

**FLEMINGTON-RARITAN REGIONAL BOARD OF EDUCATION**

**May 4, 2020**

Zoom Conference:

Topic: Board of Education Meeting May 4, 2020  
Time: May 4, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/87290196828>

Meeting ID: 872 9019 6828  
Password: 6p6AYr  
One tap mobile

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 872 9019 6828  
Password: 480027

Find your local number: <https://us02web.zoom.us/u/kojhHEKkj>

**VIRTUAL EXECUTIVE SESSION – 6:15 P.M.**

**VIRTUAL DISTRICT REORGANIZATION/REGULAR MEETING/PUBLIC HEARING 2020-2021 BUDGET - 7:00 P.M.**

- I. Call to Order by the Board President.
- II. In accordance with the State's Sunshine Law, adequate notice of this meeting was provided by mailing a notice of the time, date, location, and, to the extent known, the agenda of this meeting on December 17, 2019 to the Hunterdon County Democrat and The Courier-News. Copies of the notice have been posted in the Board Office and filed with Flemington Borough and the Raritan Township Clerk and in each of the district schools Main Offices on December 17, 2019.
- III. Roll Call
- IV. Sunshine Resolution

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the Flemington-Raritan School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

- Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically: \_\_\_\_\_
- Matters in which the release of information would impair the right to receive government funds, and specifically: \_\_\_\_\_
- Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically: \_\_\_\_\_
- Matters concerning negotiations, and specifically: \_\_\_\_\_
- Matters involving the purchase of real property and/or the investment of public funds, and specifically: \_\_\_\_\_
- Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically: \_\_\_\_\_

- Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically: \_\_\_\_\_
- ☐ Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically: **Status of Employment**
- Matters involving quasi-judicial deliberations, and specifically: \_\_\_\_\_

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

FURTHER RESOLVED that the Board **will**/will not return to open session to conduct business at the conclusion of the executive session.

V. Pledge of Allegiance

VI. District Mission Statement

The Flemington-Raritan Regional School District values children. Together, **WE**:  
 Foster social, emotional, and academic growth in a safe and nurturing environment.  
 Respect values and traditions within our families and schools.  
 Strive to respond to the needs of our diverse and changing community.  
 Develop the curiosity and creativity of critical thinkers to become collaborative problem solvers  
 who meet the challenges of a globally competitive society.

**Every Student -Every Day -Every Opportunity**

VII. Superintendent's Report - Teacher Appreciation Week  
 - Budget Public Hearing

VIII. Approval of Minutes – Executive Session – April 27, 2020  
 Regular Meeting – April 27, 2020

IX. Citizens Address the Board – This is the portion of our meeting reserved for public comment pursuant to N.J.S.A. 10:4-12(a), the Open Public Meetings Act. Members of the public are invited to address the Board according to the Board’s policy and by-laws. Please be aware that this portion is your opportunity to comment, and is not a forum for the Board to respond to your comments. However, the Board will certainly give all comments appropriate consideration.

X. Annual District Reorganization

1. Approval to authorize the Board President to sign all legal documents, payrolls and warrants, and the Board Vice President to sign the same when the President is not available for the 2020-2021 school year.
2. Approval to authorize payment of bills between Board meetings for the 2020-2021 school year.
3. Approval to adopt the attached Chart of Accounts for the 2020-2021 school year.
4. Approval to designate the Hunterdon County Democrat & The Courier News as the official newspapers for the district for the 2020-2021 school year.
5. Approval to adopt the existing courses of study, course guides, curriculum and textbooks of the Flemington-Raritan Regional Board of Education. Whenever new course guides are developed or existing guides revised, they shall be presented to the Board for review and approval.
6. Approval to adopt the existing by-laws and policies of the Flemington-Raritan Regional Board of Education established for its own operation and the operation of the school district, including the administrative regulations developed to implement policies, be adopted for the life of the 2020-2021 Board of Education.

