

Frenchtown Board of Education Re-Organization 2014 Meeting Minutes

April 29, 2014 6:30 p.m.

I. Call to Order – Opening Statement

The Re-Organization meeting of the Frenchtown Board of Education was called to order at 6:30 p.m. by President Kate Nugent.

Mrs. Kate 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.

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. Buxton
Mrs. Campbell
Mrs. Einhorn
Mrs. Nugent

Members Absent: Mrs. Musolino
Dr. Eckel

Also Present: Dr. J. Michael Schilder, Interim Chief School Administrator
Susan Joyce, Interim Business Administrator/Board Secretary
Daria Wasserbach, Del-Val High School Superintendent
Teresa Barna, Del-Val High School Business Administrator
Members of the Public

IV. Principal

A motion was made by Mrs. Einhorn and seconded by Mrs. Campbell to approve Christina Dalla Palu as Principal from July 1, 2014 through June 30, 2015 in accordance to the attached contract.

The motion was carried unanimously on a roll call vote.

V. PUBLIC HEARING OF THE 2014-2015 SCHOOL BUDGET – Mrs. Susan Joyce, Interim Business Administrator

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Mrs. Susan Joyce presented the budget and answered questions.

VI. Public Participation – None

VII. Appointments

A motion was made by Mrs. Buxton and seconded by Mrs. Einhorn to adopt the following appointments as a slate:

Board Secretary: Teresa Barna
Treasurer of School Monies: Raymond Krov
Auditor: William Colantano, CPA
Medical Inspector: Delaware Valley Health Center
Attorney: Cleary Giacobbe Alfieri & Jacobs
Pest Management Coordinator: Larry Whitman
504 Officer: Melanie Ryan
Truant Officer: Michael Schilder
AHERA Representative: Larry Whitman
Asbestos Management Officer: Larry Whitman
Attendance Officer: Michael Schilder
Liaison to town council: Kate Nugent
Legislative Liaison: Jennifer Campbell
Affirmative Action Officer: Michael Schilder
Public Agency Compliance Officer: Teresa Barna
Purchasing Agent: Teresa Barna
Custodian of Records: Teresa Barna
Gender Equity Officer: Michael Schilder
Right to Know Coordinator: Larry Whitman
Air Quality Control Officer: Larry Whitman
School Insurance Agents: Brown & Brown Metro of NJ
BSI Contact Person: Michael Schilder
BSI Representative: Michael Schilder
Architect of Record: SSP Architects
Boiler Contractor of record: Mechanical Preservation Associates
Electrician of Record: Metz Electric
NJSBA Delegate: Kate Nugent
Hunterdon County School Boards Association: Kate Nugent
Hunterdon County ESC: Teresa Pearson
School Choice Contact: Michael Schilder
Anti Bullying Specialist: Melanie Ryan
District Anti Bullying Coordinator: Michael Schilder

The motion was carried unanimously on a roll call vote.

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VIII. Organizational Recommendations

Consent Agenda: Matters within the consent agenda (1 – 22) have been referred to the members of the Board of Education and/or its standing committees, for reading and study and will be enacted by one motion. 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. Pearson to approve the below consent agenda items 1-22:

1. A motion to designate the Day, Time and Place for the 2014-2015 regular School Board Meeting of the Frenchtown Board of Education (Calendar as listed):

May 13, 2014 (Work Session)	September 16, 2014 (Work Session)
May 27, 2014 (Regular Meeting)	September 30, 2014 (Regular Meeting)
June 11, 2014 (Work Session-Wednesday)	October 7, 2014 (Work Session)
June 24, 2014 (Regular Meeting)	October 21, 2014 (Regular Meeting)
July 15, 2014 (Work Session)	November 11, 2014 (Work Session)
July 22, 2014 (Regular Meeting)	November 25, 2014 (Regular Meeting)
August 12, 2014 (Work Session)	December 18, 2014 (Regular Meeting-Thursday)
August 26, 2014 (Regular Meeting)	January 6, 2015 (Organization Meeting)

Meetings will begin at 6:30 p.m. in the library of the Edith Ort Thomas Elementary School on the last Tuesday of every month except June 11, 2014, October 21, 2014 and December 18, 2014. Action may or may not be taken at these meetings. Special meetings will be advertised.

