

# **Frenchtown Board of Education**

## **Meeting Minutes**

September 25, 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. Pearson  
Mrs. Buxton  
Mrs. DenBleyker  
Ms. Herb  
Dr. Eckel  
Mrs. Nugent

Members Absent: Mrs. Huey

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

### **IV. Public Participation(all school-related topics) – No Public present**

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

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

- Minutes of the August 28, 2012 regular session
- Minutes of the September 5, 2012 special meeting
- Minutes of the September 5, 2012 executive session

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The motion was carried on a voice vote with Ms. Herb abstaining on the 9/5/12 Minutes and Dr. Eckel abstaining on the 8/28/12 & 9/5/12 Minutes.

### **VI. CORRESPONDENCE**

1. Letter from Mrs. Deborah Fiebig
2. Letter from Mrs. Connie Gilmore

### **VII. CSA REPORT**

Mr. Bailey reviewed the attached report. The Board discussed the Fair View Lake logistics. Mr. Bailey announced the soccer team had a victory today. Mr. Bailey discussed the upcoming language arts professional development. Mr. Bailey said the Language Arts curriculum was being written now. Mr. Bailey discussed the advantages of the AESOP substitute calling system. Mr. Bailey said the School Choice advertisement currently running in the Hunterdon Democrat was designed by a student. Mr. Bailey discussed the option for School Choice students graduating from 8<sup>th</sup> grade. He welcomed Mrs. Pearson to the Board.

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

Mrs. Nugent said the Long Range Facility Committee met in September. She said there is a fantastic, diverse group of citizens on the committee. She appointed Mrs. Pearson to the Curriculum committee. She discussed changes at the reorganization meeting. She said the use of the parking lot was an issue that may need to be added to a facility use policy. Mr. Bailey said the requirements for usage would remain the same. Mrs. Nugent and Mr. Bailey will meet with Chief Kurylka. They will discuss traffic safety as well as going over the memorandum of agreement with law officials. She asked board members for any other issue they would like discussed with the Chief. She also appointed the negotiations committee which will be Ms. Herb, Mrs. Buxton and Mrs. Nugent with Dr. Eckel as an alternate. She also asked if the New Jersey School Boards Association should review the contract and the guide. The Board was in agreement to submit these items for review. Mrs. Nugent asked the board to review the draft of goals she had emailed to them.

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

After review of the Secretary's and Treasurer's reports for the month of **July 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

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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 Dr. Eckel and seconded by Mrs. Buxton to approve the July 2012 Secretary's and Treasurer's report.

The motion was carried unanimously on a roll call vote.

### **X. COMMITTEE REPORTS**

#### **A. Business Committee Report**

Ms. Herb reviewed the attached minutes. She discussed the draft report from the Energy Audit. She said the committee will meet with the auditor. The gym floor issue will also be discussed at a meeting at the end of October. The architect will provide hard numbers for this project. The architect will also submit to the committee a list of suggested facility needs. As a result of this discussion the Committee will submit a memo to the Long Term Facility Committee with a list of facility needs. The goals and objectives for 2012-2013 were also discussed. The Business committee will also reach out to Delaware Valley Regional High School to discuss shared services. QSAC and policies were also a part of the committee work.

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**

Mrs. DenBleyker reviewed the attached minutes. She said the before/aftercare programs are well received with a total of 20 students. The new programs in the Middle School have also been well received

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### **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 1-21, with motion #4 tabled for further review.

The motion was carried unanimously on a roll call vote.

### **Finance**

#### **Payment of Bills**

\*1. Motion to approve the August/September 2012 bills list check numbers 3401 to check number 3434 , payroll checks #0831and 0914 and noncheck numbers#N0147 and 1xx in the amount \$ 216,595.57.

#### **Budget Transfers**

\*2 Motion to approve the attached list of budget transfers from July 16, 2012 to August 30, 2012 in the amount of \$31,695.00.

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### Grant Awards

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

REAP	\$21,020.00
IDEA Basic	\$41,045.00
IDEA PSD	\$ 1,177.00

### Fundraisers

\*4. Motion to approve the following School Fundraisers for the 2012-2013 school year (tabled items excluded):

8th Grade -Tabled	Pretzels and water at sporting events	sports season
8 <sup>th</sup> Grade-Tabled	Basket Raffle	October 2012
8 <sup>th</sup> Grade-Tabled	Pajama Day	12/21/2012
8 <sup>th</sup> Grade-Tabled	CD Sales	Oct/Nov 2012
Student Council	Dance	10/26/12
Student Council	Special days	Sept - March

The Board reviewed these fundraisers and discussed the amount of funds that may be generated. Mrs. Nugent said the fundraisers should be limited to big ticket items. Ms. Herb said a set percentage of the Eighth Grade trip should be covered by fundraising. Ms. Herb expressed concern about selling products. Mrs. Nugent said she would like to see a fundraiser that an ambitious student could generate a large amount of funds.

The Board agreed to table the 8<sup>th</sup> grade fundraisers for further review. The Board would like to see a larger return for the fundraising efforts.

### Motion to Table

Ms. Herb Made a motion and Dr. Eckel seconded a motion to table the 8th grade fundraisers.