7. Approval to reaffirm that in accordance with Board Policy 2360 the district is in compliance with the Children's Internet Protection Act.
8. Approval to designate Investors Bank as official depository for school funds for the 2020-2021 school year.
9. Approval to designate the following banking institution as a depository for investment of school district funds by the Business Administrator/Board Secretary for the 2020-2021 school year:

State of New Jersey Cash Management Fund  
Investor's Bank

10. Approval to authorize the attached list of employees to have signature authority for the 2020-2021 school year.
11. Approval to appoint Stephanie Voorhees as Attendance Officer for the 2020-2021 school year.
12. Approval to appoint James Shumate as Safety and Health Designee for the 2020-2021 school year.
13. Approval to appoint Stephanie Voorhees as Board Secretary for the 2020-2021 school year.
14. Approval to appoint Kim Parisi as Alternate Board Secretary for the 2020-2021 school year.
15. Approval to appoint Stephanie Voorhees as Public Agency Compliance Officer for the 2020-2021 school year.
16. Approval to appoint Stephanie Voorhees as the Purchasing Agent for the 2020-2021 school year.
17. Approval to appoint Stephanie Voorhees as Custodian of Records for the 2020-2021 school year.
18. Approval to designate Peter Sibia as District School Safety Specialist for the 2020-2021 school year.
19. Approval to designate Jesse Lockett as District School Safety Specialist for the 2020-2021 school year.
20. Approval to appoint Mark Masessa as Affirmative Action Officer for the 2020-2021 school year.
21. Approval to appoint April Kay as Affirmative Action Officer for the 2020-2021 school year.
22. Approval to appoint Stephanie Voorhees as Section 504 Facilities Coordinator for the 2020-2021 school year.
23. Approval to appoint Dr. Danielle Hamblin as Section 504 Program Coordinator for the 2020-2021 school year.
24. Approval to appoint James Shumate as Asbestos Hazard Emergency Response Act Coordinator (AHERA) for the 2020-2021 school year.
25. Approval to appoint James Shumate as the Integrated Pest Management Coordinator for the 2020-2021 school year.
26. Approval to appoint James Shumate as the Indoor Air Quality Designee for the 2020-2021 school year.
27. Approval to appoint Dr. Kari McGann, Superintendent of Schools, as the representative to the Hunterdon County ESC Board for the 2020-2021 school year.
28. Approval to appoint Kristen Wolff as the Chemical Hygiene Officer for the 2020-2021 school year.
29. Approval to renew Blackboard as the district's Schoolwires Website service at an amount not to exceed \$12,112.51 for the 2020-2021 school year.
30. Approval to endorse the Bollinger Insurance Co. for the Voluntary Student Accident Insurance Program for the 2020-2021 school year. Premiums paid by parents.

31. Approval to appoint Brown & Brown Benefit Advisors, Inc., as the Board’s Broker-of-Record for our Horizon group medical, prescription drug, and dental insurance programs. Brown & Brown Benefit Advisors, Inc. is authorized to act on behalf of the Board in all matters related to these programs. Brown & Brown Benefit Advisors, Inc.’s responsibilities will include, but are not limited to, negotiating annual renewal rates, marketing our group insurance programs, and aiding our staff in the resolution of billing, enrollment, and claim problems for the 2020-2021 school year, as outlined in the attached resolution. Brown & Brown Benefit Advisors, Inc. is authorized to receive a commission payment from Horizon, percentages for which are included in Horizon’s proposed rates.
32. Approval to appoint Busch Law Group, LLC as Special Conflicts Counsel, at an hourly rate of \$165 for the 2020-2021 school year, as outlined in the attached resolution, at an amount not to exceed \$10,000.
33. Approval to appoint CBIZ Insurance Agency as the Risk Management Consultant for the 2020-2021 school year, as outlined on the attached resolution. CBIZ Insurance Agency is authorized to receive a commission payment from SAIF (School Alliance Insurance Fund).
34. Approval to appoint Comegno Law Group, P.C. as the Attorney of Record, to provide General Counsel, Labor/Personnel Counsel and Special Education Counsel at an hourly rate of \$175 for the 2020-2021 school year, as outlined in the attached resolution at an amount not to exceed \$100,000.
35. Approval to appoint DIGroup Architecture, LLC as the Architect of Record at an amount not to exceed \$175/hour for the 2020-2021 school year, as outlined in the attached resolution. Special project proposals will be Board approved as needed.
36. Approval to appoint DLB Associates Consulting Engineers as the Engineer of Record at an amount not to exceed \$200/hour for the 2020-2021 school year, as outlined in the attached resolution. Special project proposals will be Board approved as needed.
37. Approval to contract with Duff & Phelps, LLC to conduct an annual district-wide inventory service at an amount not to exceed \$11,900 for the 2020-2021 school year.
38. Approval for the Flemington-Raritan Regional School District to be part of the Cooperative Pricing System for the 2020-2021 school year, at no cost to the district:

