

Frenchtown Board of Education

Meeting Minutes

March 5, 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 6:30 p.m. by President Kate 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. Musolino
Mrs. Buxton
Mrs. DenBleyker
Dr. Eckel
Mrs. Nugent

Members Absent: Ms. Herb

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

- Minutes of the January 29, 2013 regular meeting
- Minutes of the January 29, 2013 executive session
-

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

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VI. CORRESPONDENCE

1. Letter from Dr. Elizabeth Nastus- Mrs. Nugent said she would send a thank you note on behalf of the board to thank Dr. Nastus for her generous donation.

VII. CSA REPORT

Mr. Bailey reviewed the attached report.

VIII. BOARD PRESIDENT'S REPORT

Mrs. Nugent discussed the upcoming meeting with the Frenchtown Borough Council to discuss the 2013-14 budget. She also reviewed the facilities survey. She will be sending out the form to the board. She also spoke about the shared service meeting with the High School. She said the tone of the meeting was the High School was open to any options for shares we may want to discuss. She said nothing specific was discussed. Mr. Bailey said both sides were very positive about continuing to work together. She also said the Board President's met. Kingwood has a new Board President. She said they discussed Alexandria's teaching Chinese as a world language. They have offered to share the program with other districts. She also said a multi-district science fair was discussed. Mr. Bailey said the PTO was interested in sponsoring a science fair next year.

IX. BOARD SECRETARY/TREASURER'S REPORT

A motion was made by Mrs. DenBleyker and seconded by Dr. Eckel to approve the following Secretary's and Treasurer's reports:

After review of the Secretary's and Treasurer's reports for the month of **January 2013** 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.

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X. COMMITTEE REPORTS

A. Business Committee Report

- Dr. Eckel 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.

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.

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XI. CONSENT AGENDA

A motion to approve the below consent agenda items 1-9 was made by Mrs. Buxton and seconded by Mrs. DenBleyker

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 January/February 2013 bills list check numbers 3585 to check number 3639 payroll check #0131, 0215, 0228 and noncheck numbers #N0153 in the amount \$ 444,855.02.

Budget Transfers

- *2 Motion to approve the attached list of budget transfers from January 16, 2013 to February 1, 2013 in the amount of \$7,764.91.

Budget Calendar

- *3. Motion to approve the attached 2013-14 Budget Calendar.

2013-2014 School Budget

- *4. Motion to approve the submission of the 2013-2014 Preliminary School Budget to the New Jersey Department of Education (Hunterdon County office).

BE IT RESOLVED that the preliminary budget be approved for the 2013-2014 School Year using the 2013-2014 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

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| | <u>GENERAL FUND</u> | <u>SPECIAL REVENUES</u> | <u>DEBT SERVICE</u> | <u>TOTAL</u> |
|-----------------------------------|-------------------------|-----------------------------|-------------------------|------------------|
| 2013-14 | | | | |
| Total Expenditures | 2,461,756 | 73,251 | 143,454 | 2,678,461 |
| Less: Anticipated Revenues | <u>755,822</u> | <u>73,251</u> | <u>0</u> | <u>829,073</u> |
| Taxes to be Raised | <u>1,705,934</u> | <u>0</u> | <u>143,454</u> | <u>1,849,388</u> |

And to advertise said tentative budget in the Hunterdon County Democrat in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Frenchtown Elementary School, New Jersey on March 26 2013 at 6:30 p.m. for the purpose of conducting a public hearing on the budget for the 2013-2014 School Year.

And, be it further,

Resolved that the Frenchtown Board of Education acknowledge that the 2013-2014 budget results in a general fund tax levy of \$1,705,934.

And be it further,

Resolved that the Frenchtown Board of Education acknowledges that the 2013-2014 budget results in a debt service tax levy of \$143,454 as approved by Voter referendum.

And be it further

The Board of Education
of Frenchtown hereby adopts the following preliminary
budget for the 2013-14 school year:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment 154

Expenditures

Revenue

General Current Expense 2,461,756.00 General Fund

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| | | | |
|----------------------|----------------------------|-----------------------------|----------------------------|
| Capital Outlay | - | ..Budgeted Fund Balance | 0 |
| Special Revenue Fund | <u>73,251.00</u> | ..Local Tax Levy | <u>1,705,934.00</u> |
| Repayment of Debt | <u>143,454.00</u> | ..Misc Revenue | <u>500.00</u> |
| | | ..Tuition | <u>22,450.00</u> |
| | | ..State Aid | <u>732,872</u> |
| Total Expenditures | <u><u>2,678,461.00</u></u> | <u>Special Revenue Fund</u> | |
| | | ..State Aid | <u>-</u> |
| | | ..Federal Aid | <u>73,251.00</u> |
| | - | <u>Debt Service Fund</u> | |
| | | ..Budgeted Fund Balance | <u></u> |
| | | ..Local Tax Levy | <u>143,454.00</u> |
| | | ..State Aid | <u>0</u> |
| | | Total Revenue | <u><u>2,678,461.00</u></u> |

WHEREAS, the _____Frenchtown_____ Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

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WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A-7.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$ \$6,570.00 for all staff and board members.

