

Frenchtown Board of Education Meeting Minutes

July 22, 2014 6:30 p.m.

1. Call to Order – Opening Statement

The regular meeting of the Frenchtown Board of Education was called to order at 6:40 pm by President Kate Nugent.

Mrs. Nugent, Board President, read the following:

Adequate notice of this regularly scheduled meeting of the Frenchtown Board of Education has been provided in accordance with the Open Public Meeting act by notification to the Hunterdon County Democrat. A copy of this notice has also been posted at the public school, at the municipal building and filed with the borough clerk.

2. The Pledge of Allegiance

All persons present participated in the recitation of the Pledge of Allegiance.

3. Roll Call

Members Present:

Mrs. Einhorn
Mrs. Pearson
Mrs. Buxton
Mrs. Nugent

Members Absent:

Mrs. Musolino
Dr. Eckel
Mrs. Campbell

Also Present:

Daria Wasserbach, Superintendent
Ms. Christina Dalla Palu, Principal
Members of the Public

4. Public Participation

Bond referendum – Ballot Question and Public Education Flyer – Scott Mihalick, SSP Architectural Services and Tony Pannella, Wilentz, Goldman & Spitzer.

5. APPROVAL OF MINUTES

A motion was made by Mrs. Buxton and seconded by Mrs. Einhorn to approve the minutes of the June 24, 2014 regular session.

Vote: 5 ayes, 0 nays, motion carried on a voice vote.

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6. **CORRESPONDENCE - None**

7. **SUPERINTENDENT REPORT**

Ms. Daria Wasserbach provided updates on the following:

- Progress of administrative team transition.
- Conflict between September 16th Board of Education meeting and Back to School Night. Suggested re-schedule to September 23rd.
- NJSBA Convention October 28-30.
- New Jersey adoption of Next Generation Science Standards.
- Change in PARCC results as part of the teacher evaluation system.

8. **BOARD PRESIDENT'S REPORT**

Mrs. Nugent discussed timing and approach to setting Board goals.

9. **BOARD SECRETARY/TREASURER'S REPORT**

A motion was made by Mrs. Buxton and seconded by Mrs. Einhorn to approve and acknowledge receipt of the monthly certification of the Board Secretary and after review of the May 2014 Board Secretary's and Treasurer's Reports, certify no major account or fund has been over-expended in violation of N.J.A.C.6A:23 – 2.11(c) 3 and that sufficient funds are available to meet the District's financial obligation for the remainder of the fiscal year and that no budgetary line-item account has been exceeded pursuant to N.J.S.A. 18A:22-8.1, and that no line-item account has encumbrances and expenditure, which in total exceed the line-item appropriation in violation of N.J.A.C. 6A23-2.11(a).

Vote: 4 ayes, 0 nays, motion carried on a roll call vote.

10. **CONSENT AGENDA**

Matters listed within the consent agenda (designated by *) has been referred to members of the Board of Education and/or its standing committees, for reading and study and will be enacted with one motion. The Personnel items on the consent agenda are recommended by the Superintendent. If separate discussion is desired, the item may be removed from the consent agenda by Board action.

A motion was made by Mrs. Buxton and seconded by Mrs. Einhorn to approve the below consent agenda item 11.1 – 17.3 with items 11.10 and 17.1 amended.

Vote: 4 ayes, 0 nays motion carried on a roll call vote.

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11. Finance

Action Items:

Payment of Bills

11.1 BE IT RESOLVED, that the Board of Education approve the June 30, 2014 bills list as follows:

General Fund:	\$103,700.72
Special Revenue Fund:	\$ 882.58
Total	\$104,583.30

Moved by Buxton, seconded by Einhorn. On a roll call vote, resolution was adopted as follows: 4 ayes; nays 0.

11.2 BE IT RESOLVED, that the Board of Education approve the July 22, 2014 bills list as follows excluding payroll:

General Fund:	\$41,664.50
Total	\$41,664.50

Moved by Buxton, seconded by Einhorn. On a roll call vote, resolution was adopted as follows: 4 ayes; nays 0.

