

# **Frenchtown Board of Education**

## **Meeting Minutes**

November 13, 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. DenBleyker  
Mrs. Buxton  
Ms. Herb (enters the meeting at 6:41 p.m.)  
Mrs. Nugent

Members Absent: Mrs. Huey  
Dr. Eckel

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

### **IV. FAIRVIEW LAKE – Discussion and Review**

Hayden Buxton, Mary Nugent and Tim Fenlon presented an informative presentation about the seventh grade trip to Fair View Lake. The requested that future classes be permitted to experience this event. Ms. Kress said the group leaders were well informed and the program was well planned. She thanked the parents who participated. Mrs. Nugent added that the staff at the camp were great. She said that the program gave students a lot of independence in a safe environment. She also said the seventh grade class was well mannered and a great class to pilot this program. Mr. Bailey added the organization there was incredible. The Board and the public asked questions of the presenters.

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**V. Public Participation(all school-related topics) - None**

**VI. VIOLENCE AND VANDALISM REPORT PUBLIC HEARING**

Mr. Bailey reported that there were no incidents of violence and vandalism last school year.

**VII. APPROVAL OF MINUTES**

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

- Minutes of the September 25, 2012 regular meeting
- Minutes of the November 6, 2012 special meeting

Motion carried unanimously on a voice vote.

**VIII. CORRESPONDENCE**

1. Letter from School Alliance Insurance Fund
2. Letter from Holland Township Board of Education
3. News article – Sharing Mandated Training Mr. Bailey said this was also noted on the New Jersey Department of Education website
4. Email from Mrs. Barbara Huey
5. Letter to Mr. Greg Hachey, Telecom Pioneers

**IX. CSA REPORT**

Mr. Bailey reviewed the attached report.

**X. BOARD PRESIDENT'S REPORT**

Mrs. Nugent noted that Mrs. Huey's resignation from the Board will be accepted tonight. She said the practice had been to advertise in the paper. Ms. Herb suggested seeking an individual with a certain skill set. The Board discussed whether the position should be advertised. Ms. Herb noted it was not required by law to advertise. The Board decided to post the position on the website and also send it out on AlertNow.

Mrs. Nugent appointed Mrs. DenBleyker as chair of the Curriculum Committee.

She reviewed her meeting with the Delaware Valley Board presidents. She said they discussed shared curriculum, teacher evaluation and moving toward a common calendar. She noted that

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none of the sending districts had the same school and professional days. She said the High School Superintendent search company had targeted February 2<sup>nd</sup> as a date for appointment with the successful candidate starting in March. The sending receiving relationship with Bloomsbury was also discussed. She said the possibility of Del Val becoming School choice was discussed. Virtual classroom work is being done in Kingwood and Alexandria is looking into this concept. She also said a Science Fair among the sending districts was discussed. The decreasing enrollment in the districts were also discussed.

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

A motion was made by Mrs. Buxton 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 **August and September 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.

Motion carried unanimously on a roll call vote.

### **XII. COMMITTEE REPORTS**

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

- Minutes attached October 22 and November 12, 2012

Ms. Herb reviewed the attached minutes. She also reviewed the memo the Business Committee sent to the Space Committee. She said the energy audit had been completed and she reviewed the possible projects. She also discussed the gym floor replacement. She said additional sampling is being done to determine the construction under the floor. She said our architect of record will attend tomorrow night's space committee meeting. She said the trees and grounds would be assessed. Mr. Bailey said the storm may have increased the number of gym floors that will be replaced.

#### ***Committee goals and objectives for 2012-2013***

1. *Provide support (i.e. budgetary projections and analysis) for FEA negotiations;*

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2. *Serve as the lead for shared service discussions with DVRHS;*
3. *Serve as the BOE's lead in support for the Administration with regards to QSAC;*
4. *Provide support (i.e. recommendations and analyses) for ad-hoc FES Long-Range Facilities Committee*
5. *Oversee immediate (e.g. 2012-2013) facilities initiatives*
6. *Oversee update of policies as a result of QSAC*

### **B. Curriculum Committee Report**

Mrs. DenBleyker reviewed the attached minutes of the curriculum meeting.

#### **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.

### **XIII. 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 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 was made by Ms. Herb and seconded by Mrs. Buxton to approve the Board consent agenda items 1-22.

Motion carried on a roll call vote. Mrs. Pearson abstaining on Personnel item number 3.

### **Finance**

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### Payment of Bills

- \*1. Motion to approve the September/October 2012 bills list check numbers 3435 to check number 3498 , payroll checks #0928, 1015, 1031 and noncheck numbers#N0149 in the amount \$ 336,633.51.

### Budget Transfers

- \*2 Motion to approve the attached list of budget transfers from August 31, 2012 to September 30, 2012 in the amount of \$00.00.

### Fundraisers

- \*3. Motion to approve the following School Fundraisers for the 2012-2013 school year:

8th Grade	Fashion Republic	Spring 2013
8 <sup>th</sup> Grade	Car Washes	Spring 2013

### Non Public Textbook/Technology Contract

- \*4. Motion to approve a contract with Hunterdon County Educational Consortium to administer the following grants:

NonPublic Textbooks	\$12.66 (6% of total grant of \$211.00)
Non Public Technology	\$ 3.90 (5% of total grant of \$78.00)

### Insurance Settlement

- \*5. Motion to approve the attached settlement of \$495.00 for settlement of broken gym door window.

