ROLL CALL

Mr. Adam Blackburn	Mrs. Laura Einhorn	Mrs. Teresa Pearson
Mrs. Laura Buxton	Mrs. Amy Musolino	
Mrs. Jennifer Campbell	Mrs. Kate Nugent	

6. ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION

6.1 Open Nomination(s) for Board President _____

Close Nominations(s) for Board President

Motion to appoint _____ as Board President.

Newly elected President assumes the Chair.

6.2 Open Nominations(s) for Board Vice-President. _____

Close Nominations(s) for Board Vice-President.

Motion to appoint _____ as Board Vice-President.

6.3 Motion to approve the following 2015 delegates/representatives from the Board of Education:

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

6.4 Motion to approve the following 2015 appointments/re-appointments:

- 504 Officer Melanie Ryan
- Accounting Software System..... CDK Systems
- Affirmative Action Officer Christina Dalla Palu
- AHERA ConsultantRK Occupational & Environmental, Inc.
- AHERA Representative Larry Whitman
- Architect of RecordSSP Architectural Group
- Asbestos Management Officer Larry Whitman
- Attendance Officer Christina Dalla Palu
- Auditor William Colantano
- Board Attorney..... Cleary Giacobbe Alfieri & Jacobs
- Bond Counsel Wilentz, Goldman & Spitzer
- BSI Contact Person Christina Dalla Palu
- BSI Representative Christina Dalla Palu
- Business Administrator/Board Secretary Teresa E. Barna
- Chemical Hygiene Officer Larry Whitman
- Electrician Metz Electric
- Financial Advisory Services..... Phoenix Advisors, LLC
- Health Insurance Broker Brown & Brown Benefit Advisors
- HVAC Contractor Mechanical Preservation Associates
- Indoor Air Quality Designee... Larry Whitman
- Insurance Agent of Record..... Brown & Brown Metro
- Integrated Pest Management (IPM) Coordinator... Larry Whitman
- Official Newspapers..... Hunterdon County Democrat
..... Star-Ledger, Express Times, Courier-News
- Payroll Services..... R&L Payroll Services, Inc.
- Personnel Software System CDK Systems
- Policy Service Provider..... NJSBA
- Public Agency Compliance Officer Teresa E. Barna
- Public Records Custodian Teresa E. Barna
- Qualified Purchasing Agent Teresa E. Barna
- Right-to-Know Training and Compliance...RK Occupational & Environmental, Inc.
- Right to Know Officer..... Larry Whitman
- School Choice Contact Christina Dalla Palu

School Physician DeIVal Family Health Center
 Security Monitoring Services Sonitrol Security Systems
 Treasurer of School Monies Raymond Krov
 Truant Officer..... Christina Dalla Palu

6.5 Motion to approve the following 2015 Board Meeting dates:

- January 27, 2015
- February 17, 2015 (Work Session)
- February 24, 2015
- March 24, 2015
- April 21, 2015 (Work Session)
- April 28, 2015
- May 12, 2015*
- June 16, 2015 (Work Session)
- June 23, 2015
- August 18, 2015 (Work Session)
- August 25, 2015
- September 22, 2015
- October 13, 2015 (Work Session)
- October 20, 2015*
- November 24, 2015
- December 17, 2015*
- January 5, 2016 (Organization Meeting)

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

TIME AND LOCATION OF MEETING:
 6:30 P.M.
 Edith Ort Thomas Elementary School Library
 902 Harrison Street
 Frenchtown, NJ 08825

6.6 Motion to establish the 2015 Petty Cash Account in the amount of \$200 with a maximum reimbursement of \$50 to any individual on any one occasion.

6.7 Motion to authorize the following signatures on the 2015 accounts maintained by the Board of Education:

- 1) Regular Account - PNC Bank (3 signatures required)
 Board President or Vice-President, Board Secretary and Treasurer of School Monies
- 2) Cafeteria Account – PNC Bank (2 signatures required)
 Board President or Vice-President, Board Secretary and Treasurer of School Monies
- 3) Payroll Account - PNC Bank (2 signatures required)
 Board Secretary and Treasurer of School Monies
- 4) Payroll Agency Account - PNC Bank (2 signatures required)
 Board Secretary and Treasurer of School Monies

- 5) Unemployment Trust Account – PNC Bank (2 signatures required)
Board Secretary and Treasurer of School Monies
 - 6) Student Activities Account - PNC Bank (2 signatures required)
Board Secretary and Treasurer of School Monies
 - 7) Summer Pay Account - PNC Bank (2 signatures required)
Board Secretary and Treasurer of School Monies
- 6.8 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.
- 6.9 Motion to designate School Funds Investor as Board Secretary/Business Administrator pursuant to 17:12B-241.
- 6.10 Motion to approve the existing policies, by-laws, and administrative procedures of the Frenchtown School Board of Education.
- 6.11 Motion to approve the existing curriculum and textbooks and instructional materials.
- 6.12 Motion to approve the New Jersey minimum chart of accounts.
- 6.13 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.
- 6.14 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.

- 6.15 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 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 \$36,000 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% (\$5,400) 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 E. Barna, 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 E. Barna is hereby authorized to award contracts on behalf of the Frenchtown Board of Education that are in the aggregate less than 15% (\$5,400) of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that Teresa E. Barna 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 E. Barna 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 \$36,000 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 Barna, 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.

7. REGULAR BUSINESS

7.1 Motion to amend the employment contract for Gema Kearns to 1 FTE effective January 7, 2015 at a salary of \$50,065 prorated to the effective date.

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.