

# **Frenchtown Board of Education Meeting Minutes**

February 24, 2015 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 on January 15, 2015. 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**

The Pledge of Allegiance was recited by all present.

**3. ROLL CALL**

Members Present: Mrs. Teresa Pearson  
Mrs. Amy Musolino  
Mrs. Laura Buxton  
Mr. Adam Blackburn  
Mrs. Jennifer Campbell  
Mrs. Laura Einhorn  
Mrs. Kate Nugent

Members Absent: None

Also Present: Daria Wasserbach, Superintendent  
Ms. Christina Dalla Palu, Principal  
Teresa Barna, Business Administrator/Board Secretary

**4. PUBLIC COMMENT**

Kathy Skerbetz – Staff member situation

**5. APPROVAL OF MINUTES**

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

- February 3, 2015 Regular Session

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

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## 6. CORRESPONDENCE

- Thank you from 8<sup>th</sup> grade class of 2015

## 7. REFERENDUM UPDATE

- Bid Openings
- Boiler Project Update
- Exhausting of new boilers – Should we be capping the chimney rather than repointing it? Mrs. Barna will follow up with the architect.

## 8. SUPERINTENDENT’S REPORT

- PARCC update – Test is challenging
- Preschool Tuition contracts

### Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending February 24, 2015.

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 – Feb 3	0	0	0	0	0
Feb 4 – Feb 24	1	0	0	0	0
Feb 25 – Mar 24					
Mar 25 – April 28					
April 29 – May 19					
May 20 – June 23					
TOTAL	15	4	4	2	1

### Action Items:

BE IT RESOLVED, that the Board of Education affirm the HIB report submitted on February 3, 2015.

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

## 9. PRINCIPAL'S REPORT

- PARCC Teacher training
- Pep-Rally on Friday
- Pillo-Polo
- Wireless Network upgrades
- Performance Report – College and Career readiness – 50% error in reporting because students take Algebra at High School.

## 10. BOARD PRESIDENT'S REPORT

- March 24, 2015 Board meeting cancelled
- March 17, 2015 Regular meeting
- March 10, 2015 Work Session to discuss the 2015/2016 budget

## 11. BOARD SECRETARY/TREASURER 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 **January, 2015** 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. Pearson and seconded by Mrs. Buxton. On a roll call vote, resolution was adopted as follows: 7 ayes; nays 0.

## 12. 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:

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## Finance

### Payment of Bills

BE IT RESOLVED, that the Board of Education approve the February 24, 2015 bills list as follows:

General Fund:	\$243,402.08
Special Revenue Fund:	\$ 3,675.03
<b>Total</b>	<b>\$247,077.11</b>

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

### Pre-School Tuition

BE IT RESOLVED, that the Board of Education accept preschool students into the Little Paws Preschool Program for the 2015/2016 school year and to approve tuition contracts for the following students:

Student ID#	Full Time / Part Time	Amount
00313	Full Time	\$5,000.00
00314	Full Time	\$5,000.00
00293	Wrap Around	\$3,000.00
00312	Wrap Around	\$3,000.00
00287	Full Time	\$5,000.00
00285	Part Time	\$3,000.00
00315	Full Time	\$5,000.00
00292	Full Time	\$4,500.00
00316	Full Time	\$5,000.00
00317	Full Time	\$5,000.00
00284	Full Time	\$5,000.00
00289	Full Time	\$5,000.00
00318	Full Time	\$5,000.00
00319	Full Time	\$5,000.00
00320	Part Time	\$3,000.00

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

### Home Instruction

BE IT RESOLVED, that the Board of Education approve a contract with the Brookfield School through St Peter's Hospital for home Instruction services for one student for a period of 6 weeks effective February 4, 2015 at a rate of \$45 per hour.

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

## Educational Data Services, Inc.

BE IT RESOLVED, that the Board of Education authorize member participation in the Educational Cooperative Pricing System:

WHEREAS, N.J.S.A. 40A:11-11 (5) authorizes contracting unite to enter into Cooperative Pricing Agreements; and

WHEREAS, the Educational Services Commission of Morris County, hereinafter referred to as the "Lead Agency", has offered voluntary participation in a Cooperative Pricing System known as the "Educational Cooperative Pricing System" for the purchase of work, materials and supplies; and

WHEREAS, the Frenchtown School District, in the County of Hunterdon, State of New Jersey, desires to participate in the Educational Cooperative Pricing System.

NOW THEREFORE, BE IT RESOLVED on the 24<sup>th</sup> of February, 2015 by the said Board of Education as follows:

### AUTHORITY

As directed by N.J.S.A. 18A:18A-11 et seq. and pursuant to the provisions of N.J.S.A. 40A:11-11 (5), the Board President is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

### CONTRACTING UNIT

The Lead Agency shall advertise for and receive bids from vendors who will make school supplies, equipment and other related goods and services available to participating members of the said Cooperative Pricing System at the agreed upon price; and

The Lead Agency entering into contracts on behalf of the Frenchtown School District shall be responsible for complying with the 54 provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage.

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

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## Ed-Data Licensing and Maintenance Agreement

BE IT RESOLVED, that the Board of Education approve the licensing and maintenance agreement between Ed Data and the Frenchtown School District for the New Jersey Cooperative Pricing System #26EDCP for an annual fee of \$500.