Budget Transfers

11.3 BE IT RESOLVED, that the Board of Education approve the attached list of June 2014 budget transfers in the amount of \$133,533.70. Moved by Buxton, seconded by Einhorn. On a roll call vote, resolution was adopted as follows: 4 ayes; nays 0.

Non Public Instructional Services Agreement

11.4 BE IT RESOLVED, that the Board of Education approve a Non-Public Instructional Services contract with the Hunterdon County Educational Services Commission from July 1, 2014 to June 30, 2015 and to approve Non-Public School Nursing Services contract. Moved by Buxton, seconded by Einhorn. On a roll call vote, resolution was adopted as follows: 4 ayes; nays 0.

Lease Agreement Ricoh USA

11.5 BE IT RESOLVED, that the Board of Education approve a lease agreement with Ricoh USA from March 31, 2014 – March 31, 2018 at a cost of \$482.17 per month with an interest rate of .0214 for a duplicating machine purchased with State Contract #M0053. Contract includes a maintenance agreement with a black/white allowance of 20,000 copies

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per month and a color allowance of 1,000 per month. Black/White overages will be charged at \$.007 per copy and color overages will be charged at \$.042 per copy. Moved by Buxton, seconded by Einhorn. On a roll call vote, resolution was adopted as follows: 4 ayes; nays 0.

Pre-School Tuition

11.6 BE IT RESOLVED, that the Board of Education accept Preschool contract and tuition for the following students:

Student ID#	Full Time / Part Time	Amount
00266	Full Time	\$4,500.00
00283	Full Time	\$5,000.00
00284	Full Time	\$5,000.00
00285	Part Time	\$3,000.00
00286	Part Time	\$3,000.00
00287	Part Time	\$3,000.00
00288	Part Time	\$3,000.00
00289	Full Time	\$5,000.00
00290	Part Time	\$3,000.00
00291	Part Time	\$2,700.00
00265	Full Time	\$4,500.00
00292	Full Time	\$4,500.00

Moved by Buxton, seconded by Einhorn. On a roll call vote, resolution was adopted as follows: 4 ayes; nays 0.

11.7 BE IT RESOLVED, that the Board of Education appoint Brown & Brown Benefit Advisors as the Health Insurance Broker of Record effective immediately. Moved by Buxton, seconded by Einhorn. On a roll call vote, resolution was adopted as follows: 4 ayes; nays 0.

11.8 BE IT RESOLVED, that the Board of Education amend the 2014/2015 budget to reflect a reduction in School Choice Aid. Moved by Buxton, seconded by Einhorn. On a roll call vote, resolution was adopted as follows: 4 ayes; nays 0.

Reduction of School Choice Aid	-\$9,763
Increase Budgeted Fund Balance	\$9,763

Transfers Greater than 10%

11.9 Motion to approve transfers greater than 10% between designated account groupings for the 2013/2014 school year and to request approval by the Executive County Superintendent for such transfers as required by N.J.A.C. 6A:23A-013.3 et seq.

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Certification of the Referendum Ballot Question

11.10 **WHEREAS**, The Board of Education (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed by the Board) of the Borough of Frenchtown School District, in Hunterdon County, New Jersey (the "State") has over the last few years undertaken a comprehensive review of the physical plant and educational status of the Edith Ort Thomas Elementary School; and

WHEREAS, after such comprehensive review and analysis of various proposed improvements for the School, the Board has determined that the most educationally favorable and economically efficient plan is to undertake a multi-faceted, not exceeding \$2,255,000 school facilities renovations project (the "Project"), including boiler conversion/HVAC upgrades, roof and window replacements and bathroom renovations; and

WHEREAS, the Board, in consultation with the School District architect, has submitted the Project to NJDOE for its review and determination as to State aid eligibility, and based on such review, NJDOE has issued State aid letters to the Board which collectively award a State cash grant to the School District in the amount of \$902,000, representing 40% of the maximum Project cost; and

WHEREAS, to timely accomplish the Project, the Board now seeks to authorize the submission of a ballot question (the "Proposal") at a special School District election to be held Tuesday, September 30, 2014 (the "Election"), and to authorize certain actions required to be taken in connection with the conduct of the Election and the undertaking of the Project.

