

Minutes

FRENCHTOWN BOARD OF EDUCATION

2021 ANNUAL ORGANIZATION OF THE BOARD: JANUARY 5, 2021, 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 16, 2020 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 public may view and participate in public comment by visiting the following website: www.dvrhs.org/fesboemeeting

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
Kara Bobrowski	3 year term
Carolyn Gadbois	3 year term

4. OATH OF OFFICE

Mrs. Teresa O'Brien administered the Oath of Office to Newly Elected Board Members Adam Blackburn, Kara Bobrowski and Carolyn Gadbois.

5. ROLL CALL

Members Present: Mr. Adam Blackburn
 Mrs. Kara Bobrowski
 Ms. Carolyn Gadbois
 Ms. Laine Nauman
 Mr. Hugo Rodriguez
 Mrs. Kate Nugent

Members Absent: Mrs. Laura Einhorn

Others Present: Daria Wasserbach, Superintendent
Teresa O'Brien, Business Administrator/Board Secretary
2 Members of the Public

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 Kate Nugent, seconded by Ms. Nauman.

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

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

Moved by Mr. Blackburn and seconded by Ms. Nauman. 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. Nugent nominated Laine Nauman seconded by Mrs. Bobrowski.

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

BE IT RESOLVED, the Frenchtown Board of Education appoints Laine Nauman as Board Vice-President.

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

Ms. Laine Nauman assumes the Chair as Vice-President.

2021 Delegates/Representatives

BE IT RESOLVED, the Frenchtown Board of Education approved the following 2021 delegates/representatives from the Board of Education:

- Hunterdon County ESC Representative: **Adam Blackburn**
- Hunterdon County School Boards Association Delegate: **Kate Nugent**
- NJ School Boards Association Delegate/Alternate: **Kate Nugent/Laine Nauman**
- Legislative Liaison: **Adam Blackburn**
- Town Council Liaison: **Kate Nugent**

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

2021 Board Appointments

BE IT RESOLVED, the Frenchtown Board of Education approved the following 2021 appointments/re-appointments:

- 504 Officer.....Amanda Matlee
- Accounting Software System..... CDK Systems
- Affirmative Action Officer..... James Hintenach
- AHERA Consultant..... RK Occupational & Environmental, Inc.
- AHERA Representative Ronald Marinelli
- Architect of Record..... SSP Architectural Group
- Asbestos Management Officer Ronald Marinelli
- Attendance Officer..... James Hintenach
- Auditor..... Bedard, Kurowicki & Co.
- Board Attorney Cleary Giacobbe Alfieri & Jacobs
- Bond Counsel..... Wilentz, Goldman & Spitzer
- BSI Representative/ContactJames Hintenach
- Business Administrator/Board Secretary.....Teresa O'Brien
- Chemical Hygiene Officer..... Ronald Marinelli
- Financial Advisory Services.....Phoenix Advisors, LLC
- Health Insurance Broker..... Brown & Brown Metro
- HIB Coordinator James Hintenach
- HIB Specialist Amanda Matlee
- Homeless Liaison James Hintenach
- HVAC ContractorMack Industries
- Indoor Air Quality Designee..... Ronald Marinelli
- Insurance Agent of Record..... Brown & Brown Metro
- Integrated Pest Management (IPM) Coordinator... ..Ronald Marinelli
- 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	Ronald Marinelli
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. Blackburn and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

2021 Annual Board Meeting Dates

BE IT RESOLVED, the Frenchtown Board of Education approved the following 2021 Board Meeting dates:

January 26, 2021
 February 23, 2021
 March 9, 2021 (Work Session)-Preliminary Budget Approval
 March 23, 2021
 April 13, 2021 (Work Session)
 April 27, 2021
 May 11, 2021*
 June 8, 2021 (Board Retreat/Goal Setting)
 June 22, 2021
 August 24, 2021
 September 28, 2021
 October 19, 2021
 November 23, 2021
 December 21, 2021
 January 4, 2022* (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.

Via Zoom Webinar by visiting: www.dvrhs.org/fesboemeeting

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

Petty Cash Account

BE IT RESOLVED, the Frenchtown Board of Education approved to establish the 2021 Petty Cash Account in the amount of \$200 with a maximum reimbursement of \$50 to any individual on any one occasion.

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

2021 Bank Account Signatures

BE IT RESOLVED, the Frenchtown Board of Education approved to authorize the following signatures on the 2021 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 Ms. Nauman and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 6 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 Mr. Blackburn and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 6 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. Nauman and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 6 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. Blackburn and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0, with Ms. Gadbois abstaining.

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. Nauman. On a voice vote, resolution was adopted as follows: 6 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 Mr. Blackburn and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 6 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 Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 6 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 Mr. Blackburn and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 6 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: 6 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 \$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. Blackburn and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 6 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. Nauman. On a voice vote, resolution was adopted as follows: 6 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 Mr. Blackburn and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 6 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 Mr. Blackburn and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

Employee Business Travel Limit

BE IT RESOLVED, the Frenchtown Board of Education approved the 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 Mr. Blackburn and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

7. NEW BUSINESS

Board Member Resignation

BE IT RESOLVED, the Frenchtown Board of Education accepts with regret the resignation of Board Member Laura Einhorn effective immediately.

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

8. PUBLIC COMMENT - None

9. ADJOURN

BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 7:36 p.m. Moved by Mr. Blackburn and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

Respectfully submitted:



Teresa O'Brien
Board Secretary

Attest:



Kate Nugent
Board President