

Frenchtown Board of Education
Meeting Minutes/Public Hearing of the 2013-14 School
Budget

March 26, 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 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. Musolino
 Mrs. Buxton
 Ms. Herb (Enters the meeting at 7:00 pm)
 Mrs. Nugent

Members Absent: Mrs. DenBleyker
 Dr. Eckel

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

IV. PUBLIC HEARING OF THE 2013-2014 SCHOOL BUDGET

Mr. Bailey reviewed the programs as well as revenues and expenditures in the 2013-2014 Frenchtown School District Budget. He also discussed state aid, Media/Library, Health Office, Guidance, Related Services, Extracurricular and sports. He also showed enrollment trends in the District. Priorities for the future include rebuilding the Capital Reserve account, technology needs, Language Arts – supporting this major program, as well as textbook purchases.

Dog Park Issue Update

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Mrs. Nugent said she will report on the dog park issue prior to public participation so interested members of the public can discuss this issue during Public Participation. She reviewed the timeframe of discussion on the dog park. She said the Board had been asked to provide input and voice concerns.

Ms. Herb enters the meeting at 7:00 pm.

Mrs. Nugent said she reported to Town Council last month that the School Board was not going to take action on this issue. She said some of the concerns the Board had would not be addressed by closing the Park at certain times during the day. Mrs. Nugent she would recommend the Board draft a letter to the Council.

V. Public Participation (all school-related topics)

Mr. Robert Haver, Frenchtown representative to the Delaware Valley High School Board, said he was in support of Mrs. Wasserbach being selected as the Superintendent at the High School. He said she was instrumental in many of the shared services at the High School and would continue to seek out shared services.

Mr. Haver, than spoke as a parent on the issue of the dog park. He expressed concern that students from the school would not use the field due to concerns against their children's safety due to the location of the dog park. He encouraged the Board not to support the Park at that location.

Mrs. Nugent encouraged citizens to attend the Borough Council meeting to express their thoughts on this issue.

VI. APPROVAL OF MINUTES

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

- Minutes of the March 5, 2013 regular meeting
- Minutes of the March 5, 2013 executive session

The motion was carried unanimously on a voice vote.

VII. CORRESPONDENCE - NONE

VIII. CSA REPORT

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Mr. Bailey discussed report of placement results for the 2012-13 QSAC. He also reviewed the timeline for hiring the replacements for our retiring teachers. Mr. Bailey complimented Mrs. Gilmore as a very difficult position to replace.

He also reviewed other items in the attached report.

Mrs. Nugent thanked Administration and faculty for their work on QSAC.

Mr. Bailey specifically thanked Mrs. Lubonty, Assistant Business Administrator, Mr. Whitman, Head Custodian and Ms. Schaffner, Business Administrator for their work on this project.

IX. BOARD PRESIDENT'S REPORT

- Goal setting schedule – Mrs. Nugent discussed the timeline for goal setting. She said a goal setting meeting would take place prior to our regular meeting.
- Town council presentation- Mr. Nugent reviewed the meeting with Town Council.
- Dog park update – Mrs. Nugent asked if the Board members were in support of sending a letter to Council expressing the Board's concern. Ms. Herb suggested passing a resolution outlining the Board's concern and issues. Mrs. Musolino asked if there was a benefit in writing a letter to the community. Mrs. Nugent said a letter was sent to school families concerning this issue. Mrs. Buxton said a formal statement may be needed. Ms. Herb said she feels an independent group and not the Council had addressed the concerns. Mrs. Pearson said the intent should be to make it clear the board's thoughts on this issue. Mrs. Nugent said she never received communications concerning the previous dog park meeting.

The Board then composed a resolution expressing concerns about the pending dog park.

Amendment to the Agenda

Motion by Mrs. Buxton and seconded by Ms. Herb to amend the agenda to include the dog park resolution under the Facilities Heading.

Motion carried unanimously on a voice vote.

X. BOARD SECRETARY/TREASURER'S REPORT- NONE

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XI. 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.

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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XII. CONSENT AGENDA

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.

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 on a roll call vote with Mrs. Musolino abstaining on item number 1.

Finance

Payment of Bills

*1. Motion to approve the 3/6/13 to 3/26/13 bills list check numbers 3640 to check number 3674 payroll check 0315 and noncheck numbers #N0155 in the amount \$ 128,167.01.

Budget Transfers

*2 Motion to approve the attached list of budget transfers from 02/02/12 to 02/12/13 in the amount of \$4,000.

2013-2014 School Budget

*3. Motion to approve the 2013-2014 Final School Budget:

BE IT RESOLVED that the final budget be approved for the 2013-2014 School Year using the 2013-2014 state aid figures.

	<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>

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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 final 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 152

<u>Expenditures</u>	<u>Revenue</u>
General Current Expense <u>2,461,756.00</u>	<u>General Fund</u>
Capital Outlay <u>-</u>	..Budgeted Fund Balance <u>0</u>
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>2,678,461.00</u>	<u>Special Revenue Fund</u>
	..State Aid <u>-</u>
	..Federal Aid <u>73,251.00</u>
-	<u>Debt Service Fund</u>

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..Budgeted Fund Balance	
..Local Tax Levy	143,454.00
..State Aid	0
Total Revenue	2,678,461.00

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

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:23-1.2(b), to a maximum expenditure of \$ _____ \$6,570.00 _____ for all staff and board members.