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

## Sending Tuition Contract

BE IT RESOLVED, that the Board of Education approve a 2014/2015 Special Education Tuition Contract Agreement with Flemington-Raritan School District, Hunterdon County, NJ (student 15-01S/January 7, 2015 through June 30, 2015) in the amount of \$26,737 prorated.

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

## Sending Tuition Contract

BE IT RESOLVED, that the Board of Education approve a 2014/2015 Special Education Tuition Contract Agreement with Flemington-Raritan School District, Hunterdon County, NJ (student 15-02S/January 7, 2015 through June 30, 2015) in the amount of \$26,737 prorated.

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

## Sending Tuition Contract

BE IT RESOLVED, that the Board of Education approve a 2014/2015 Special Education Tuition Contract Agreement with Flemington-Raritan School District, Hunterdon County, NJ (student 15-03S/January 7, 2015 through June 30, 2015) in the amount of \$26,737 prorated.

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

## River Union Stage

BE IT RESOLVED, that the Board of Education accept the attached proposal from River Union Stage for the 2014-2015 Out Reach Program at a cost of \$7,325.00.

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

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## Facilities

### Delegation to Design Consultant

BE IT RESOLVED, that the Board of Education delegate authority to SSP Architectural Group to prepare all plans, specifications, drawings and necessary bid-related documents for the following State Projects:

Project Title	State Project#	Grant #
Boiler Conversion and HVAC upgrades	1680-050-14-2002	G5-6083
Roof Replacement	1680-050-14-2003	G5-6084
Window Replacement	1680-050-14-2004	G5-6085
Toilet Room Renovation	1680-050-14-2005	G5-6086

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

### Award Window Replacement Contract

BE IT RESOLVED, that the Board of Education award a contract to Panoramic Window & Door Systems, Inc. for State Project #1680-050-14-2004 entitled "Window Replacement" at the Edith Ort Thomas Elementary School as per bids received on January 21, 2015 as follows:

Base Bid:	\$582,000
Alternate Bid 2 (Extended Warranty):	\$0
<b>Total</b>	<b>\$582,000</b>

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

### Award Roof Replacement Contract

BE IT RESOLVED, that the Board of Education award a contract to DA Nolt, Inc. for State Project #1680-050-14-2003 entitled "Roof Replacement" at the Edith Ort Thomas Elementary School as per bids received on February 18, 2015 as follows:

Base Bid:	\$464,000
Alternate Bid 1 (Exterior Ductwork Insulation):	\$ 30,800
Alternate Bid 2 (Chimney Repointing):	\$ 6,750
<b>Total</b>	<b>\$501,550</b>

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

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Award Toilet Room Renovation Contract

BE IT RESOLVED, that the Board of Education award a contract to Northeastern Interior Services for State Project #1680-050-14-2005 entitled “Toilet Room Renovation” at the Edith Ort Thomas Elementary School as per bids received on February 18, 2015 as follows:

Base Bid:	\$359,000
Alternate Bid 1 (Refinish Existing Doors and Frames & New Glazing):	\$ 1,500
Alternate Bid 2 (Staff Toilet Room at First Floor Girl’s Toilet):	\$ 19,500
<b>Total</b>	<b>\$380,000</b>

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

**Transportation**

**Policy**

**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)
<b>Gina Niedziejko</b>	2015 PMEA Annual In- Service Conference, Hershey, PA	3-26-15 3-27-15	\$155.00	\$64.48	\$103.00	N/A
<b>Melanie Ryan</b>	Calming an Overactive Brain, Bridgewater, NJ	3-11-15	\$79.00	\$0.00	N/A	N/A



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<b>Allison Okolichany</b>	Best IPad Apps & Strategies Cherry Hill, NJ	3-26-15	\$239.00	\$40.36	N/A	N/A
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Moved by Mrs. Buxton and seconded by Mrs. Pearson. On a roll call vote, resolution was adopted as follows: 7 ayes; nays 0.

### Instructional Aide

BE IT RESOLVED, that the Board of Education approve an increase of hours for Tracy McKinnon for 4 hours, 1 day per week effective March 1, 2015 at \$16.09 per hour, total FTE .45.

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

### Ski Club Substitute

BE IT RESOLVED, that the Board of Education approve Julia Faye-Smith as a substitute for one ski club trip.

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

## Curriculum

### School Choice

BE IT RESOLVED, that the Board of Education approve 1 non-resident student (ID# 1387801844) to remain enrolled in the Frenchtown Elementary School as unfunded school choice student for the 2015-2016 school year.

### Field Trips

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

Fairview Lakes YMCA Camp      Science Class      10-7-15 to 10-9-15

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

## Planning

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**13. NEW BUSINESS**

Discussion Items:

- 2015/2016 Budget Discussions – Mrs. Barna presented some of the challenges facing the district in the preparation of the 2015/2016 budget. These challenges are mostly due to unexpected special education expenses. The availability of using banked cap and a health insurance adjustment to the tax levy was discussed. The administration will present a budget to the board for further discussion on March 10<sup>th</sup>.

**14. PUBLIC COMMENT - None**

**15. ADJOURNMENT**

There being no further business to come before the Board it was moved by Mrs. Einhorn and Mrs. Campbell to adjourn the meeting at 8:51 p.m.

Respectfully submitted:

Attest:

Teresa Barna  
Business Administrator/  
Board Secretary

Kate Nugent  
Board President