Motion carried on a voice vote.

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### Monitoring Contract

- \*5. Motion to approve a contract with Quantum Security Solutions from September 1, 2012 to August 30, 2012 at a cost of \$30.95 per month (fire) and \$43.00 per month (elevator)

### **Facilities**

#### Use of Facilities

- \*6. Motion to approve the following use of facilities:

Del Val Soccer Club	Wed and Friday through November 2012 Except 11/9,11/21, 11/23, 11/28, 11/30
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The Board discussed the use of the gym for this activity.

#### Tuition Sending

- \*7. Motion to approve the following tuition contract for the 2012-2013 (ESY and September 2012) school year:

SID#4804649733	Stepping Stones School (prorated)	\$51,433.20(annual)
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### **Transportation- none**

### **Policy**

#### Second Reading

- \*8. Motion to approve the second reading and adoption of the following policy:

Internet Safety and Technology	6142.10
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#### First Reading

- \*9. First reading of the following policies:

3000/3010	Concepts in Non Instructional Service
3100	Budget Planning, Preparation and Adoption
3320	Purchasing Procedures
3327	Relations with Vendors
4111	Recruitment, Selection and Hiring

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4111.1	Nondiscrimination/Affirmative Action
4211.1	Nondiscrimination/Affirmative Action
5111	Admission
5113	Attendance, Absences and Excuses –referred to committee
5113 Regulation	Rescinded
5114	Suspension and Expulsion
5124	Reporting to Parents/Guardians
5131.5	Vandalism/Violence
5131.6	Drugs, Alcohol, Steroids, Tobacco
5131.6Regulation	Drugs, Alcohol, Steroids, Tobacco
5141	Health
5141.3A	Health Protocol for Head Lice
5141.3-D	Diabetes Management Plan
5141.3-E	Administration of Glucagon
5142	Pupil Safety
6172	Alternative Education Programs
9250	Expenses and Reimbursements

Mrs. Buxton asked about the age range of 5 to 20 in the admission policy. Mrs. Nugent said the mandated policies were too be approved as written even though some areas are unapplicable. The Board reviewed other policies. Mr. Bailey and Ms. Schaffner answered their questions.

### **Personnel**

#### 2012-13 Substitute List

- \*9. 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):

Carol Curtis (secretary)	Vicki Szeplaki (secretary)
Ashley DiLorenzo (secretary)	Lindsay Klesney (secretary, Teacher)
Irene Radwin (secretary)	Holly Siock(teacher)
Elizabeth McCracken(teacher)	Kathy Skerbetz(teacher)*
Jessica Powylan Petschauer(teacher)	

\*Pending receipt of substitute certificate.

#### 2012-2013 Curriculum Writing/Inserive

- \*10. Motion to approve the following curriculum writing:

L Cucco	Preschool LA Curr	3 hours at \$34.23 per hour
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L Cucco	Prof Dev Prep	5 hours at \$34.23 per hour
R Kloos	Math Science	2 hours @ \$34.23 per hour
M. Leuschner	Teacher In Service	5.35 hours @ \$34.23 per hour

### Extra Curricular Activities-Correction

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

Detention (\$34.23/hour)	H. Siock
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### Staff Development/Travel Reports

- \*12. Motion to approve the following travel:

J Baker	Annual Math Conference East Windsor, NJ	10/5/12	\$180.00
T Hurley	Art Educators Fall Conference New Brunswick, NJ	9/30-10/2/12	\$240.00

### Shared Service Contract

- \*13. Motion to approve a shared service contract with Milford Board of Education for World Language Teacher from September 1, 2012 to June 30, 2013 at a cost of \$26,918.

### Staff Resignation/Retirement

- \*14. Motion to accept the retirement/resignation of Deborah Fiebig effective June 30, 2013.

### Staff Resignation/Retirement

- \*15. Motion to accept the retirement/resignation of Connie Gilmore effective June 30, 2013.

### Student Teacher

- \*16. Motion to approve Jessica Powylan Petschauer as student teacher in 2<sup>nd</sup> grade.



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### **Curriculum**

#### Week Of Respect/School Violence Awareness Week

\*17. Motion to approve observation of School Violence Awareness week October 15-19, 2012 and Week of Respect October 1-5 2012.

Mr. Bailey said the activity for the week of respect would include making posters.

#### Curriculum Approval

\*18. Motion to approve the following programs/curriculum:

Science K-8

#### Field Trips

\*19. Motion to approve the following field trips:

Trauger Farm	Preschool	10/01/12
Fairview Lake	7	10/3-5/12

#### Nursing Services Plan

\*20. Motion to approve the attached Nursing Services Plan for the 2012-2013 school year.

#### QSAC Committee

\*21. Motion to approve the following QSAC Committee:

David Bailey	Chief School Administrator/District Staff/Curriculum
Hilde K.Berhalter	Teacher/Collective Bargaining
Susan Schaffner	School Business Administrator
Kate Nugent	District Board Member

### **Planning-none**

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

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**XII. NEW BUSINESS**

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

**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.

**XV. ADJOURNMENT**

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

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Respectfully submitted:

Attest:

Susan Schaffner  
Business Administrator/  
Board Secretary

Kate Nugent  
Board President