

Frenchtown Board of Education

Meeting Minutes

December 18, 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 6:35 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.

Moment of Silence for the Community of Newtown CT

III. Roll Call

Members Present: Mrs. Pearson
Mrs. DenBleyker
Mrs. Buxton
Ms. Herb
Dr. Eckel
Mrs. Nugent

Members Absent: None

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

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

V. APPROVAL OF MINUTES

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

- Minutes of the November 13, 2012 regular meeting
- Minutes of the November 13, 2012 executive session

Frenchtown Board of Education

Meeting Minutes

December 18, 2012 6:30 p.m.

The motion was carried on a voice vote with Dr. Eckel abstaining.

Dr. Eckel suggested handing out the executive session minutes and not including them in the PDF download. The Board was in agreement to this procedure. They also asked Ms. Schaffner to check whether board correspondence is public.

VI. CORRESPONDENCE

1. Letter from Mrs. Laura Einhorn
2. Letter to Mr. Mike Roden from Mr. Bailey
3. Letter from Jennie Haver Scholarship Fund

VII. CSA REPORT

- Semi-Annual report of Bullying Mr. Bailey reported that in the school year to date 1 incident was investigated which was found not to be a Harrassment, Intimidation and Bullying incident.
- Mr. Bailey reviewed the attached Chief School Administrators report.
- He updated the Board on the actions the school had taken in response to the tragedy in Connecticut. The Board discussed the additional guidance and procedures that may be issued as a result of this event.

- NJ Ask Test Score Analysis – Mr. Bailey presented the 2011-12 NJ Ask Scores. He reported that Frenchtown School had scored higher then the District Factor Group in many categories.
Dr. Eckel asked for the reasons the scores had increased from the previous year. The board discussed the data and ways to interpret the information.
-

VIII. BOARD PRESIDENT'S REPORT

No Report

IX. BOARD SECRETARY/TREASURER'S REPORT

A motion was made by Ms. Herb and seconded by Mrs. Buxton to approve the following Secretary's and Treasurer's reports:

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

Frenchtown Board of Education

Meeting Minutes

December 18, 2012 6:30 p.m.

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.

X. COMMITTEE REPORTS

A. Business Committee Report

- Ms. Herb reviewed the attached minutes.

Committee goals and objectives for 2012-2013

1. *Provide support (i.e. budgetary projections and analysis) for FEA negotiations;*
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. Pearson reviewed the attached minutes

The Board discussed the proposed PTO club and other activities that are held at the school.

Dr. Eckel discussed the timing of the development of the committee goals.

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.

Frenchtown Board of Education

Meeting Minutes

December 18, 2012 6:30 p.m.

- 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

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 – 14.

The motion was carried on a roll call vote with Mrs. Pearson abstaining on number 9.

Finance

Payment of Bills

- *1. Motion to approve the November/December 2012 bills list check numbers 3499 to check number 3541 payroll check #1115, 1130 and 1214 and noncheck numbers#N0150, 151 in the amount \$ 361,207.46

Budget Transfers

- *2 Motion to approve the attached list of budget transfers from October 1, 2012 to November 30, 2012 in the amount of \$1,400.00.

Class 2013- Board Donation

- *3 Motion to approve a donation of \$200.00 to the Class of 2013 for their class trip.

River Union Stage

- *4 Motion to approve a contract with River Union Stage for the 2011-12 Out Reach Program at a cost of \$7,325.00.

District Educator Evaluation Rubric

Frenchtown Board of Education

Meeting Minutes

December 18, 2012 6:30 p.m.

- *5. Motion to adopt the Danielson 2007 Framework and Rubric as the District Educator Evaluation Rubric.

Facilities

Debt Service Resolution

- *6. Motion to approve the following Debt Service Requisition:

RESOLVE, that the amount of district taxes needed for debt service payment to bondholders is \$126,886.27 total principal and interest due by March 1, 2013 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 related thereto.

