

# Minutes

## FRENCHTOWN BOARD OF EDUCATION

2018 ANNUAL ORGANIZATION OF THE BOARD: JANUARY 2, 2018, 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 12, 2017 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

Adam Blackburn	3 year term
Amy Musolino	3 year term
Teresa Pearson	3 year term

### 4. OATH OF OFFICE

Ms. Kelly Morris administered the Oath of Office to Newly Elected Board Members – Adam Blackburn, Amy Musolino and Teresa Pearson

### 5. ROLL CALL

Members Present: Mr. Adam Blackburn  
Mrs. Laura Einhorn (arrived 7:04 p.m.)  
Mr. Chris Guglielmo  
Mrs. Amy Musolino  
Mrs. Teresa Pearson  
Mrs. Kate Nugent

Members Absent: Mrs. Jennifer Campbell

Others Present: Daria Wasserbach, Superintendent  
Kelly Morris, Assistant to the Business Administrator, Teresa Barna from the Delaware Valley Regional High School  
Christina Lauck, Principal

### 6. ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION

**Action Items:****Appoint Board President**

Ms. Kelly Morris called for nominations for the Office of Board President.

Open Nomination(s) for Board President: Mr. Blackburn nominated Kate Nugent, seconded by Mrs. Musolino.

Nominations for Board President were closed by Mr. Blackburn, seconded by Mrs. Pearson.

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

Moved by Mr. Blackburn and seconded by Mrs. Pearson. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

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

**Appoint Board Vice-President**

Open Nominations(s) for Board Vice-President: Mr. Blackburn nominated Teresa Pearson, seconded by Mrs. Musolino.

Nominations for Board Vice-President were closed by Mr. Blackburn, seconded by Mr. Guglielmo.

BE IT RESOLVED, that the Frenchtown Board of Education appoints Teresa Pearson as Board Vice-President.

Moved by Mr. Blackburn and seconded by Mrs. Musolino. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

**2018 Delegates/Representatives**

BE IT RESOLVED, that the Frenchtown Board of Education approved the following 2018 delegates/representatives from the Board of Education:

Hunterdon County ESC Representative: **Teresa Pearson**  
Hunterdon County School Boards Association Delegate: **Kate Nugent**  
New Jersey School Boards Association Delegate: **Kate Nugent**  
Legislative Liaison: **Jennifer Campbell**  
Town Council Liaison: **Kate Nugent**

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

**2018 Board Appointments**

BE IT RESOLVED, that the Frenchtown Board of Education approved the following 2018 appointments/re-appointments:

504 Officer .....	Christina Lauck
Accounting Software System .....	CDK Systems
Affirmative Action Officer .....	Christina Lauck
AHERA Consultant .....	RK Occupational & Environmental, Inc.
AHERA Representative .....	Larry Whitman
Architect of Record .....	SSP Architectural Group
Asbestos Management Officer .....	Mattie O'Brien
Attendance Officer .....	Christina Lauck
Auditor.....	Bedard, Kurowicki & Co.
Board Attorney .....	Cleary Giacobbe Alfieri & Jacobs
Bond Counsel .....	Wilentz, Goldman & Spitzer
BSI Representative/Contact .....	Christina Lauck
Business Administrator/Board Secretary .....	Teresa E. Barna
Financial Advisory Services .....	Phoenix Advisors, LLC
Health Insurance Broker .....	Brown & Brown Benefit Advisors
Homeless Liaison .....	Christina Lauck
HVAC Contractor .....	Mechanical Preservation Associates
Indoor Air Quality Designee .....	Mattie O'Brien
Insurance Agent of Record .....	Brown & Brown Metro
Integrated Pest Management (IPM) Coordinator... ..	Mattie O'Brien
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 .....	Mattie O'Brien
School Choice Contact .....	Christina Lauck
School Physician .....	Del-Val Family Health Center
School Safety Specialist .....	Christina Lauck
Security Monitoring Services .....	Quantum Security Systems
Truant Officer .....	Christina Lauck

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

**2018 Meeting Dates**

BE IT RESOLVED, that the Frenchtown Board of Education approved the following 2018 Board Meeting dates:

January 16, 2018\* (Budget Work Session)  
January 23, 2018  
February 20, 2018\* (Budget Work Session)  
February 27, 2018  
March 20, 2018\* (Budget Work Session)-Preliminary Budget Approval  
March 27, 2018  
April 24, 2018  
May 8, 2018\*  
June 19, 2018 (Goal Setting)  
June 26, 2018  
August 21, 2018  
September 25, 2018  
October 16, 2018  
November 27, 2018  
December 18, 2018  
January 3, 2019\* (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. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

**Petty Cash Account**

BE IT RESOLVED, that the Frenchtown Board of Education established the 2018 Petty Cash Account in the amount of \$200 with a maximum reimbursement of \$50 to any individual on any one occasion.