<b>Educational Services Commission</b>
Hunterdon County
Educational Services Commission of New Jersey (formerly Middlesex County)
Somerset County

39. Approval to renew services with Frontline Education for the 2020-2021 school year, as follows:

<b>Item</b>	<b>Services</b>	<b>At An Amount Not To Exceed</b>
1.	IEP Direct	\$13,974.12
2.	504 Program Management	\$ 3,493.53
3.	Frontline Central-Internal Employees	\$ 5,352.57
4.	Absence & Substitute Management	\$10,364.47
5.	Applicant Tracking	\$ 3,594.03
6.	Employee Evaluation Management with Evaluation Frameworks with Danielson 2011/2013, Stronge Leaders Only	\$19,898.86

40. Approval to renew Genesis Educational Services, Inc. to serve as the district’s student information system at an amount not to exceed \$54,399 for the 2020-2021 school year.

41. Approval to appoint Hunterdon Lock & Safe, Inc. to provide proprietary locksmith services at an amount not to exceed \$182/hour for the 2020-2021 school year.
42. Approval to appoint Phoenix Advisors, LLC as Financial Advisor at an amount not to exceed \$1,000 base fee for the 2020-2021 school year, as outlined in the attached resolution. Special project proposals will be Board approved as needed.
43. Approval to renew Pritchard Industries Custodial Services for the 2020-2021 school year as outlined in the attached addendum.
44. Approval to appoint R.K. Occupational and Environmental Analysis, Inc. for the 2020-2021 school year, as outlined on the attached resolution. Special project proposals will be Board approved as needed.
45. Approval to renew SAIF (School Alliance Insurance Fund) as the Risk Management Fund for the 2020-2023 school year, as outlined in the attached resolution.
46. Approval to contract with Siemens Industry, Inc. to provide goods and services for their support and maintenance of proprietary computer hardware and software for building management systems at an amount not to exceed \$51,322 for the 2020-2021 school year.
47. Approval to contract with Sonitrol Security Systems of Central New Jersey, Inc. to provide goods and services for their support and maintenance of proprietary computer hardware and software at an amount not to exceed \$50,000 for the 2020-2021 school year.
48. Approval to appoint Strauss Esmay Associates, Inc. as Board Policy Service for the 2020-2021 school year at an amount not to exceed \$5,300.
49. Approval to appoint Suplee, Clooney & Company as public school accountant at an amount not to exceed \$19,525 Statutory Audit & CAFR Report \$2,500 for the 2020-2021 school year, as outlined in the attached resolution.
50. Approval to contract with Intrado Interactive Services Corporation as the district's automated school messaging service at an amount not to exceed \$7,005.96 for the 2020-2021 school year.
51. Approval for Wilentz, Goldman & Spitzer, P.A. to be Bond Counsel for the 2020-2021 school year, as outlined on the attached resolution. Special project proposals will be Board approved as needed.
52. Approval to establish the following petty cash accounts for the 2020-2021 school year:

