

Frenchtown Board of Education Meeting Minutes

December 18, 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 6:36 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 on May 6, 2014. 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. Pearson
 Mrs. Musolino
 Mrs. Buxton
 Dr. Eckel
 Mrs. Campbell
 Mrs. Einhorn
 Mrs. Nugent

Members Absent: None

Also Present: Daria Wasserbach, Superintendent
 Teresa Barna, Business Administrator
 Members of the Public

4. PRESENTATION - COMPREHENSIVE ANNUAL FINANCIAL REPORT June 30, 2014 – Mr. William Colantano, CPA

BE IT RESOLVED that the Frenchtown Board of Education accepts the June 30, 2014 Comprehensive Annual Financial Report (CAFR) as presented.

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

BE IT RESOLVED that the Frenchtown Board of Education accepts the following Audit Recommendations and Corrective Action Plan for fiscal year ending June 30, 2014:

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Recommendations

1. Administrative Practices & Procedures
Recommendation #1 – Greater care in filing applications for non-public grants.
2. Financial Planning, Accounting & Reporting
Recommendation #2 – Approve monthly board secretary and treasurer’s reports within 60 days as required by state statutes.
3. School Purchasing Programs No recommendation
4. School Food Service No recommendation
5. Student Body Activities No recommendation
6. Application for State School Aid No recommendation
7. Pupil Transportation No recommendation
8. Facilities and capital assets No recommendation
9. Miscellaneous No recommendation
10. Follow-up on prior year findings No recommendation

Corrective Action

Recommendation Category	Recommendation	Corrective Action Approved By The Board	Method Of Implementation	Person(S) Responsible For Implementation	Completion Date Of Implementation
1. Administrative Practices & Procedures	Recommendation #1 – Greater care in filing applications for non-public grants.	Recommendation #1 – Greater care will be taken in the reporting of the number of students eligible for non-public funding.	Recommendation #1 -Student enrollment figures will be verified with the non-public school to ensure accurate reporting of the number of students eligible for funding.	Business Administrator	August 2014
2. Financial Planning, Accounting & Reporting	Recommendation #2 – Approve monthly board secretary and treasurer’s reports within 60 days as required by state statutes.	Recommendation #2 – Monthly board secretary and treasurer reports will be submitted for approval by the board within 60 days of month end.	Recommendation #2 – Business office personnel will post revenues in a timely manner and the BA will review reports by the 15 th of each month to forward to the treasurer. Reports will be forwarded to the board for approval upon receipt of the treasurer’s report.	Business Administrator and Asst. to the Business Administrator	July 2014

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

5. Public Participation - None

6. APPROVAL OF MINUTES

BE IT RESOLVED, that the Board of Education approve the following minutes:

- November 25, 2014 regular session

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

7. CORRESPONDENCE - None

8. REFERENDUM UPDATE

Board in favor of hand dryers, auto soap dispensers and auto flush.

Board in favor of not including the decorative molding along the roof gutter.

9. SUPERINTENDENT'S REPORT

Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending December 18, 2014.

Month/Year	# of Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed (Y/N)
Sept 1- Sept 30	0	0	-	-	-
Oct 1 – Oct 21	0	0	-	-	-
Oct 22 – Nov 25	14	4	4	2	1
Nov 26 – Dec 18	0	0	0	0	0
Dec 19 – Jan 27					
Jan 28 – Feb 24					
Feb 25 – Mar 24					
Mar 25 – April 28					
April 29 – May 19					
May 20 – June 23					
TOTAL	14	4	4	2	1

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- b. QSAC Equivalency Waiver
- c. 2015-2016 School Calendar
- d. 2014-2015 Revised School Calendar
- e. Mid-Year Budget Review
- f. Special Education staffing – Gema Kearns to Full-Time action at the January 6, 2015 meeting

Action Items:

BE IT RESOLVED, that the Board of Education affirm the HIB report submitted on November 25, 2014.

Moved by Mrs. Campbell and seconded by Mrs. Buxton. On a roll call vote, resolution was adopted as follows: 6 ayes; nays 0, with Mrs. Musolino abstaining.

10. PRINCIPAL' S REPORT

- a. Glenda Grimes – Educational Support Professional of the Year
- b. Ms. Tricia Hurley – Teacher of the Year
- c. Holiday Performance
- d. Technology Committee – Teachers visiting other schools
- e. Geography and Spelling Bees have been scheduled

11. BOARD PRESIDENT'S REPORT

- a. Meeting schedule – No July meeting
- b. Regionalization meeting with the County Superintendent – An update was given as to what was discussed at the meeting including that there was not a strong interest to regionalize amongst the 5 districts at this time.

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12. BOARD SECRETARY/TREASURER'S REPORT

BE IT RESOLVED, that the Board of Education approve and acknowledge receipt of the monthly certification of the Board Secretary and after review of the **October, 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).

BE IT RESOLVED, that the Board of Education approve and acknowledge receipt of the monthly certification of the Board Secretary and after review of the **November, 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).

