

Frenchtown Board of Education

Regular Meeting Minutes

August 18, 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 6:32 p.m. 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
Mrs. Jennifer Campbell
Mrs. Laura Einhorn
Mrs. Kate Nugent

Members Absent: Mr. Adam Blackburn

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

4. PUBLIC COMMENT - None

5. APPROVAL OF MINUTES

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

- June 23, 2015 Regular Session

Moved by Mrs. Buxton and seconded by Mrs. Pearson. On a voice vote, resolution was adopted as follows: 4 ayes; nays 0 with Mrs. Einhorn and Mrs. Musolino abstaining.

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6. CORRESPONDENCE

- Letter from Parent

7. REFERENDUM UPDATE

- Toilet Room Change Orders and project schedule
- Roof Replacement Change Orders

8. SUPERINTENDENT’S REPORT

Month/Year	# of Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed (Y/N)
June 23 – Aug 18					
Aug 19 – Sept 22					
Sept 23 – Oct. 20					
Oct 21 – Nov 24					
Nov 25 – Dec 17					
Dec 18 – Jan 26					
Jan 27 – Feb 23					
Feb 24 – Mar 22					
Mar 23 – April 26					
April 27 – May 10					
May 11 – June 28					
TOTAL					

Action Items:

BE IT RESOLVED, that the Frenchtown Board of Education affirm the HIB report submitted on June 23, 2015.

Moved by Mrs. Buxton and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays 0 with Mrs. Musolino abstaining.

9. PRINCIPAL’S REPORT

1. Walking School Bus Awards
2. Teacher Training – e-back pack & PowerSchool (SIS)
3. Hunterdon Behavioral Health-Counseling Service
4. Back to School Night – 2 sessions – Elementary and Middle School
5. Social-Emotional Curriculum

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10. BOARD PRESIDENT’S REPORT - None

11. BOARD SECRETARY/TREASURER REPORT

BE IT RESOLVED, that the Frenchtown Board of Education approve and acknowledge receipt of the monthly certification of the Board Secretary and after review of the **June 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. Buxton and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 6 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:

Finance

Payment of Bills

- a. BE IT RESOLVED, that the Frenchtown Board of Education approve the June 24, 2015 to June 30, 2015 bills list as follows:

General Fund:	\$27,922.55
Special Revenue Fund:	\$ 625.63
Total	\$28,548.18

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

- b. BE IT RESOLVED, that the Frenchtown Board of Education approve the July 1, 2015 to August 18, 2015 bills list as follows:

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General Fund:	\$1,470,608.41
Special Revenue Fund:	\$ 1,537.93
Total	\$1,472,146.34

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

Budget Transfers

BE IT RESOLVED, that the Frenchtown Board of Education approve the list of the June 2015 Budget Transfers in the amount of \$41,932.94.

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

BE IT RESOLVED, that the Frenchtown Board of Education approve a list of transfers for July 2015 in the amount of \$3,623

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

Transfers Greater than 10%

BE IT RESOLVED, that the Frenchtown Board of Education approve transfers greater than 10% between designated account groupings for the 2014/2015 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.

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

Resolution Increasing the Bid Threshold—Qualified Purchasing Agent

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

WHEREAS, Teresa Barna, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1 , 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the (Name of Board of Education), pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes Teresa Barna to award contracts, in full accordance with N.J.S.A.

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18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

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

Non-Public Transportation Appropriation

BE IT RESOLVED, that the Frenchtown Board of Education accept and appropriate Fiscal year 2015 Non-Public Transportation Aid in the amount of \$1,044.00 into account # 11-000-270-512 Field Trip Transportation.

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

Lease Agreement Ricoh USA-Business Office

BE IT RESOLVED, that the Frenchtown Board of Education approve a lease agreement with Ricoh USA from July 29, 2015 – July 29, 2019 at a cost of \$60.17 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 3,500 copies per month. Black/White overages will be charged at \$0.0150 per copy.

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

Disposal/Recycling of Lab Computers

BE IT RESOLVED, that the Frenchtown Board of Education approve the disposal of computer equipment through a recycling program at Delaware Valley Regional High School as per the attached list.

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

Facilities

Roof Replacement Change Orders

BE IT RESOLVED, that the Frenchtown Board of Education approve the following change orders to the Roof Renovation Project # awarded to D.A. Nolt, Inc. as follows:

Change Order #	Purpose	Amount	Change to Total Contract
CO-01	Construction Permit Fee	\$2,676.28	\$0
CO-02	Stainless Steel Gutters and		

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	downspouts	\$23,488.85	\$16,165.13
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Moved by Mrs. Buxton and seconded by Mrs. Pearson. On a roll call vote, resolution was adopted as follows: 6 ayes; nays 0.

