

# **Frenchtown Board of Education**

## **Meeting Minutes**

August 28, 2012 6:30 p.m.

### **I. Call to Order – Opening Statement**

The regular meeting of the Frenchtown Board of Education was called to order at 6:30 p.m. by President 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. Buxton  
Mrs. DenBleyker  
Ms. Herb  
Mrs. Nugent

Members Absent: Mrs. Kunzmann  
Dr. Eckel  
Mrs. Huey

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

### **IV. Public Participation (all school-related topics) – None**

### **V. APPROVAL OF MINUTES**

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

- Minutes of the July 24, 2012 regular session

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

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### **VI. CORRESPONDENCE**

1. Email from Mrs. Kate Kunzmann

### **VII. CSA REPORT**

Mr. Bailey reviewed the attached report. He discussed the two new classes added this year:

Personal Finance and Research Course

Mr. Bailey explained the process for choosing the new Spanish textbook. He also discussed the Math 3-5 curriculum.

### **VIII. BOARD PRESIDENT'S REPORT**

Mrs. Nugent discussed the Board resignation. She explained the timing for the upcoming election. The Board reviewed the process for interviewing Board candidates. Mrs. Nugent said this is a contract year negotiation.

### **IX. BOARD SECRETARY/TREASURER'S REPORT**

After review of the Secretary's and Treasurer's reports for the month of **June 2012** 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.

A motion was made by Ms. Herb and seconded by Mrs. Buxton to approve the June 2012 Secretary's and Treasurer's report.

The motion was carried unanimously on a roll call vote.

### **X. COMMITTEE REPORTS**

#### **A. Business Committee Report – No Report**

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Committee goals and objectives for 2011-2012

- Undertake an energy audit to prioritize projects based upon potential to deliver the greatest energy and financial savings to the district
- Monitor school choice program implementation
- Serve as the shared service review committee for the full Board of Education
- Establish a long range (2017) facilities committee to advise the Board on key capital projects and begin planning for their development;
- Develop a mid-range technology plan for the district and pursue private funds to support its implementation.
- Establish a clear, aggressive and year-long focus on academic enhancement and resist pressure to sway from this priority.

### **B. Curriculum Committee Report – No Report**

Mrs. Nugent said the committee met and discussed the new curriculums and Spanish textbooks.

#### **Curriculum Committee Goals for the 2011-2012 School Year:**

- Establish search committee and process for selection of new Math text book.
- Monitor the development of the K-8 Science curriculum with other districts.
- Examine the writing program and make revisions to better align it with state testing expectations.
- Monitor and evaluate the implementation of the new World Language (Spanish) program.
- Monitor and evaluate the implementation of the new Music program.
- Monitor use and effectiveness of new & existing technology in the classrooms
- Define/develop other assessments for evaluation of student achievement & progress.
- Establish a continued focus and effort to continue strong academics within the district in each grade.

### **XI. CONSENT AGENDA – Roll Call**

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 was made by Mrs. DenBleyker and seconded by Mrs. Buxton to approve the Board consent agenda items 1-16.

The motion was carried unanimously on a roll call vote.

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### Finance

#### Payment of Bills

- \*1. Motion to approve the July/August 2012 bills list check numbers 3329 to check number 3400 , payroll checks #0713, #0731 and #0815 and noncheck numbers#N01xx and 1xx in the amount \$ 271,146.02

#### Budget Transfers

- \*2 Motion to approve the attached list of budget transfers from July 1, 2012 to July 15, 2012 in the amount of \$7,368.00.

#### Grant Awards

- \*3. Motion to approve the following grants and submission of applications to the New Jersey Department of Education:

Anti-Bullying Bill of Rights	\$ 482.00
NCLB Title I A	\$20,669.00
NCLB Title II A	\$ 4,698.00

#### PTO Fundraisers

- \*4. Motion to approve the following PTO Fundraisers for the 2012-2013 school year:

Events :

Silent auction - set for nov 17

Walk-a-thon - spring

Ongoing events:

Market Day - monthly at Kingwood School

Boxtops - 2 defined drives during the year plus eboxtops year round

Shop Rite Cards

Printer cartridge recycling

Music Patrons

Yankee candle

### Facilities

#### Use of Facilities

- \*5. Motion to approve the following use of facilities.

Frenchtown PTO

All Facility Use for the 2012-13 year

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### Transportation- none

### Policy

#### First Reading

- \*6. Motion to approve the first reading of the following policy:  
Internet Safety and Technology            6142.10

### Personnel

#### Non-Bargaining Unit Staff ( FTE revised from May 29, 2012 meeting)

- \*7. Motion to offer employment contracts to the attached list of non-bargaining unit staff for the 2012-2013 school year.

Ashley DiLorenzo	8:30 – 1:05 (M-F)	.66 fte	\$13,674.00
Holly Siock	8:30 – 1:05 (M-F)	.66 fte	\$13,674.00
Elizabeth McCracken	8:30-3:05 (M, T, Th, F)	.76 fte	\$15,746.00
Lindsay Klesney	8:30 -1:40 (M-F)	.74 fte	\$15,332.00
Mary Lou Stewart	8:20 – 3:30 (M-Th)	1.0 fte	\$22,157.00
	8:20 – 3:15 (F)		

#### 2012-13 Substitute List

- \*8. Motion to approve the attached additions to the 2012-2013 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):

Glenn Warkala

Bonnie James

#### Change in Column

- \*9. Motion to approve the following change in column:

Erika Scheig            BA 30 \$14,266            to MA \$15,245

#### Board Resignation

- \*10. Motion to accept with regret the resignation of Kate Kunzmann effective August 19, 2012.

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### Extra Curricular Activities

- \*11. Motion to approve the following extracurricular positions for the 2012-13 school year:

Co- Ed Soccer	T. Wollert
Boy's Basketball	P. Moran
Girl's Basketball	T. Wollert
Student Council	Baker/Kloos Split 50% each
Teacher In Charge	H. Kress
Marching Band Director	S. Cooney
Detention (\$15.77/hour)	H. Siock
Eighth Grade Coordinator	J. Baker
Ski Club Coordinator	T. Wollert
Reading Olympics (not to exceed 15 hours)	K. Sendra
Test Coordinator (not to exceed 20 hours)	R. Kloos

### Curriculum

#### School Based Youth Services 2012-13

- \*12. Motion to approve a contract with Hunterdon Behavioral Health for counseling services for the 2012-2013 school year at a cost of \$0.00

#### Curriculum Approval

- \*13. Motion to approve the following programs/curriculum:

Personal Finance (7)                      Research Course (8)                      Math (3-5)

#### PTO Assemblies

- \*14. Motion to approve the attached list of PTO Assemblies.

#### Textbook Approval

- \*15. Motion to approve the following textbook series:

Asi se dice (2012)                      Spanish 6,7,8                      McGrawhill/Glencoe

### Planning-none

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### Travel/Staff Development

\*16

- a. Motion to approve the following district staff development/travel:  
S Schaffner      Single Audits of Govt      9/25/12      \$199.00  
(replaces 7/24/12 course)
- b. Motion to approve the following district travel reports: none

### **D. P.D.I.C. REPORT**

### **XII. NEW BUSINESS**

### **XIII. PUBLIC COMMENT (all school-related topics) – None**

Mr. Bailey discussed some staffing changes.

### **XIV. EXECUTIVE SESSION - None**

Motion 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 \_\_\_\_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.

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### **XV. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mrs. DenBleyker and Ms. Herb to adjourn at 8:04 p.m.

Respectfully submitted:

Attest:

Susan Schaffner  
Business Administrator  
Board Secretary

Kate Nugent  
Board President