Moved by Mrs. Buxton and seconded by Mrs. Campbell. On a roll call vote, resolution was adopted as follows: 7 ayes; nays 0.

13. 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.

Action Items:

Finance

Payment of Bills

BE IT RESOLVED, that the Board of Education approve the December 18, 2014 bills list as follows:

General Fund:	\$246,047.01
Special Revenue Fund:	\$184,590.40
Total	\$430,637.41

Moved by Dr. Eckel and seconded by Mrs. Buxton. On a roll call vote, resolution was adopted as follows: 7 ayes; nays 0.

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Budget Transfers

BE IT RESOLVED, that the Board of Education approve the list of the November 2014 Budget Transfers in the amount of \$3,568.00.

Moved by Dr. Eckel and seconded by Mrs. Buxton. On a roll call vote, resolution was adopted as follows: 7 ayes; nays 0.

Flexible Spending Account

BE IT RESOLVED, that the Board of Education designate Horizon FSA as the district's Flexible Spending Account Administrator for both Medical and Dependent Care FSA Administration at a cost of \$6 per participant with a minimum monthly fee of \$25.

Moved by Dr. Eckel and seconded by Mrs. Buxton. On a roll call vote, resolution was adopted as follows: 7 ayes; nays 0.

Award State Contract

BE IT RESOLVED, that the Board of Education award a contract to Turn-Key Technologies, Inc. for 48 port switches at State Contract #87722 pricing and/or WSCA State Contract #73981 pricing for a total of \$10,572.00.

Moved by Dr. Eckel and seconded by Mrs. Buxton. On a roll call vote, resolution was adopted as follows: 7 ayes; nays 0.

Award National Contract

BE IT RESOLVED, that the Board of Education award a contract to Turn-Key Technologies, Inc. for wireless access points through the PEPPM National Cooperative Contract for a total of \$22,931.50 pursuant to N.J.S.A. 52:34-6.2(b)(3).

Moved by Dr. Eckel and seconded by Mrs. Buxton. On a roll call vote, resolution was adopted as follows: 7 ayes; nays 0.

Award Bid for Temporary Note

BE IT RESOLVED, that the Board of Education accept a bid for the financing of a temporary note in the amount of \$800,000 to PNC Bank at an interest rate of .78%.

Moved by Dr. Eckel and seconded by Mrs. Buxton. On a roll call vote, resolution was adopted as follows: 7 ayes; nays 0.

Facilities

Transportation

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Policy

BE IT RESOLVED, that the Board of Education approve the 2nd reading and adoption of the following policy:

6178 Early Childhood / Preschool

Moved by Dr. Eckel and seconded by Mrs. Buxton. On a roll call vote, resolution was adopted as follows: 7 ayes; nays 0.

Personnel

Travel/Staff Development

BE IT RESOLVED, that the Board of Education approve 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.

Employee/ BOE Member	Program Title/ Location	Date(s)	Cost	Mileage	Lodging (per diem)	Meals (per diem)
Roxanne Kloos	Rutgers Reading & Writing Conference, New Brunswick, NJ	1-23-2015	\$180.00	\$26.40	N/A	N/A
Kendra Sullivan	Rutgers Reading & Writing Conference, New Brunswick, NJ	1-23-2015	\$180.00	\$26.40	N/A	N/A
Roxanne Kloos	Rutgers Writing Conference, New Brunswick, NJ	2-7-2015	\$85.00	\$27.40	N/A	N/A
Lois Bondor	Rutgers Writing Conference, New Brunswick, NJ	2-7-2015	\$85.00	\$27.40	N/A	N/A
Kendra Sullivan	Rutgers Writing Conference,	2-7-2015	\$85.00	\$27.40	N/A	N/A

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	New Brunswick, NJ					
Jennifer Baker	Google Classroom NJECC Conference, Montclair, NJ	1-7-14	\$110.00	\$38.98	N/A	N/A

Moved by Dr. Eckel and seconded by Mrs. Buxton. On a roll call vote, resolution was adopted as follows: 7 ayes; nays 0.

Curriculum

Planning

14. NEW BUSINESS

15. PUBLIC COMMENT

Ms. Rachel Dilly – 2015-2016 School Choice Waiver. The Board would have to accept as an unfunded student for 1 year.

Mrs. Wasserbach provided information to the Board regarding policy on non-resident students and school choice regulations. Policy would need to be waived to allow the student to stay tuition free. Action could be taken by the Board at the time the student would no longer be a resident.

Mr. Adam Blackburn – Project meeting scheduled with the contractor Bathroom fixtures, hand dryers versus paper, replace tiles, replace soap dispensers, autoflush, and wooden gutters.

16. EXECUTIVE SESSION - None

17. ADJOURNMENT

There being no further business to come before the Board, it was moved by Dr. Eckel and Mrs. Pearson to adjourn the meeting at 8:21 pm.

Vote: 7 ayes; nays 0, motion carried on a voice vote.

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Respectfully submitted:

Attest:

Teresa Barna
Business Administrator/
Board Secretary

Kate Nugent
Board President