2. A motion to approve the Board's official depositories of funds and to appoint approved Signers as listed:

Be it resolved that the PNC Bank be designated as the depositories of record for the Frenchtown Board of Education accounts and further resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the following accounts have the designated number of the listed corresponding signatures:

Regular Acct.	President, Vice-president, Treasurer, Business Administrator (3)
Unemployment Acct.	President, Vice-president, Treasurer, Business Administrator (2)
Payroll Acct.	President, Vice-president, Treasurer, Business Administrator (2)
Payroll Agency Acct.	President, Vice-president, Treasurer, Business Administrator (2)

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Student Activities Acct.	President, Principal, Treasurer, Business Administrator (2)
Cafeteria Acct.	President, Vice-president, Treasurer, Business Administrator (2)
Money Market	President, Vice-president, Treasurer, Business Administrator (3)
CD	President, Vice President, Treasurer, Business Administrator (3)

3. A motion to authorize maintaining the following petty cash accounts and designate the Business Office Clerk as responsible for petty cash disbursements in amounts not to exceed \$50.00 per transaction with an account balance not to exceed \$200.00.

Business Office petty cash	\$200.00
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4. Approve the Hunterdon County Democrat as the official newspaper of the district and the Express Times as the alternate.
5. A motion to re-instate all Board By-laws, Policies and Regulations.
6. A motion to authorize the Superintendent and the School Business Administrator to implement the 2014-2015 school district budget pursuant to local and state policies and regulations.
7. A motion to designate School Funds Investor as School Business Administrator/Board Secretary pursuant to 17:12B-241.
8. A motion to approve current district curriculum.
9. A motion to approve district textbooks as attached.
10. A motion to approve Roberts Rules of Order as the authorized parliamentary procedure.
11. A motion to approve cooperative bidding during the 2014-2015 school year with the Hunterdon County Educational Services Commission and the Middlesex Regional Educational Services Commission.
12. Motion to approve the chart of accounts. (Available for perusal in the Business Office)
13. Motion to authorize the award of contracts up to the bid amount of \$36,000 and to set the quote threshold at \$5,400 pursuant to NJSA 18A:18A -2 and to appoint Teresa Barna as qualified purchasing agent.
14. Motion to approve the payment of bills for the 2014-2015 year between Board meetings on an emergency basis provided proper documentation is available and upon review of the Superintendent and Business Administrator.
15. Motion to adopt the Board Member Code of Ethics and the annual review of this code at the Organization meeting.

16. Motion to approve the following 2014-2015 tuition rates:

	13-14	14-15
PSH	\$9,000.00	\$9,000.00
Preschool Regular Education	\$3,000.00 Half Day	\$3,000.00 Half Day
	\$5,000.00 Full Day	\$5,000.00 Full Day
Regular Education K-8	\$4,950.00	\$4,950.00

17. Motion to approve the Travel limitation.

District Travel

Motion to approve the following district travel:

1. All travel for the Principal, Superintendent and Business Administrator to attend articulation, roundtable, county and state meetings for the 2014-2015 school year.

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Mileage reimbursement at the applicable NJ State rate. Meal reimbursement not to exceed state levels.

2. All travel for staff as directed by the Principal and or Superintendent to attend articulations, roundtables, county and state meetings for the 2014-2015 school year. Mileage reimbursement at the applicable NJ State rate. Meal reimbursement not to exceed state levels.
3. All travel for Board of Education members to attend board articulations, county, state and NJSBA sponsored meetings where the cost is \$150.00 or less.

18. State Contract Resolution

Whereas, Title 18A:18A-10 provides that, "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

Whereas, the Frenchtown Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

Whereas, the Frenchtown Board of Education desires to authorize its purchasing agent for the 2014-2015 school year to make any and all purchase necessary to meet the needs of the school district throughout the school year,

Now Therefore Be It Resolved, that the Frenchtown Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors.

19. Affirmative Action

1. Motion to authorize the Affirmative Action Officer, in conjunction with the Affirmative Action Team, to conduct a needs assessment and to develop a Comprehensive Equity Plan, to implement the plan over a three-year period and to submit an annual progress report in the Quality Assurance Annual Report.
2. Motion to define the responsibility of the Affirmative Action Officer as to identify and correct all discriminatory and inequitable policies, programs, practices and conditions within or affecting their schools and to comply with Federal and State laws, require that the AAO be a certified staff person and to authorize any training as necessary to facilitate the AAO in handling the district's equity responsibilities.
3. Motion to authorize the AAO to conduct yearly training for all staff.

20. Internet Protection Act

Motion to state that the Frenchtown School District is in compliance with the Internet Protection Act and that a filtering device is in place on all district computers with internet connections.

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21. Tax Sheltered Annuity Companies

Motion to approve the following Tax Shelter Annuity Companies and Brokers of Record:

Equitable Insurance Company	John Lenihan
Morgan Stanley	Greg Butler
Vanguard	small business customer service

22. Teacher/Principal Evaluation Models

Motion to designate the Teacher and Principal Evaluation models for 2014-2015 as listed:

Teachers – Danielson
Principal – Marshall

The motion was carried unanimously on a roll call vote.