NOW THEREFORE, BE IT RESOLVED by The Board of Education of the Borough of Frenchtown School District, in Hunterdon County, New Jersey (not less than a majority of the full membership of the Board concurring) as follows:

1. A special School District election (the "Election") of the legal voters of the School District shall be held on Tuesday, September 30, 2014, commencing at 7:00 a.m. in the School District for the purposes hereinafter provided. The polls shall remain open until 9:00 p.m. and as much longer as may be necessary to permit all the legal voters then present to vote and cast their ballot.

2. At the Election the following explanatory statement and Proposal shall be submitted to the legal voters of the School District:

EXPLANATORY STATEMENT

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The Board of Education of the Frenchtown School District has over the last few years, undertaken a comprehensive review of the physical plant and educational status of the Edith Ort Thomas Elementary School. The purpose of this process was for the Board to come to a consensus on an educationally favorable and financially efficient, proposed school facilities project to be presented to the Borough voters for their consideration.

After such review and analysis of various proposed improvements for the School, the Board has developed a proposed project which would provide for much needed School physical plant improvements, including boiler conversion/HVAC upgrades, roof and window replacements and bathroom renovations. The total project cost is \$2,255,000.

The Board submitted the project to the New Jersey Department of Education for its review as to State aid eligibility, and after such review, NJDOE has awarded a State \$902,000 cash grant to the School District, representing 40% of the project cost (which is the maximum permitted grant under law). Such State cash grant is only available to the School District if the referendum is approved.

The Board is proposing to finance the \$1,353,000 "local share" of such cost through the issuance of 15-year school bonds.

PROPOSAL

The Board of Education of the Frenchtown School District is authorized to (A) undertake a school facilities project entailing physical plant improvements at the Edith Ort Thomas Elementary School; and (B) to expend on such project an amount not to exceed \$2,255,000, which expenditure shall be funded, in part, with a State \$902,000 cash grant, and \$1,353,000 in bonds of the School District (representing the School District "local share" of the project cost). All project costs have been deemed eligible costs by the State. The Board is also authorized to issue additional bonds and/or notes in an amount not exceeding the State grant amount to temporarily finance the State grant, for cash flow purposes, as necessary, pending receipt of the State grant.

3. The Board hereby approves and adopts the Proposal and, subject to the approval of the legal voters of the School District, hereby determines to carry out the same.

4. The Business Administrator/Board Secretary is hereby authorized and directed, in conjunction with Bond Counsel, to deliver a certified copy of this resolution and such other information as shall be necessary to comply with the provisions of all applicable laws to the Hunterdon County Superintendent of Schools,

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Hunterdon County Clerk, Hunterdon County Board of Elections, and to the Clerk of the Borough of Frenchtown, and to request such persons to undertake their respective functions under such laws, as applicable, in connection with the Election.

5. The Board hereby acknowledges and confirms that, in accordance with the requirements of Sections 24-16 and 24-17 of the Education Law, a Supplemental Debt Statement has been prepared as of the date of this resolution by the Chief Financial Officer of the Borough of Frenchtown, giving effect to the proposed total authorization of School Bonds of the School District in the maximum amount provided for in the Proposal, and that such Supplemental Debt Statement has been filed in the office of the Clerk of the Borough of Frenchtown, and in the office of the Business Administrator/Board Secretary prior to the adoption of this resolution. The Board hereby directs the Business Administrator/Board Secretary to cause such Supplemental Debt Statement to be filed in the office of the Director of the Division of Local Government Services, New Jersey Department of Community Affairs prior to the date of the Election.

6. The School Administration and such other officers, professionals and agents of the Board as are necessary, including Wilentz, Goldman & Spitzer, P.A., Bond Counsel and the Architect for the Project, are each hereby authorized and directed to perform such acts, execute such documents and do such things as are necessary and proper for the submission of the Proposal to the voters of the School District at the Election, including preparation and submission of all required applications and paperwork for receipt of the State grant for the Project. The Business Administrator/Board Secretary, in consultation with Bond Counsel, is hereby authorized to revise the Proposal, as and if necessary, in order to conform same to statutory requirements.