<b>SCHOOL/BOARD OFFICE/SPECIAL SERVICES</b>	<b>ADMINISTRATOR</b>	<b>AMOUNT</b>
Barley Sheaf	Principal	\$150/month
Copper Hill	Principal	\$150/month
F. A. Desmares	Principal	\$150/month
J.P. Case Middle	Principal	\$150/month
Reading-Fleming Intermediate	Principal	\$150/month
Robert Hunter	Principal	\$150/month
Board Office - Business Office	Business Administrator	\$150/month
Board Office - Curriculum Office	Assistant Superintendent	\$150/month
Board Office - Personnel Office	Superintendent	\$150/month
Special Services	Director	\$150/month

XI. Report of the Standing Committees and Appointments

**A. PERSONNEL – Susan Mitcheltree, Chairperson, Next Meeting – May 12, 2020**

**THE SUPERINTENDENT OF SCHOOLS RECOMMENDS THE FOLLOWING RESOLUTIONS FOR APPROVAL:**

### Certified Staff – Appointments, Resignations & Leaves of Absence

- Approval to employ the following certificated staff members for the 2020-2021 school year, as per the attached appendices.

Item	Staff	Appendix
1.	Tenured Administrators	A
2.	Non-Tenured Administrators	B
3.	Tenured Certificated Staff	C
4.	Non-Tenured Certificated Staff	D

- Approval to appoint the following Administrators as School Safety Specialists, for the 2020-2021 school year, as follows:

Item	Last Name	First Name	Position	Rate
1.	Lockett	Jesse	Grades Pre-K-4 School Safety Specialist	\$5,000.00
2.	Sibilia	Peter	Grades 5-8 School Safety Specialist	\$5,000.00

- Approval for the following staff member(s) to take a leave of absence during the 2020-2021 school year, as follows:

Item	Last Name	First Name	Loc.	Position	Type of Leave	Leave	Anticipated Dates
1.	Eckhardt	Cristin	JPC	Grade 7&8 Science	Maternity	Disability	September 1, 2020-October 16, 2020
						FMLA	October 17, 2020-January 8, 2021
2.	Pepe	Mary	FAD	School Counselor	Maternity	Disability	September 1, 2020-September 22, 2020
						FMLA	September 23, 2020-December 17, 2020
						Childcare	December 18, 2020-April 12, 2021

- Approval to employ the following leave replacement(s) during the 2019-2020 school years, as follows:

Item	Last Name	First Name	Loc.	Position/Replacing	Effective Dates	Salary/Degree/Step	Certification/College
1.	Petruzela	Samantha	RFIS	Grade 6 Resource Center/In-class Support/Rosemary Fleming	May 22, 2020-June 30, 2020	Substitute Per Diem Rate (Days 1-60)	Elementary School Teacher in Grades K-6 (pending), Teacher of Students with Disabilities (pending), Elementary School Teacher with Subject Matter Specialization: Math (pending), Elementary School Teacher with Subject Matter Specialization: Science/The College of New Jersey
						\$55,025/BA/1 prorated, (Days 61+)	

### Non-Certified Staff – Appointments, Resignations & Leaves of Absence

- Approval to confirm the leave of absence for the following staff member(s) during the 2019-2020 school year, as follows:

Item	Last Name	First Name	Loc.	Position	Type of Leave	Leave	Anticipated Dates
1.	Van Gaalen	Ryan	CO	Maintenance Mechanic	Medical	Disability	April 27, 2020-May 7, 2020

- Approval to employ the following Residency Investigator(s) for the 2020-2021 school year, pending fingerprints and health exam, as follows:

Item	Last Name	First Name	Investigation Rate	Report Rate	Out of District Travel
1.	Sugalski	Edward	\$35/hour	\$25/report	\$.35/mile

7. Approval to adopt a revised job description for the position of Director of Educational Facilities and Operations, as attached.
8. Approval of the attached 2020-2021 employment contracts for the following staff members and departments.

