

Frenchtown Board of Education
Meeting Minutes
THURSDAY August 8, 2013 6:30 p.m.

I. Call to Order – Opening Statement

The regular meeting of the Frenchtown Board of Education was called to order at 6:42 p.m. by President Kate Nugent.

Ms. Schaffner, Business Administrator, 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.

II. The Pledge of Allegiance

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

III. Roll Call

Members Present: Mrs. Pearson
Mrs. Musolino
Mrs. DenBleyker
Dr. Eckel
Mrs. Nugent

Members Absent: Mrs. Buxton
Ms. Herb

Also Present: Mr. David Bailey, Chief School Administrator
Ms. Susan Schaffner, B.A./B.S.
Members of the Public

IV. Presentation – Board Self Evaluation

Mrs. Nugent said she listed the three greatest strengths and weaknesses of the board. She discussed these items and the board offered input. The discussion included the committee process and structure, staff –board interaction and the chain of command, reduction of world language in the lower grades, reduction of music and art programs. Mr. Bailey said the art program had not been reduced and the world language program had allocated more time to the middle school on teacher recommendation. Mrs. Musolino expressed concern about the lack of world language in the lower grades. Mrs. DenBleyker said a small district is faced with many tough decisions. Mrs. Pearson said the world language guidelines are not being met. Mrs. Nugent discussed the change from the current format for evaluation from the NJ School Boards format. She also discussed new board member training.

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V. Public Participation (all school-related topics)

Mrs. Einhorn asked if the Board Self Evaluation was a public document. Ms. Schaffner will find out if it is. She also asked if the lower grades would be part of a world language. Mr. Bailey said it would be part of the music program.

VI. APPROVAL OF MINUTES

A motion was made by Mrs. DenBleyker and seconded by Mrs. Pearson to approve the minutes of the June 25, 2013 regular session.

The motion was carried on a voice vote with Mrs. Musolino abstaining.

A motion was made by Dr. Eckel and seconded by Mrs. DenBleyker to table the minutes of the June 25, 2013 Executive session until after Executive session.

The motion was carried unanimously on a voice vote.

VII. CORRESPONDENCE

1. Thank you note from Kathy Petro
2. Thank you note from Jennie Haver Scholarship Fund

VIII. CSA REPORT

- HIB Self Assessment and Assurances and Public Comment – Mr. Bailey presented this report which is a new procedure this year. Mrs. Einhorn(asked about the grading process. Mr. Bailey described the grading process to the Board and the Public.
- He updated the Board on hiring and the preschool room.
- Mr. Bailey also updated the Board on the gym floor project.
- Mr. Bailey said the energy project would also be installed in mid August.
- The Kiln project will also be up and running soon.

Mrs. Musolino asked about the student enrollment decrease. She asked about the reasons for student loss. Mr. Bailey said different students had different reasons. Mrs. Musolino also asked about preschool enrollment. Mr. Bailey said currently the number is 13, 12 of whom are full time.

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IX. BOARD PRESIDENT’S REPORT

Mrs. Nugent said she will forward the School Boards County meeting to all board members.

- Long Term Facilities Review Committee Update – She reviewed the goals of the committee and the data the committee used to provide their findings.
- She handed out the final Board Goals and added these to the agenda for approval

X. BOARD SECRETARY/TREASURER’S REPORT

A motion was made by Dr. Eckel and seconded by Mrs. DenBleyker to approve the following Secretary’s and Treasurer’s reports:

After review of the Secretary’s and Treasurer’s reports for the month of **May and June 2013** based upon consultation with the Board Secretary, the Board of Education of the Borough of Frenchtown has ascertained, to the best of our knowledge and ability, with the information provided, that no major account has been over-expended, that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year, and hereby certifies the district’s financial plan as approved is being followed as revealed in the financial reports.

The motion was carried unanimously on a roll call vote.

XI. COMMITTEE REPORTS

A. Business Committee Report

- Minutes attached – Dr. Eckel reviewed the attached minutes.

B. Curriculum Committee Report

Mrs Pearson said the committee was updated on many issues in the building. She also said the concept of adding world language to the music program was discussed. Mr. Bailey said K-2 was had an extra music class. He said the music teacher and the world language teacher would collaborate on this endeavor.

XII. CONSENT AGENDA

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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 Chief School Administrator. If separate discussion is desired, the item may be removed from the consent agenda by Board action.

A motion to approve the below consent agenda items 1-24 was made by Mrs. DenBleyker and seconded by Dr. Eckel with item# 8 tabled until after executive session.

