

# Minutes

## FRENCHTOWN BOARD OF EDUCATION

2019 ANNUAL ORGANIZATION OF THE BOARD: JANUARY 3, 2019, 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 11, 2018 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

Kate Nugent	3 year term
Laine Nauman	3 year term

### 4. OATH OF OFFICE

Mrs. Teresa Barna administered the Oath of Office to Newly Elected Board Members – Kate Nugent and Laine Nauman

### 5. ROLL CALL

Members Present: Mr. Adam Blackburn  
Mrs. Jennifer Campbell  
Ms. Laine Nauman  
Mrs. Teresa Pearson  
Mrs. Kate Nugent

Members Absent: Mrs. Laura Einhorn  
Mrs. Amy Musolino

Others Present: Daria Wasserbach, Superintendent  
Teresa Barna, Business Administrator/Board Secretary

## 6. ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION

### Action Items:

#### Election of Board President

Mrs. Barna called for nominations for the Office of Board President.

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

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

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

Moved by Mr. Blackburn and seconded by Mrs. Campbell. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

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

#### Election of Board Vice-President

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

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

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

Moved by Mr. Blackburn and seconded by Mrs. Campbell. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

#### 2019 Delegates/Representatives

BE IT RESOLVED, the Frenchtown Board of Education approved the following 2019 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. Nauman. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

## **2019 Board Appointments**

BE IT RESOLVED, the Frenchtown Board of Education approved the following 2019 appointments/re-appointments:

504 Officer.....	Katherine Griffith
Accounting Software System.....	CDK Systems
Affirmative Action Officer.....	Katherine Griffith
AHERA Consultant.....	RK Occupational & Environmental, Inc.
AHERA Representative.....	Mattie O'Brien
Architect of Record.....	SSP Architectural Group
Asbestos Management Officer.....	Mattie O'Brien
Attendance Officer.....	Katherine Griffith
Auditor.....	Bedard, Kurowicki & Co.
Board Attorney.....	Cleary Jacobbe Alfieri & Jacobs
Bond Counsel.....	Wilentz, Goldman & Spitzer
BSI Representative/Contact.....	Katherine Griffith
Business Administrator/Board Secretary.....	Teresa E. Barna
Chemical Hygiene Officer.....	Mattie O'Brien
Financial Advisory Services.....	Phoenix Advisors, LLC
Health Insurance Broker.....	Brown & Brown Benefit Advisors
Homeless Liaison.....	Katherine Griffith
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
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.....	Katherine Griffith
School Physician.....	Del-Val Family Health Center
School Safety Specialist.....	Daria Wasserbach
Security Monitoring Services.....	Quantum Security Systems/B SAFE, Inc.
Truant Officer.....	Katherine Griffith

Moved by Mrs. Campbell and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

### **2019 Annual Board Meeting Dates**

BE IT RESOLVED, the Frenchtown Board of Education approved the following 2019 Board Meeting dates:

January 22, 2019  
February 12, 2019 (Work Session)  
February 26, 2019  
March 12, 2019 (Work Session)-Preliminary Budget Approval  
March 26, 2019  
April 30, 2019  
May 14, 2019\*  
June 18, 2019 (Goal Setting)  
June 25, 2019  
August 27, 2019  
September 24, 2019  
October 15, 2019\*  
November 26, 2019  
December 17, 2019  
January 7, 2020\* (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. Campbell and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

### **Petty Cash Account**

BE IT RESOLVED, the Frenchtown Board of Education approved to establish the 2019 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 Mrs. Pearson. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

### **2019 Bank Account Signatures**

BE IT RESOLVED, the Frenchtown Board of Education approved to authorize the following signatures on the 2019 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 Board President
- 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 Ms. Nauman and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

#### **Depository of Bank 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 Mr. Blackburn and seconded by Mrs. Campbell. On a voice vote, resolution was adopted as follows: 5 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 Ms. Nauman. On a voice vote, resolution was adopted as follows: 5 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 Ms. Nauman and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 5 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 Mrs. Pearson. On a voice vote, resolution was adopted as follows: 5 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 Ms. Nauman and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 5 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 Ms. Nauman. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

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

BE IT RESOLVED, 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 Mr. Blackburn and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

### **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: 5 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 Ms. Nauman. On a voice vote, resolution was adopted as follows: 5 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 \$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% (\$6,000) 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 Mr. Blackburn and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 5 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 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 Mr. Blackburn and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

## **7. REGULAR BUSINESS**



8. **PUBLIC COMMENT** - None

9. **2018/2019 BOARD and DISTRICT GOALS**

**Frenchtown District Goals (2018- 2019)**

1. Expand current Personalized Student Learning Plan for students in grades 6 thru 8 to further differentiate and individualize instruction.
2. Conduct safety/security audit
3. Conduct survey and create school advisory council as described in long range plan

**Board Goals (2018- 2019)**

1. Conduct interviews and hire full time principal to begin July 2019
2. Support the expansion of Personalized Student Learning Plans.
3. Implement plan for district sustainability/Green Certification.

10. **PERSONNEL**

**Travel/Staff Development**

BE IT RESOLVED, the Frenchtown Board of Education approved the following requests for employee/board member travel in accordance with the School District Accountability Act and Board of Education Policy. Only overnight stays are eligible for meal reimbursement. Mileage, meals and lodging reimbursements shall be in accordance with NJ Statute, Code and NJ Department of Treasury Guidelines. OMB Mileage Reimbursement Rate: \$0.31.

<b>Employee/ BOE Member</b>	<b>Program Title/ Location</b>	<b>Date(s)</b>	<b>Cost</b>	<b>Mileage</b>	<b>Lodging (per diem)</b>	<b>Meals (per diem)</b>
<b>Michelle Small</b>	Wilson Reading, High Bridge, NJ	1-8-2019 1-9-2019 1-10-2019	\$325.00	\$30.69	N/A	N/A

Moved by Mrs. Campbell and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

11. **ADJOURN**

BE IT RESOLVED, the Frenchtown Board of Education adjourns the meeting at 7:30 p.m. Moved by Mrs. Campbell and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

Respectfully submitted:



Teresa Barna  
Board Secretary

Attest:



Kate Nugent  
Board President