

Minutes

FRENCHTOWN BOARD OF EDUCATION

2020 ANNUAL ORGANIZATION OF THE BOARD: JANUARY 7, 2020, 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 10, 2019 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

Laura Einhorn 3 year term

Hugo Rodriguez 3 year term

4. **OATH OF OFFICE**

Mrs. Teresa Barna administered the Oath of Office to Newly Elected Board Members – Laura Einhorn and Hugo Rodriguez.

5. **ROLL CALL**

Members Present: Mr. Adam Blackburn (arrived at 6:59 p.m.)
Mrs. Kara Bobrowski
Mrs. Laura Einhorn
Ms. Laine Nauman
Mrs. Kate Nugent
Mrs. Teresa Pearson
Mr. Hugo Rodriguez

Members Absent: None

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

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

Action Items:

Appoint Board President

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

Open Nomination(s) for Board President: Mrs. Einhorn nominated Kate Nugent, seconded by Ms. Nauman.

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

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

Moved by Mrs. Einhorn and seconded by Mrs. Pearson. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

Mrs. Kate Nugent assumes the Chair as President.

Appoint Board Vice-President

Open Nomination(s) for Board Vice-President: Mrs. Einhorn nominated Teresa Pearson, seconded by Ms. Nauman.

Nominations for Board Vice-President were closed by Mrs. Einhorn , seconded by Ms. Nauman.

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

Moved by Mrs. Einhorn and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

2020 Delegates/Representatives

BE IT RESOLVED, the Frenchtown Board of Education approved the following 2020 delegates/representatives from the Board of Education:

Hunterdon County ESC Representative: **Adam Blackburn**

Hunterdon County School Boards Association Delegate: **Laine Nauman**

NJ School Boards Association Delegate/Alternate: **Kate Nugent/Hugo Rodriguez**

Legislative Liaison: **Kate Nugent**

Town Council Liaison: **Kate Nugent**

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

2020 Board Appointments

BE IT RESOLVED, the Frenchtown Board of Education approved the following 2020

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	Mattie O'Brien
Architect of Record.....	SSP Architectural Group
Asbestos Management Officer.....	Mattie O'Brien
Attendance Officer	James Hintenach
Auditor.....	Bedard, Kurowicki & Co.
Board Attorney	Cleary Jacobbe Alfieri & Jacobs
Bond Counsel.....	Wilentz, Goldman & Spitzer
BSI Representative/Contact	James Hintenach
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
HIB Coordinator.....	James Hintenach
HIB Specialist.....	Amanda Matlee
Homeless Liaison.....	James Hintenach
HVAC Contractor	Mack Industries
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
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 Mrs. Pearson and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

2020 Annual Board Meeting Dates

BE IT RESOLVED, the Frenchtown Board of Education approved the following 2020 Board Meeting dates:

January 28, 2020
February 25, 2020
March 10, 2020 (Work Session)-Preliminary Budget Approval
March 24, 2020
April 28, 2020
May 12, 2020*
June 9, 2020 (Board Retreat/Goal Setting)
June 23, 2020
August 25, 2020
September 22, 2020
October 13, 2020
November 24, 2020
December 15, 2020
January 5, 2021* (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 Mrs. Einhorn. 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 2020 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 voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

2020 Bank Account Signatures

BE IT RESOLVED, the Frenchtown Board of Education approved to authorize the following signatures on the 2020 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
- 8) Money Market Account – PNC Bank (3 signatures required)
Board President, Vice-President, and Board Secretary

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

School Board Code of Ethics Reading

Reading of School Board Code of Ethics – Board President – Kate Nugent

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

Cooperative Purchasing Membership

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

Employee Business Travel Limit

BE IT RESOLVED, the Frenchtown Board of Education approved 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 Mrs. Pearson and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

7. **NEW BUSINESS**

Discussion

- a. Bill S2173
- b. Traffic Calming Meeting

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.

Natalie – 3 towns came out with proclamations against Bill S2173. Protect the US Constitution

Kristen Lambert – Bill S2173 excludes Religious exemption for vaccinations

Liz Tober – Important now because the vote is on the 9th or 13th of January. Please take a stance against Bill S2173

David Tober – Made comments in opposition of Bill S2173

9. **EXECUTIVE SESSION**

BE IT RESOLVED, 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 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 7:40 p.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 Ms. Nauman. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

BE IT RESOLVED, the Frenchtown Board of Education reconvened into regular session at 8: p.m.

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

10. **ADJOURN**

BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 8:14 p.m. Moved by Mrs. Einhorn and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

Respectfully submitted:



Teresa Barna
Board Secretary

Attest:



Kate Nugent
Board President