IX. APPROVAL OF MINUTES

A. A motion was made by Mrs. Buxton and seconded by Mrs. Campbell to approve the following minutes:

- Minutes of the March 25, 2014 regular session (tabled until 5/13/14)
- Minutes of the April 8, 2014 work session
- Minutes of the April 9, 2014 special meeting
- Minutes of the April 22, 2014 work session (as amended)

The motion was carried unanimously on a voice vote.

X. CORRESPONDENCE - None

XI. CSA REPORT

Dr. Schilder presented the attached report.

XII. BOARD PRESIDENT'S REPORT

Mrs. Nugent will discuss the date of referendum at the next work session meeting when the entire Board is present.

Mrs. Nugent is taking the budget report to the town council on May 7th and to discuss administrative changes.

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XIII. BOARD SECRETARY/TREASURER'S REPORT

1. A motion was made by Mrs. Buxton and seconded by Mrs. Campbell to acknowledge receipt of the monthly certification of the Board Secretary and after review of the

- July 2013
- August 2013
- September 2013
- October 2013
- November 2013
- January 2014
- February 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).

The motion was carried unanimously on a roll call vote.

2. A motion was made by Mrs. Campbell and seconded by Mrs. Buxton to acknowledge receipt of the monthly certification of the Board Secretary and after review of the December 2013 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).

The motion was carried unanimously on a roll call vote.

Mrs. Barna said CDK Systems, Inc. did a great job. All reports match cash of Treasurer. One negative in Fund 20 will be corrected, moving forward with April. December 2013 reports have a separate motion because it will be submitted to the County office.

XIV. 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

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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 was made by Mrs. Pearson and seconded by Mrs. Buxton to approve the below consent agenda items 1 - 10.

A motion was made by Mrs. Buxton and seconded by Mrs. Campbell to approve the below consent agenda items 11 – 16.

The motions were carried unanimously on a roll call vote.

Finance

Payment of Bills

- *1. Approval of the March/April 2014 bills list check numbers 4254 to check number 4307, payroll checks #0331, 0415 and nonchecks number#N0174 and N0173 in the amount \$223,125.34.

Budget Transfers

- *2 Approval of the attached list of budget transfers from in the amount of \$184,717.26 from July 1, 2013 through February 28, 2014.

Professional Services

- *3 Approval of the following professional services for the 2014-2015 school year:

Auditor	William Colantano, CPA	\$145.00/hour
Attorney	Cleary Giacobbe Alfieri	\$135.00/hour
Medical Inspector	Delaware Valley Health Associates	\$300.00/hour
Architect of Record	SSP Architects	\$165.00/hour
Caroline Beidelman, OTR	Occupational Therapy	\$ 73.00/hour
Children's Therapy Services	Physical Therapy	\$102.00/session
RK Environmental	Environmental Service	\$110.00/hour

These contracts are awarded without public bidding for the reasons that the services to be rendered are recognized professions, licensed and regulated by law and their services are required by the Board of Education. The Board of Education used a deliberate process that considered cost and other relevant factors Fees per hour for Principal/Partner/Physician

Risk Management Consultant

- *4. Approval to accept Brown and Brown Metro of NJ as Risk Management Consultants as per the attached resolution.

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2014-2015 State Aid

*5. Approval to accept the 2014-2015 Final School Budget:

BE IT RESOLVED that the Frenchtown Board of Education hereby adopts the 2014/15 budget which includes sufficient funds to provide curriculum and instruction to enable all students to achieve the Core Curriculum Content Standards and State Core Content Standards and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

		Tax Levy
General Fund	\$2,570,437	\$1,739,200
Special Revenue	\$ 73,000	\$ 0
Debt Service	<u>\$ 147,673</u>	<u>\$ 147,673</u>
Total Base Budget	\$2,791,110	\$1,886,873

As per NJAC 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2014-15 tentative budget includes a maximum travel appropriation of

The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Included in the 2014-15 proposed budget is a maximum regular business travel amount of \$16,200

Requisition for Taxes

*6. **RESOLVED:** that the amount of district taxes needed to meet the obligations of the Board for the 2014-2015 school year is \$1,886,873, and that the Borough of Frenchtown is hereby requested to place in the hands of the Custodian of School Moneys that amount in accordance with the statutes relating thereto.

Date Due	General Fund Levy	Debt Service Levy	Total Payment
July 1, 2014	\$277,559.00	\$36,919.00	\$314,478.00
September 1, 2014	\$277,561.00	\$36,918.00	\$314,479.00
November 1, 2014	\$277,561.00	\$36,918.00	\$314,479.00
January 1, 2015	\$277,561.00	\$36,918.00	\$314,479.00
March 1, 2015	\$314,479.00		\$314,479.00
May 1, 2015	\$314,479.00		\$314,479.00
Total	\$1,739,200.00	\$147,673.00	\$1,886,873.00

Delta Dental Renewal

*7. Approval of the 2 year Delta Dental Renewal Rates for the 2014/15 and 2015/16 school years.