7. This resolution shall take effect immediately.

12. Facilities

13. Transportation

13.1 BE IT RESOLVED, that the Board of Education approve a joint transportation agreement between the Frenchtown Board of Education and the Milford Board of Education with Frenchtown serving as the host district for the 2014/2015 school year as follows:

Route#	DESTINATION	Route Cost
HSALG	Milford Borough School	\$2,250.00

Moved by Buxton, seconded by Einhorn. On a roll call vote, resolution was adopted as follows: 4 ayes; nays 0.

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14. Policy

Second Reading

14.1 BE IT RESOLVED, that the Board of Education approve the second reading and adoption of the following policies:

- 5118-A Tuition and Payment Policies
- 5131.6 Drugs, Alcohol, Steroids, Tobacco
- 5141 Health

Moved by Buxton, seconded by Einhorn. On a roll call vote, resolution was adopted as follows: 4 ayes; nays 0.

15. Curriculum

16. Planning

17. Personnel

17.1 BE IT RESOLVED, that the Board of Education approve the following club proposals and club advisor appointments and contingent upon a minimum number of 5 students participating:

- Club Proposals– Budget availability \$2,763

Club	Frequency	# of hours	Maximum Fee
Book Club	1 x per month	12 hours	\$420.00
German Club	1 x per week	13 hours	\$455.00
Mural Club (1 session)	1 x per week	10 hours	\$350.00
Sketchbook Club	1 x per week	7.5 hours	\$262.50
Reading Olympics	1 x per week	21 hours	\$735.00
Running Club	1 x per week	15 hours	\$525.00
Total Clubs			\$2,747.50

- Club Advisor Appointments

Club	Advisor
Book Club	Lois Bondor
German Club	Marjorie Leuschner
Mural Club 2 sessions)	Tricia Hurley

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Sketchbook Club	Tricia Hurley
Running Club	Allison Okolichany
Reading Olympics	Kendra Sullivan

Moved by Buxton, seconded by Einhorn. On a roll call vote, resolution was adopted as follows: 4 ayes; nays 0.

- 17.2 BE IT RESOLVED, that the Board of Education approve a paid medical leave of absence for Helen Kovatch effective July 7, 2014 through approximately August 18, 2014. Moved by Buxton, seconded by Einhorn. On a roll call vote, resolution was adopted as follows: 4 ayes; nays 0.

Resignation of Lindsay Klesney

- 17.3 BE IT RESOLVED, that the Board of Education approve the resignation of Lindsay Klesney as an instructional aide effective September 1, 2014. Moved by Buxton, seconded by Einhorn. On a roll call vote, resolution was adopted as follows: 4 ayes; nays 0.

18. **P.D.I.C. REPORT - None**

19. **PUBLIC PARTICIPATION - None**

20. **EXECUTIVE SESSION**

BE IT RESOLVED, that the Board of Education approve 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

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_____ 9. Deliberations involving imposition of specific civil penalty.

NOW THEREFORE BE IT RESOLVED that the Board of Education adjourn to executive session at 7:55 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 Buxton, seconded by Einhorn. On a voice vote, resolution was adopted as follows: 4 ayes; nays 0.

21. RECONVENE

BE IT RESOLVED, that the Board of Education approve to reconvene at 8:00 pm. Moved by Buxton, seconded by Einhorn. On a voice vote, resolution was adopted as follows: 4 ayes; nays 0.

22. NEW BUSINESS

The Board discussed the following additional items with input from Ms. Christina Dalla Palu, Principal

- Need for air conditioning of building during gym floor repairs
- Shed project progress

23. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mrs. Buxton and Mrs. Einhorn to adjourn the meeting at 8:05pm.

Vote: 4ayes, 0 nays, motion carried on a voice vote.

Respectfully submitted:

Attest:

Teresa Pearson
Board Vice President

Kate Nugent
Board President