Facilities

Use of Facilities

*5. Motion to approve the following use of facilities:

| | |
|---------------------|----------------|
| River Ballet Co. | May 17,18 2013 |
| 3:30-7:00 pm Friday | auditorium |
| 1:00 pm – 7:00 pm | |

| | |
|---|----------------|
| Team 26, Inc | March 10, 2013 |
| 11:00 am- 1:00 pm | parking lot |
| Pending receipt of non profit and insurance information | |

Mr. Bailey discussed Team 26. They are acyclists from Newtown Connecticut who will stop and make some speeches and then continue on to Washington, D.C.

| | |
|--------------|-------------|
| Kingwood PTA | May 3, 2013 |
| 7:00-9:30 pm | auditorium |

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

Transportation-NONE

Policy

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Second Reading

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

| | |
|--------|------------------------------|
| 3327 | Relations with Vendors |
| 3542 A | Management of Food Allergies |

Personnel

2012-13 Substitute List

*7. 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):

Cathleen Fay (teacher)

Staff Development/Travel Reports

*8.

a. Motion to approve the following travel:

| | | | |
|-----------|--|---------|--------------|
| J Walck | Autism Disorders Princeton, NJ | 5/13/13 | \$189.99 |
| J Baker | NJECC Conference | 3/12/13 | \$110.00 |
| P Moran | NJECC Conference Montclair University | 3/12/13 | \$ 95.00 |
| C Gilmore | PARCC/NJAsk Technology | | \$75.00/each |
| L Bondor | Kingwood School | | |
| R Kloos | | | |
| K Seneca | | | |
| B McCann | | | |

| | | | |
|--------------|--------------------------------|--------|----------------------------------|
| L Bondor | Columbia University, NYC | 3/9/13 | not to exceed \$75.00 per person |
| K Seneca | Reading and Writing Conference | | |
| H. Siock | | | |
| A. DiLorenzo | | | |

b. Motion to approve the following district travel reports:

| | | |
|----------|----------------------|---------------|
| K Nugent | NJSBA Workshop | 10/23-25/12 |
| D Bailey | NJTechspo Conference | 1/31,2/1/2013 |

Extra Curricular Activities

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

| | |
|---|--------------|
| After School Club- Run4Life (\$34.23/hour) not to exceed 15 hours | A Okolichany |
| After School Club Running Club 6-8 (\$34.23/hour) not to exceed 8 hours | B McCann |
| Before School Club Checkers/Chess Club 3-5 (\$34.23/hour) not to exceed 8 hours | B McCann |
| Mural Club (\$34.23/hour) not to exceed 8 hours | T Hurley |
| Sketchbook Club 6-8 (\$34.23/hour) not to exceed 8 hours | T Hurley |
| Sketchbook Club 3-5 (\$34.23/hour) not to exceed 8 hours | T Hurley |

Mr. Bailey reviewed each of the above clubs.

Curriculum - none

Planning-none

D. P.D.I.C. REPORT

XII. NEW BUSINESS

XIII. PUBLIC COMMENT (all school-related topics)

Mrs. DenBleyker reviewed the article "Writing Revolution". She suggested the board review it for further discussion.

Mrs. DenBleyker leaves the meeting at 7:29 p.m.

XIV. EXECUTIVE SESSION

A motion was made by Mrs. Buxton and seconded by Dr. Eckel 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

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- 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 7:29 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. RECONVENE

The Board reconvened into regular session at 8:11 p.m.

Mrs. Musolino asked questions about the numbers of School Choice students who may be accepted into the program. Mr. Bailey explained the process for deciding which classes are open for school choice. Mrs. Nugent asked about a population increase in the District and how would that effect school choice. Mr. Bailey said some of the school choice students were preschool students that rolled into the Choice Program.

XVI. ADJOURNMENT

There being no further business to come before the Board, it was moved by Dr. Eckel and Mrs. Buxton to adjourn at 8:15 p.m.

Respectfully submitted:

Attest:

Susan Schaffner
Business Administrator/
Board Secretary

Kate Nugent
Board President