

# **Frenchtown Board of Education**

## **Meeting Minutes**

January 29, 2013 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 Vice-President Herb.

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. Musolino  
Mrs. Buxton  
Mrs. DenBleyker  
Ms. Herb  
Dr. Eckel

Members Absent: Mrs. Nugent

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

### **IV. COMPREHENSIVE ANNUAL FINANCIAL REPORT June 30, 2012 – Mr. William Colantano, CPA**

Mr. William Colantano presented the 2011-12 audit. He noted there were no recommendations.

# **Frenchtown Board of Education**

## **Meeting Minutes**

January 29, 2013 6:30 p.m.

### **V. PRESENTATION - New Middle School Coursework Update – Mrs. Baker, Mrs. McCann**

Mrs. McCann discussed the new course, Research across the Curriculum. She reviewed structure of research. She also outlined the time frame for the two new courses. Board members asked Mrs. McCann questions concerning the logistics of the course.

Mrs. Baker discussed her class, Financial Literacy. She reviewed the areas the course covers and also projects that are completed in the course. The Board asked questions concerning the curriculum.

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

### **VII. APPROVAL OF MINUTES**

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

- Minutes of the December 18, 2012 regular meeting
- Minutes of the December 18, 2012 executive session
- Minutes of the January 3, 2013 Organization Meeting
- Minutes of the January 15, 2013 special meeting
- Minutes of the January 15, 2013 executive session

The motion was carried on a voice vote with Mrs. Musolino abstaining on the 12/18/12 and 1/3/2013 minutes, Mrs. Denbleyker abstaining on the 1/3/2013 and 1/15/2013 minutes and Dr. Eckel abstaining on the 1/15/2013 minutes.

### **VIII. CORRESPONDENCE**

1. Card from Del Val Thunder Soccer Team
2. Letter to The Work Family Connection
3. Letter from VFW Post 7857

### **IX. CSA REPORT**

Mr. Bailey reviewed the attached report.

# **Frenchtown Board of Education**

## **Meeting Minutes**

January 29, 2013 6:30 p.m.

### **X. BOARD PRESIDENT'S REPORT-NONE**

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

A motion was made by Mrs. DenBleyker 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 **November and December 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.

The motion was carried unanimously on a roll call vote.

### **XII. COMMITTEE REPORTS**

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

- Ms. Herb reviewed the attached report.

#### ***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*

# **Frenchtown Board of Education**

## **Meeting Minutes**

January 29, 2013 6:30 p.m.

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

- Mrs. DenBleyker reviewed the attached report.

#### **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**

A motion to approve the below consent agenda was made by Mrs. Buxton and seconded by Mrs. DenBleyker to approve the Board consent agenda items 1-13.

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.

The motion was carried unanimously on a roll call vote.

#### **Finance**

##### Payment of Bills

- \*1. Motion to approve the December/January 2012/13 bills list check numbers 3542 to check number 3584 payroll check #1221, 0115 and noncheck numbers#N0152 in the amount \$ 205,962.54

##### Budget Transfers

# **Frenchtown Board of Education**

## **Meeting Minutes**

January 29, 2013 6:30 p.m.

- \*2 Motion to approve the attached list of budget transfers from December 1, 2012 to January 15, 2013 in the amount of \$13,300.00.

### School Audit and CAFR for the year ended June 30, 2012

- \*3. Motion to accept the Annual School Audit and Comprehensive Annual Financial Report for the year ended June 30, 2012 with no audit recommendations

### Donation from Frenchtown-Milford Post 7857 VFW

- \*4. Motion to accept a donation from the Frenchtown-Milford Post 7857 VFW, in the amount of \$100.00 to be used for Library books.

### Donation from Del Val Thunder Soccer Club

- \*5. Motion to accept a donation from Del Val Thunder Soccer in the amount of \$100.00.

## **Facilities**

### Use of Facilities

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

Del Val Thunder Soccer Club	March 11,13,15,20,22,27 2013
5:30-8:00 pm	April 10,12,17,19, 2013
	May 1,3,8,10,15,17,22,29,31, 2013

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

### Frenchtown School Gym Floor Replacement Project

\*7. a. Resolved, that upon the recommendation of the Chief School Administrator, the board authorize the amendment of the current Long Range Facilities Plan to Include the Gym Floor/Dividing door Replacement project at the Frenchtown School.

b. Resolved, that upon the recommendation of the Chief School Administrator, the board approve the submission of the project applications to the New Jersey Department of Education for the Gym Floor and Dividing door Replacement projects "other capital projects" at the Frenchtown School.

## **Transportation-none**

**Frenchtown Board of Education**  
**Meeting Minutes**  
January 29, 2013 6:30 p.m.

**Policy**

First Reading

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

3327	Relations with Vendors
3542 A	Management of Food Allergies

Second Reading

\*9. Motion to approve the second reading and adoption of the following policies:

6172	Alternative Education Programs - Revised
9326	Minutes
5141.2A	Use of Automated External Defibrillator
1330	Use of School Facilities
1250	Visitor Policy and Regulation (waiving first reading)
1250R	

Dr. Eckel noted a second reading was being waived on Policy #1250 and the corresponding regulation.

**Personnel**

2012-13 Substitute List

\*10. 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):

Kalene Hartigan(teacher)	Maureen Nering (nurse)
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Staff Development/Travel Reports

\*11.

a. Motion to approve the following travel:

G Grimes	Diabetes Course	2/28/13	\$199.99
	Edison, NJ		
T Hurley	NJAGC Conference	3/8/13	\$189.00
D Bailey	Techspo Conference	1/31-2/1/13	\$475.00

# **Frenchtown Board of Education**

## **Meeting Minutes**

January 29, 2013 6:30 p.m.

- b. Motion to approve the following district travel reports:

S Schaffner Ethics for the CPA 12/17/12

### Inservice Payment

\*12. Motion to approve Thomas Wollert for additional payment above contract for attendance at the Danielson Inservice on January 21, 2013 at a rate of \$34.23 per hours for 6.5 hours.

Mr. Bailey explained that the day of the inservice was not Mr. Wollerts regular scheduled day.

### Instructional Aide

\*13. Motion to hire Lindsay Klesney as Instructional Aide for the Middle School Play at a cost of \$16.09 per hour not to exceed 60 hours for the 2012-13 school year.

### Curriculum - none

### Planning-none

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

### **XIV. NEW BUSINESS**

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

### **XVI. EXECUTIVE SESSION**

A motion to approve the following resolution was made by Mrs. Buxton and seconded by Dr. Eckel:

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;

# Frenchtown Board of Education

## Meeting Minutes

January 29, 2013 6:30 p.m.

- 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 8:07p.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 Mrs. DenBleyker and Mrs. Buxton to adjourn at 8:18 p.m.

Respectfully submitted:

Attest:

Susan Schaffner  
Business Administrator/  
Board Secretary

Jeanne Herb  
Vice-President