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Preferred -monthly

One Party	\$43.12
Two Party	\$82.79
Three Party	\$138.59

Premier-monthly

One Party	\$57.49
Two Party	\$110.39
Three Party	\$184.79

Business Services Subcontract Agreement

- *8. Approval of the attached Business Services Subcontract Agreement with Delaware Valley Regional High School in accordance with the contract for May & June 2014 at a cost of \$7,500.00.

- *9. Approval of the attached Business Services Subcontract Agreement with Delaware Valley Regional High School in accordance with the contract from July 2014 through June 30, 2015 at a cost of \$45,000.00.

School Audit and CAFR for the year ending June 30, 2013

- *10. Approval to accept the Comprehensive Annual Finance Report (CAFR) for the year ending June 30, 2013 as presented by William Colantano, CPA and to approve the negative Corrective Action Plan.

Facilities

Transportation

Policy

Second Reading

- *11. Approval of the second reading and adoption of the following policies:

5118.1 School Choice Program

Personnel

Professional Service Contracts 2014-2015

- *12. Approval of the following professional service contract for the 2014-2015 school year:

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Speech Therapy Invo HealthCare Associates \$85.00 hour

2014-2015 Referee Stipends

*13. Approval of the following stipends for athletic referees for the 2014-2015 school year:

\$52.50 per game
\$26.25 B Game
\$78.75 Sole Referee

Additional hours/Teacher Conferences

*14. Approval of the following additional/Teacher Conference hours:

A. Parker	4.5 hours @ \$34.23	4/10/14 Teacher Conferences
H. Siock	3 hours @ \$34.23	4/10/14 Teacher Conferences
J. Walck	1.75 hours @ \$34.23	4/10/14 Teacher Conferences

Curriculum

Planning

Travel/Staff Development

*15.

a. Approval of the following district staff development/travel:

Tricia Hurley	Art Educators Workshop	5/9/14	Clinton Public School
Tricia Hurley	2014 STEAM Conference	7/22/14	\$99.00 online

b. Approval of the following district travel reports: None

School Calendar 2014-2015

*16. Approval of the 2014-2015 School Calendar.

D. P.D.I.C. REPORT

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XV. NEW BUSINESS

XVI. PUBLIC COMMENT

Ms. Deidre Blackburn asked if there are Pre-School Common Core Curriculum standards. Dr. Schilder replied no.

XVII. EXECUTIVE SESSION

A motion was made by Mrs. Buxton and seconded by Mrs. Einhorn 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
- 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 7:50 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.

The motion was carried unanimously on a roll call vote.

XVIII. RECONVENE

A motion was made by Mrs. Einhorn and seconded by Ms. Buxton to reconvene into regular session at 8:21 p.m.

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The motion was carried unanimously on a roll call vote.

XIX. 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.

A motion was made by Mrs. Buxton and seconded by Mrs. Pearson to approve the below consent agenda items 1-5.

The motion was carried unanimously on a roll call vote.

Non-Tenured Teachers

- *1. Approval to offer an employment contract to the attached list of non-tenured teachers for the 2014-2015 school at an annual salary to be determined following settlement of the 2013-2017 agreement.

Tenured Teachers

- *2. Approval to offer an employment contract to the attached list of tenured teachers for the 2014-2015 school at an annual salary to be determined following settlement of the 2013-2017 agreement.

Non-FEA Staff

- *3. Approval to offer an employment contract to the attached list of non-FEA staff for the 2014-2015 school year at an annual salary to be determined after settlement of the 2013-2017 agreement.

Summer Staffing

- *5 Approval of the following summer positions from July 7, 2014 to August 1, 2014 (Monday – Thursday)

Summer Tutoring Teacher	8:30 am– 12:30 pm	J. Walck	\$34.23/hour
Summer Occupational Therapy		Caroline Beidelman	\$75.00/hour
Speech Therapy		Invo HealthCare Associates	\$85.00/hour

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A. Additional hours

A motion was made by Mrs. Campbell and seconded by Mrs. Einhorn to approve Kathy Skerbetz for an extra half hour for office duties for the remainder of the 2013-2014 school year at a rate of \$16.09 per hour or \$8.04 per half hour.

XX. ADJOURNMENT

There being further business to come before the Board it was moved by Mrs. Einhorn and Mrs. Buxton to adjourn the meeting at 8:26 p.m.

Respectfully submitted:

Attest:

Susan Joyce
Interim Business Administrator/
Board Secretary

Kate Nugent
Board President