The motion was carried unanimously on a roll call vote.

Finance

Payment of Bills

- *1. Motion to approve the June 2013 bills list check numbers 3862 to check number 3898, payroll check # 0628 and nonchecks number #N0161 and N0162 in the amount \$126,101.76 and the July Bills lists check number 3899 to check number 3906 in the amount of \$2,620.02

Budget Transfers

- *2. Motion to approve the attached list of budget transfers from June 14, 2013 to June 30, 2013 in the amount of \$79,515.41.

NJ CAP Grant

- *3. Motion to approve the NJCAP Grant (a successful program dealing with student personal safety and peer pressure).

Elementary CAP Program	\$1,117.00
Teen NJ CAP Program	\$ 382.00
District Share (30% of above)	\$ 450.00

*Anticipate grant will be fully funded.

2012-2013 State Aid

- *4. Motion to accept the following state aid:

Non Public Transportation Aid	\$ 348.00
Extraordinary Aid	\$ 36,998.00

Debt Service Requisition

- *5. Motion to approve the following resolution:

RESOLVED, that the amount of district taxes needed for debt service payment to bondholders is \$9,226.89 total interest payment due September 1, 2013, and

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that the Borough of Frenchtown is hereby requested to place in the hands of the custodian of school moneys that amount in accordance with statutes related thereto.

2013-2014 School Lunch Prices

- *6. a.) Motion to approve the following school lunch prices for the 2012-2013 school year:

	2010-11	2011-12	2012-13	2013-2014
Student	\$2.50	\$2.50	\$2.60	\$2.70
Adult	\$3.00	\$3.00	\$3.10	\$3.20
Milk	\$.50	\$.50	\$.50	\$.50

2013-14 School Breakfast Prices

- b.) Motion to approve the following school Breakfast prices for the 2013-2014 school year:

	2011-12	2012-13	2013-14
Student	\$1.75	\$1.75	\$1.75
Adult	\$2.25	\$2.25	\$2.25
Milk	\$.50	\$.50	\$.50

Management Contract

- *7. Motion to approve a renewal contract for Food Service Management with Maschio's Food Service, Inc for the 2013-2014 year at a cost of \$6,240.00 with a loss guarantee of \$4,000.00.

Satellite Lunch Program

- *8. A motion was made by Mrs. DenBleyker and seconded by Mrs. Pearson to extend the satellite lunch program with Milford Board of Education to the 2013-2014 school year at a cost per lunch of \$2.70 (includes milk and consumables).

The motion was carried unanimously on a voice vote.

Non Public State Aid

- *9. Motion to accept the below state aid for the 2013-2014 school year.
- | | |
|-----------------------|----------|
| Non Public Technology | \$120.00 |
| Non Public Textbooks | \$360.00 |
| Non Public Nursing | \$540.00 |

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Non Public Instructional Services Agreement

- *10. Motion to approve a contract with the Hunterdon County Educational Services Commission from July 1, 2013 to June 30, 2014 at a cost of 5% (\$6.00) of the Technology Grant (to be deducted from the grant), 8% (\$28.80) of the Textbook Grant (paid by the District) and 6% (\$32.40) of Nursing Grant to be deducted from the grant.

Facilities

Gym Floor Project – Change Order

- *11. Motion to approve the attached change order:

Change Order 01	\$10,517.01
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ROD Grant Submission

- *12. Motion to approve submission of application of ROD grants to the New Jersey Department of Education:

1. Windows
2. Roof
3. Natural gas conversion and energy efficiency upgrades
4. Toilet room upgrades

Transportation-none

Policy-none

Curriculum

School Assessment Submission

- *13. Motion to accept the School Assessment for determining grades under the Anti-Bullying Grant and the statement of assurances and to approve submission to the New Jersey Department of Education.

Curriculum Approval

- *14. Motion to approve the following curriculums:

Physical Education	K-8
Visual Art	K-8

Planning

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School Calendar 2013-14- revision

*15 Motion to approve the following revision to the 2013-14 calendar:

Elimination of a half day on September 17, 2013

2013-2014 Board Goals

*16. Motion to approve the attached Board of Education goals for 2013-2014.

XIII. Personnel

Consent Agenda

Matters listed within the consent agenda 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. All items on the consent agenda are recommended by the Chief School Administrator. If separate discussion is desired, the item may be removed from the consent agenda by Board action.

2013-14 Substitute List

*17. Motion to approve below list of additions to the 2013-14 year substitute list at a rate of \$80.00 per day (teacher/secretary), \$100.00 per day (school nurse), \$13.00 per hour (custodian) and \$18.90 per hour (bus driver).