### QSAC Resolution

- \*6. Motion to approve the attached resolution approving QSAC assurances and DPR responses.

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### Violence Vandalism Report

\*7. Motion to approve the assurance that the public hearing was specifically conducted to fulfill the district's legal obligation to present school violence and vandalism information to the public and conduct public hearings on the report and to present the Frenchtown School District's Electronic Violence and Vandalism Reporting System ( EVVRS) which was submitted to the New Jersey Department of Education in July 2012.

### **Facilities**

#### Use of Facilities

\*8. Motion to approve the following use of facilities:

DVBL Basketball	12/4/12-3/7/13	Tuesday 6:30-8:30 pm Thursday 6:30-8:30 pm
Pending receipt of current cert of insurance		Except 12/25/12,12/27/12,1/1/13

#### Comprehensive Maintenance Plan

\*9. Motion to approve the attached resolution approving submission of the 2012-13 Comprehensive Maintenance Plan (attached) to the NJ Department of Education.

#### Form M-1

\*10. Motion to approve the submission of the attached 2012-13 M-1 to the New Jersey Department of Education.

### **Transportation**

#### Joint Transportation Agreement

\*11. Motion to approve the attached Joint transportation Agreement with the Delaware Valley Regional High School Board of Education for the Summer 2012 extended school year.

### **Policy**

#### Second Reading

\*12. Motion to approve the second reading and adoption of the following policies:

3000/3010                      Concepts in Non Instructional Service

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3100	Budget Planning, Preparation and Adoption
3320	Purchasing Procedures
3327	Relations with Vendors
4111	Recruitment, Selection and Hiring
4111.1	Nondiscrimination/Affirmative Action
4211.1	Nondiscrimination/Affirmative Action
5111	Admission
5113	Attendance, Absences and Excuses
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

Mr. Bailey reviewed the Tardy/Attendance Policy for the Board.

### Policy Review (NCLB Title 1)

\*13 Motion to approve the annual review of the following policy:

Parental Involvement                      1001

### **Personnel**

#### 2012-13 Substitute List

\*14. 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):

Margaret McPherson (nurse) also nurse for Fairview Lake cost to be allocated by sending district.

#### 2012-2013 Curriculum Writing/Inservice

\*15. Motion to approve the following curriculum writing/inservice prep:

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H Kress	Prep for Teacher Inservice	6 hours at \$34.23 per hour
J Baker	Curriculum Personal Finance	7.5 hours @ \$34.23 per hour
T. Wollert	Teacher In Service(Monday)	7 hours @ \$34.23 per hour
L Klesney	Staff Inservice	1.84 hrs at \$16.09 /hr

### Extra Curricular Activities

\*16. Motion to approve the following extracurricular positions for the 2012-13 school year:

H Kress Berhalter	Overnight Trips	\$100.00/per night
D Pearson	Yearbook	\$799.00

### NonFEA Staff Appointments

\*17. Motion to approve the following appointment:

Ashley DiLorenzo	breakfast aide	\$16.09/hr
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### Staff Development/Travel Reports

\*18.

a. Motion to approve the following travel:

E McCann	Teaching Non Fiction	12/3/12	\$100.00/each
L Cucco	Edison, NJ		

S Schaffner	Employment Law for Accountants	11/16/12 Webinar	\$199.00
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S Schaffner	Ethics for CPA's	12/11/12 Webinar	\$149.00
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H Kress	Moon Phases	11/28-29/12	\$150.00
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b. Motion to approve the following district travel reports:

S Schaffner	Single Audits	9/25/12
J Baker	Assessing Math	10/5/12
G Grimes	School Health Conference	10/17/12



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### Board Resignation

- \*19. Motion to accept with regret the resignation of Barbara Huey effective November 13, 2012.

### District Evaluation Advisory Committee

- \*20. Motion to approve the following members of the District Evaluation Advisory Committee:

D. Bailey  
K. Nugent

M. Leuschner  
B. McCann

R. Kloos  
J. Walck

## **Curriculum**

### Curriculum Approval

- \*21. Motion to approve the following programs/curriculum:

Language Arts	Social Studies	Art
Technology	Spanish (World Language)	
Music	21 <sup>st</sup> Century Careers	
Health and Physical Education		

## **Planning**

### Memorandum of Agreement with Law Enforcement Officials

- \*22. Motion to approve a Memorandum of Agreement with Law Enforcement Officials for the 2012-2013 year.

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

### **XIV. NEW BUSINESS**

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

### **XVI. EXECUTIVE SESSION**

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A motion to approve the following resolution was made by Ms. Herb and seconded by Mrs. Buxton 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 7:53 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. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Ms. Herb and Mrs. DenBleyker to adjourn at 8:36 p.m.

Respectfully submitted:

Attest:

Susan Schaffner  
Business Administrator  
Board Secretary

Kate Nugent  
Board President