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

**2018 Bank Account Signatures**

BE IT RESOLVED, that the Frenchtown Board of Education authorized the following signatures on the 2018 accounts maintained by the Board of Education:

1) Regular Account - PNC Bank (3 signatures required)  
Board President, Vice-President, and Board Secretary

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

Moved by Mrs. Pearson and seconded by Mrs. Musolino. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

#### **Depository of Bank Record**

BE IT RESOLVED, that 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 Mr. Blackburn and seconded by Mrs. Pearson. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

#### **School Funds Investor**

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

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

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

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

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

**Curriculum/Textbooks/Instructional Materials**

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

Moved by Mrs. Pearson and seconded by Mr. Guglielmo. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

**NJ Chart of Accounts**

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

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

**Pupil Records**

BE IT RESOLVED, that the Frenchtown Board of Education authorized 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 Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

**School Board Code of Ethics Reading**

BE IT RESOLVED, that the Frenchtown Board of Education approved the 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.

Kate Nugent read aloud.

Moved by Mrs. Pearson and seconded by Mr. Blackburn. On roll call vote, resolution was adopted as follows: 7 ayes; nays 0.

**Interim Transfer Authorization**

BE IT RESOLVED, that the Frenchtown Board of Education authorized 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 Mrs. Pearson. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

**Interim Warrants Authorization**

BE IT RESOLVED, that the Frenchtown Board of Education authorized 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 Mrs. Pearson. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

**Bid/Quote Thresholds**

BE IT RESOLVED, that 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 \$40,000, 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% (\$6,00) 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% (\$6,000) 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 \$40,000 without soliciting competitive bids.

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

#### **State Contract Purchases**

BE IT RESOLVED, that 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 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.

Moved by Mrs. Pearson and seconded by Mr. Guglielmo. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

#### **7. REGULAR BUSINESS**

##### **2018-2019 School Calendar**

BE IT RESOLVED, that the Frenchtown Board of Education approved the attached 2018-2019 School Calendar.



Moved by Mr. Guglielmo and seconded by Mrs. Pearson. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

8. **PUBLIC COMMENT** - None

9. **2017/2018 BOARD and DISTRICT GOALS**

**Frenchtown District Goals (2017- 2018)**

1. Implement a Personalized Student Learning Plan for students in grades 6 thru 8 that will help to create a seamless transition to the high school.
2. Implement additional methods to show appreciation for staff and to welcome incoming staff members.
3. Engage in Strategic Planning Process.

**Board Goals (2017- 2018)**

1. Create a long range strategic plan with input from all stakeholders.
2. Support the implementation of Personalized Student Learning Plans.
3. Research and develop a plan for district sustainability/Green Certification.

10. **EXECUTIVE SESSION**

BE IT RESOLVED, that the Frenchtown Board of Education approved the following resolution:

WHEREAS, Section 6 of the Open Public Meetings Act, Chapter 231, P.L. 1975 (R.S. 10:4-13), permits the exclusion of the public from a meeting or portion of a meeting of this public body in certain circumstances and

WHEREAS, the Board must consider (see check below), which is/are exempt from public discussion pursuant to the Act;

1. Matter which by express provision of law is rendered confidential
2. Release of information which would impair receipt of federal funds
3. Individual Privacy/ Student Discipline Matters
4. Collective Bargaining/Negotiations
5. Real estate matters
6. Disclosure could impair public safety
7. Pending/Anticipated Litigation
8. Terms and conditions of employment
9. Deliberations involving imposition of specific civil penalty.

NOW THEREFORE BE IT RESOLVED that the Board of Education adjourn to executive session at 8:41p.m. to discuss the above-mentioned matters to the exclusion of all others. Matters discussed may or may not be made public this evening. Resulting action may or may not be taken following re-entry into regular session.

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

BE IT RESOLVED, that the Frenchtown Board of Education approved to reconvene into regular session at 8:41 p.m.

### **Student Suspension**

BE IT RESOLVED THAT the Board of Education approves the following:

WHEREAS, the parents or legal guardian of student ID Number 4153404720 ("Student") has been duly noticed and afforded the opportunity to participate in a hearing before the Board of Education, and has been afforded certain due process rights; and

WHEREAS, the parents or legal guardian of student was advised of his right to appeal to the Commissioner of Education; and

WHEREAS, the parents or legal guardian of student participated in a hearing before the Board of Education, which took place on January 2, 2018, and has been afforded certain due process rights at that hearing; and

WHEREAS, the preponderance of the evidence indicated that he engaged in prohibited conduct which was reported on December 12, 2017 and that said behavior constituted good cause for further discipline,

NOW, THEREFORE, BE IT RESOLVED THAT motion to approve the recommendation of the Superintendent of the Frenchtown Elementary School District for the long-term suspension of Student through the end of the second marking period, which ends on January 24, 2018, subject to review at subsequent Board of Education hearings.

Student will continue to receive home instruction in accordance with N.J.S.A. 18A:38-1 et seq. and N.J.A.C. 6A:16-10.2 for the duration of the suspension.

BE IT FURTHER RESOLVED THAT Student will be excluded from participating in all Frenchtown Elementary School District extracurricular school activities and is not permitted on any school property or at any other school function without prior approval of the Superintendent during the period ending January 24, 2018.

Moved by Mrs. Einhorn and seconded by Mrs. Pearson. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

## **11. ADJOURN**

BE IT RESOLVED, that the Frenchtown Board of Education adjourns the meeting at 8:44 p.m. Moved by Mrs. Einhorn and seconded by Mrs. Pearson. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Respectfully submitted:



Kelly Morris  
Assistant to the Business Administrator

Attest:



Kate Nugent  
Board President