Debby Fiebig teacher (effective 6/30/13)
Leah Cahill

Travel/Staff Development

*18

A. Motion to approve the following district staff development/travel:

D Bailey	Superintendents Workshop	Shawnee, PA	9/26-27/13	\$155.00
L Bondor	Classroom Management and Building Effective Relationships	Webinar	August 2013	\$ 99.00
T Hurley	AENJ Conference	New Brunswick, NJ	10/3-5/13	\$265.00

B. Motion to approve the following district travel reports:

H Siock	Pillars of Reading	Kingwood School	6/24/13
S Schaffner	Accounting Update	Webinar	7/22/13

Extra Curricular Activities

*19. Motion to approve the following extracurricular appointments for the 2013-2014 school year:

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Co-Ed Soccer	T Wollert
Boy's Basketball	P Moran
Girl's Basketball	T Wollert
Home Instruction	
Student Council	R Kloos/J Baker (split 50% each)
Yearbook	Pending
Teacher In Charge	H Kress
Clubs-Proposed	Baker/Moran Scratch Club
Marching Band Director	Pending
Detention- 3 days per week	Pending
Eighth Grade Coordinator	H Kress
Ski Club Coordinator	T Wollert
Testing Coordinator	R Kloos

Interlocal Services Agreements (2013-14)

- *20.
- a. Motion to continue the Interlocal Services Agreement with the Milford Board of Education for Business Administrator Services from July 1, 2013 to June 30, 2014 at a payment of \$36,202.
 - b. Motion to continue the Interlocal Services Agreement with the Califon Board of Education for Business Administrator Services from July 1, 2013 to August 31, 2014 at a payment of \$7,621.34
 - c. Motion to approve an Interlocal Services Agreement with the Alexandria Board of Education for Business Administrator Services from September 1, 2013 to June 30, 2014 at a payment of \$61,116.

Business Administrator Employment Contract 2013-14

- *21. Motion to approve two employment contracts for Business Administrator for the 2013-2014 year with Susan Schaffner at a salary of \$120,252 and a salary of \$3,958.00.

Non-Tenured Teachers

- *22. Motion to offer an employment contract to the below non-tenured teachers for the 2013-2014 school at an annual salary to be determined following settlement of the 2013-2017 agreement (salary set at current 2010-2013 guide).

Gina Niedziejko	Music Teacher	.31 fte	BA Step 4
Gema Kerns	Special Education Teacher	.52 fte	BA Step 4

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Special Education Aides

*23 Motion to hire part-time special education aides names and positions for the 2013-2014 school year listed below:

Kathy Skerbetz	Pre School AM	.61 fte 8:30-12:45	\$16.09/hour
Emily O'Connell	Pre School PM	.57 fte 11:20-3:20	\$16.09/hour
Charu Vadehra	Target Instruction	.67 fte 8:30-1:10	\$16.09/hour
Penni Trionfo	Spec Education Aide	.74 fte 8:30-1:40	\$16.09/hour

Computer Technician

24. Motion to approve the following hourly employee:

Paul Tomko Computer Technician \$12.00 (not to exceed 90 hours total)

D. P.D.I.C. REPORT

XIV. NEW BUSINESS

XV. PUBLIC COMMENT (all school-related topics)

Mrs. Einhorn asked about homework as part of a student's grade. Mr. Bailey said the percentage for homework would be consistent through all grades on the new student accounting system. Mrs. Einhorn expressed concern about homework being to large apart of a grade. She also asked about typing skills. She said a program should be put in place to teach keyboarding skills during the school day. Mrs. Einhorn also asked about the facility cost. Mrs. Nugent said that cost was not available yet. She also asked about the time of the music teacher. Mr. Bailey said 1 ½ days.

XVI. EXECUTIVE SESSION

A motion was made by Mrs. Pearson and seconded by Dr. Eckel to 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

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- 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 8:25 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.

XVII. RECONVENE

The Board reconvened into regular session at

m/e/p

#8 moved hers changed \$2.60

Item # 8

A motion was made by Dr. Eckel and seconded by Mrs. Pearson to change the sattelite lunch prices to \$2.60 per meal

Executive Session June 25, 2013

A motion was made by Dr. Eckel and seconded by Mrs. Pearson to approve the minutes of the June 25, 2013 Executive session.

The motion was carried unanimously on a voice vote.

XVIII. 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 9:52 p.m.

Respectfully submitted:

Attest:

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Susan Schaffner
Business Administrator/
Board Secretary

Kate Nugent
Board President