Item	Employee/Department
1.	Director of Educational Facilities and Operations
2.	Maintenance Department
3.	Student Data Manager
4.	Technology Department

9. Approval to employ the following non-certificated staff member(s) for the 2020-2021 school year as per the attached appendices.

Item	Staff	Appendix
1.	Tenured Non-Certificated	E
2.	Non-Tenured Non-Certificated	F
3.	Cafeteria Aides	G
4.	Non-Aligned	H

**B. CURRICULUM, PROFESSIONAL DEVELOPMENT, ASSESSMENT, TECHNOLOGY, AND GRANTS – Christopher Walker, Chairperson, Next Meeting – May 13, 2020**

1. Approval of the District’s program of virtual or remote instruction to meet the 180 school day requirement, which was previously submitted to the New Jersey Department of Education via the Executive County Superintendent’s Office, on March 20, 2020, and implemented since the District’s virtual learning program began on March 17, 2020.

**C. FACILITIES/OPERATIONS/SECURITY – Laurie Markowski, Chairperson, Next Meeting – May 12, 2020**

1. Approval to authorize the Business Administrator/Board Secretary to advertise and accept bids for the district's Fire Alarm Detection System.
2. Approval for Sonitrol Security to supply and install additional video cameras, servicer and access control upgrades at a cost of \$509,868.08 through the Hunterdon County ESC Bid #HCESC-Tech-17-01.

**D. TRANSPORTATION – Valerie Bart, Chairperson, Next Meeting – June 1, 2020**

**E. FINANCE – Marianne Kenny, Chairperson, Next Meeting – May 7, 2020**

1. Approval of the following resolution:

**Resolution to adopt the final 2020-2021 budget**

**BE IT RESOLVED**, that the final budget be approved for the 2020-2021 school year using the 2020-2021 State aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.



**H. MISCELLANEOUS(INFORMATION-ACTION)**

**Information Items**

1. Drill(s) to date for the 2019-2020 School Year:

Month	Fire Drills					
	<i>BS</i>	<i>CH</i>	<i>FAD</i>	<i>RH</i>	<i>RFIS</i>	<i>JPC</i>
September	09/12	09/23	09/12	09/09	09/16	09/12
October	10/08	10/28	10/28	10/18	10/24	10/10
November	11/14	11/06	11/14	11/26	11/04	11/04
December	12/04	12/18	12/11	12/10	12/16	12/10
January	01/06	01/15	01/10	01/15	01/15	01/02 01/23
February	02/12	02/26	02/12	02/03	02/24	02/20
March	*	*	*	*	*	03/02
April	**	**	**	**	**	**

  

Month	Security Drills					
	<i>BS</i>	<i>CH</i>	<i>FAD</i>	<i>RH</i>	<i>RFIS</i>	<i>JPC</i>
September	09/20	09/18	09/20	09/10	09/12	09/17
October	10/02	10/29	10/10	10/14	10/08 10/10	10/30
November	11/06	11/13	11/22	11/13	11/13	11/13
December	12/12	12/16	12/06	12/13	12/11	12/16
January	01/15	01/17	01/29	01/22	01/10	01/17
February	02/04	02/24	02/28	02/26	02/12	02/24
March	03/10	*	*	*	03/10	03/11
April	**	**	**	**	**	**

*\*\* No drills held in April. School remained closed at least through May 15, 2020.*

- XII. Correspondence
- XIII. Old Business
- XIV. New Business
- XV. Citizens Address the Board - This is the portion of our meeting reserved for public comment pursuant to N.J.S.A. 10:4-12(a), the Open Public Meetings Act. Members of the public are invited to address the Board according to the Board’s policy and by-laws. Please be aware that this portion is your opportunity to comment, and is not a forum for the Board to respond to your comments. However, the Board will certainly give all comments appropriate consideration.
- XVI. Sunshine Resolution (if needed)
- XVII. Adjourn

2020 Board Meetings

- May 26
- June 8 & 22
- July 27
- August 24
- September 14 & 29
- October 12 & 26
- November 9 & 23
- December 14