Use of Facilities

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

Kingwood Basketball League	Mon, Wed, Friday 12/3/12 – 3/8/13
	6:30 pm – 9:30 pm*
	Except 12/21-31/12, 1/21/13, 2/18/13

*In the event FES sports games or practices run late a delay in facility availability may occur.

Transportation-none

Policy

First Reading

- *8. Motion to approve the first reading of the following policies:

6172	Alternative Education Programs
9326	Minutes
5141.2A	Use of Automated External Defibrillator
1330	Use of School Facilities

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):

Frenchtown Board of Education

Meeting Minutes

December 18, 2012 6:30 p.m.

Dave Pearson (pending receipt of substitute certificate)

Staff Development/Travel Reports

*10.

a. Motion to approve the following travel:

G Grimes	Infectious Diseases	1/25/13	\$184.99
	Mt. Laurel, NJ		
S Schaffner	Individual Tax Update	self study	\$124.50
M Ryan	Youth with Mental Challenges	1/15&22/13	no cost
	Voorhees High School		

b. Motion to approve the following district travel reports:

S Schaffner	Overview of Employment Law	11/16/12
-------------	----------------------------	----------

Parent Conferences

*11. Motion to approve the following payments for fall parent conferences:

E. McCann	\$34.23/hour	5 hours
H. Kress	\$34.23/hour	5 hours
J. Baker	\$34.23/hour	4.25 hours
L. Bondor	\$34.23/hour	4.5 hours
L. Cucco	\$34.23/hour	4.5 hours
R. Kloos	\$34.23/hour	4.25 hours
K. Seneca	\$34.23/hour	4.0 hours
J. Walck	\$34.23/hour	2.25 hours
A. Parker	\$34.23/hour	4.0 hours
A. Okolichany	\$34.23/hour	5 hours
M. Leuschner	\$34.23/hour	4.75 hours
C. Gilmore	\$34.23/hour	4.0 hours

Writing Consultant Services

*12. *WHEREAS, the Frenchtown School Board of Education (hereinafter referred to as "FSD") has given a proposal to Kingwood Township School District Board of Education (hereinafter referred to as "KTS") to provide subcontracted writing consultant services; and*

WHEREAS, FSD and KTS desire to enter into a joint agreement wherein FSD will provide the said Writing Consultant Services; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes public entities to enter into a contract with each other to subcontract any service

Frenchtown Board of Education

Meeting Minutes

December 18, 2012 6:30 p.m.

which one of the parties to the agreement is empowered to render within its own jurisdiction including services incidental to the primary purposes of any of the participating entities; and

WHEREAS, FSD and KTS are by definition local units under the said law: and FSD empowered by law to provide Writing Consultant Services; and

***NOW THEREFORE BE IT RESOLVED**, that FDS and KTS hereby agree to enter into the 2012-2013 shared services arrangement for the provision of Writing Consultant Services in accordance with N.J.S.A. 40A:65-1 et seq. at an hourly rate of \$34.23.*

Writing Consultant Stipend

*13. Motion to approve Roxanne Kloos to provide professional development services to schools in the Delaware Valley Region for the 2012-2013 school year at a rate of \$34.23 per hours not to exceed 30 hours.

Curriculum

Field Trip Approval

*14. Motion to approve the attached list of field trips for the 2012-2013 school year.

Planning-none

D. P.D.I.C. REPORT

XII. NEW BUSINESS

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

XIV. EXECUTIVE SESSION

A motion to approve the following resolution was made by Dr. Eckel and seconded by Ms. Herb 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

Frenchtown Board of Education

Meeting Minutes

December 18, 2012 6:30 p.m.

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 8:31 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 voice vote.

XV. RECONVENE

The Board reconvened into regular session at 8:46 p.m.

XVI. ADJOURNMENT

There being no further business to come before the Board, it was moved by Ms. Herb and Dr. Eckel to adjourn at 8:47 p.m.

Respectfully submitted:

Attest:

Susan Schaffner
Business Administrator/
Board Secretary

Kate Nugent
Board President

Frenchtown Board of Education

Meeting Minutes

December 18, 2012 6:30 p.m.