Toilet Room Change Orders

BE IT RESOLVED, that the Frenchtown Board of Education approve the following change orders to the Toilet Room Alterations Project # awarded to Northeastern Interior Services, LLC as follows:

Change Order #	Purpose	Amount	Change to Total Contract
CO-01	New plywood to align lower wall with existing wall	\$3,381.62	\$0
CO-02	Change from 7/8" hat channels to 3-5/8" studs and tracks	\$1,739.99	\$0
CO-03	Install drop ceiling in the kitchen	\$3,439.75	\$0
CO-04	Install New Copper Pipe Line	\$17,912.20	\$11,473.56

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

Transportation

Policy

First Reading of Policies

BE IT RESOLVED, that the Frenchtown Board of Education approve the first reading of the following policies and regulations:

- P4119.26 Electronic Communication by School Staff
- R4119.26 Electronic Communication by School Staff
- P4219.26 Electronic Communication by School Staff
- R4219.26 Electronic Communication by School Staff
- P6142.10 Internet Safety and Technology – Public Hearing September 2015
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Moved by Mrs. Buxton and seconded by Mrs. Pearson. On a roll call vote, resolution was adopted as follows: 6 ayes; nays 0.

Personnel

Travel/Staff Development

BE IT RESOLVED, that the Frenchtown 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)
Glenda Grimes	How to Investigate HIB Claims, Monroe Twp, NJ	10-9-15	\$150.00	\$29.76	N/A	N/A
Glenda Grimes	School Health Conference, Somerset, NJ	10-14-15	\$175.00	\$24.00	N/A	N/A
Christina Dalla Palu	Hot Issues in School Law, Monroe Twp, NJ	10-15-15	\$150.00	\$29.76	N/A	N/A

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

Extra-Curricular Activities

BE IT RESOLVED, that the Frenchtown Board of Education approve the following extra-curricular appointments for the 2015-2016 school year:

Position	Teacher	Stipend Rate
Ski Club	Elizabeth McCann	\$1,365.03
Ski Club	Dave Pearson	Volunteer
Student Council Advisor	Lynne Cucco	\$1,500.00

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

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Reduction in Force

BE IT RESOLVED, that the Frenchtown Board of Education approve a reduction in force for the following position effective immediately:

Library Aide	Julia Smith	Part Time
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Moved by Mrs. Buxton and seconded by Mrs. Pearson. On a roll call vote, resolution was adopted as follows: 6 ayes; nays 0.

2015-2016 Substitute

BE IT RESOLVED, that the Frenchtown Board of Education approve the following substitute for the 2015-2016 substitute list at a rate of \$80.00 per day (teacher/secretary), \$100.00 day (school nurse), \$13.00 per hour (custodian) or \$18.90 per hour (bus driver)

Patsy Piperato-Mahler	Teacher	\$80.00 per day
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Moved by Mrs. Buxton and seconded by Mrs. Pearson. On a roll call vote, resolution was adopted as follows: 6 ayes; nays 0.

2015-2016 Teacher Employment

BE IT RESOLVED, that the Frenchtown Board of Education authorize the Superintendent to hire a teacher effective September 1, 2015 to fill a vacancy for an anticipated resignation.

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

Curriculum

Donation of Used Books

BE IT RESOLVED, that the Frenchtown Board of Education approve the acceptance of a donation from the attached list of used books.

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

SCIP and DEAC Committees

BE IT RESOLVED, that the Frenchtown Board of Education approve the following personnel for the SCIP and DEAC Committees:

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SCIP

Christina Dalla Palu
Lois Bondor
Hildegarde Kress-Berhalter
Jennifer Baker

DEAC

Daria Wasserbach
Christina Dalla Palu
Hildegarde Kress-Berhalter
Marjorie Leuschner
Melanie Ryan

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

Tuition Student

BE IT RESOLVED, that the Frenchtown Board of Education approve cancellation of Elementary student tuition, student id# 00265 in the amount of \$4,995.00

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

School Choice Application

BE IT RESOLVED, that the Frenchtown Board of Education approve a School Choice Application student id# 00213

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

School Based Services

BE IT RESOLVED, that the Frenchtown Board of Education approve a contract with Hunterdon Behavioral Health for school based services for one day a week at a cost of \$0.00.

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

Approve New Grade Scale

BE IT RESOLVED, that the Frenchtown Board of Education approve a new grading scale as presented effective September 2015.

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

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Planning

13. NEW BUSINESS

BE IT RESOLVED, that the Frenchtown Board of Education approve 2 students whose names are on file in the Superintendent's office, to be enrolled in the district as unfunded students for the 2015-2016 school year.

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

14. PUBLIC COMMENT - None

15. EXECUTIVE SESSION

BE IT RESOLVED, that the Frenchtown 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
- 9. Deliberations involving imposition of specific civil penalty.

NOW THEREFORE BE IT RESOLVED that the Board of Education adjourn to executive session at 7:43 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 Mrs. Einhorn and seconded by Mrs. Buxton. On a roll call vote, resolution was adopted as follows: 6 ayes; nays 0.

New Business – Mrs. Nugent gave an update on the Re-Development Plan.

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Move Board Retreat to the Computer Lab.

BE IT RESOLVED, that the Frenchtown Board of Education approve to reconvene into regular session at 8:05 p.m.

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

16. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mrs. Einhorn and Mrs. Pearson to adjourn the meeting at 8:10 p.m. On a roll call vote, resolution was adopted as follows: 6 ayes; nays 0.

Respectfully submitted:

Attest:

Teresa Barna
Business Administrator/
Board Secretary

Kate Nugent
Board President