Fundraisers tabled til April 2013 meeting

4. Motion to approve the following School Fundraisers for the 2012-2013 school year:

Class of 2014 Sell Handmade Bracelets from Guatemala

Spring 2013

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The Board discussed the procedure for fundraising and notification of families of the cost of the trip to New York City trip. Mrs. Nugent suggested tabling this item until April for further clarification. Mrs. Musolino said the class should brainstorm the fund raisers for the best return for their efforts. Ms. Herb said she would encourage the teacher to chose the top fundraisers and then let the class vote

Facilities

Award of Gymnasium Floor Bid

5. Motion to adopt the resolution to award the following bid for Gym Floor Project:

RESOLUTION OF THE FRENCHTOWN BOARD OF EDUCATION

WHEREAS, the Frenchtown Board of Education (the “Board”) advertised for bids in connection with the Gymnasium Floor Replacement at the Frenchtown Public School project (the “Project”); and

WHEREAS, the Public School Contracts Law, N.J.S.A. 18A:18A-1 *et seq.* (the “Contracts Law”), provides that the Board must award bids to the lowest responsive and responsible bidder for a project, as is defined in the Contracts Law; and

WHEREAS, the Board received and publically opened ____ bids on March 22, 2013 in connection with the Project; and

WHEREAS, each of the bids were reviewed by the School Business Administrator and appropriate staff and professionals to determine whether each bid was both responsive, responsible and/or contained any irregularities or defects; and

WHEREAS, after such review, the bid of the following bidder was determined to be the lowest responsive and responsible bid:

Successful Bidder	Services/Materials to be Provided	Base Bid Amount	Bid Amount with “Accepted Alternates”
North Eastern Hardwood Floors, Inc	Gymnasium Floor Replacement	\$57,815	\$57,815 <u>295</u> \$58,110

BE IT RESOLVED by the Board as follows:

Section 1. That the bid of North Eastern Hardwood Floors, Inc for the replacement of the gymnasium floor at the Frenchtown Public School in connection with the Project, is both the lowest responsible and responsive bidder as such terms are defined in the Contracts Law.

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Section 2. As such, the bid for the replacement of the gymnasium floor at the Frenchtown Public School is awarded to North Eastern Hardwood Floors, Inc. upon acceptance of the following bid alternate:

ALTERNATE NO. 1: Alternate Finish

Section 3. That the Board hereby authorizes the School Business Administrator/Board Secretary to execute a contract with North Eastern Hardwood Floors, Inc., upon the acceptance of the alternate bid set forth in Section 2.

This resolution will take effect immediately on this March 26, 2013.

Award of Gymnasium Partition Bid

6. Motion to adopt the resolution to award the following bid for Gym Floor Project:

RESOLUTION OF THE FRENCHTOWN BOARD OF EDUCATION

WHEREAS, the Frenchtown Board of Education (the “Board”) advertised for bids in connection with the Gymnasium Floor Partition Replacement at the Frenchtown Public School project (the “Project”); and

WHEREAS, the Public School Contracts Law, N.J.S.A. 18A:18A-1 *et seq.* (the “Contracts Law”), provides that the Board must award bids to the lowest responsive and responsible bidder for a project, as is defined in the Contracts Law; and

WHEREAS, the Board received and publically opened ____ bids on March 22, 2013 in connection with the Project; and

WHEREAS, each of the bids were reviewed by the School Business Administrator and appropriate staff and professionals to determine whether each bid was both responsive, responsible and/or contained any irregularities or defects; and

WHEREAS, after such review, the bid of the following bidder was determined to be the lowest responsive and responsible bid:

Successful Bidder	Services/Materials to be Provided	Base Bid Amount	Bid Amount with “Accepted Alternates”
Tri-State Folding	Gymnasium Partition	\$30,500	\$30,500

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Partitions, Inc	Replacement	$\frac{0}{\$30,500}$
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BE IT RESOLVED by the Board as follows:

Section 1. That the bid of Tri-State Folding Partitions, Inc for the replacement of the gymnasium partition at the Frenchtown Public School in connection with the Project, is both the lowest responsible and responsive bidder as such terms are defined in the Contracts Law.

Section 2. As such, the bid for the replacement of the gymnasium partition at the Frenchtown Public School is awarded to Tri-State Folding Partitions, Inc upon acceptance of the following bid alternate:

ALTERNATE NO. 1: None

Section 3. That the Board hereby authorizes the School Business Administrator/Board Secretary to execute a contract with Tri-State Folding Partitions, Inc, upon the acceptance of the alternate bid set forth in Section 2.

This resolution will take effect immediately on this March 26, 2013.

Transfer from Capital Reserve Fund

*7. Motion to authorize a transfer from the Capital Reserve Account in the amount of \$98,000.00 to fund the above Gymnasium floor and partition replacement project.

Dog Park Resolution

*8. WHEREAS, The Frenchtown Borough Council is considering a lease agreement for a dog park to be located on the premises of Old Frenchtown Field; and
 WHEREAS, Old Frenchtown field was obtained by the Borough, with the support of the Frenchtown Board of Education, for the purposes of recreation for Frenchtown residents;
 WHEREAS, The Frenchtown Board of Education oversees the management and operations of the Edith Ort Thomas Elementary School but does not have property rights to Old Frenchtown Field;
 WHEREAS, the Frenchtown Board of Education appreciates the Borough's generosity to allow the school to regularly use Old Frenchtown field for sports activities, physical education classes and other activities and events (such as field day and extracurricular clubs);
 WHEREAS, the original resolution of the Frenchtown Borough Council stipulated that it sought Board of Education stated approval for the dog park as a condition of the Council's approval;
 WHEREAS, the Frenchtown Borough Council recently amended its original resolution to strike the condition for approval by the Board of Education;
 WHEREAS, the Frenchtown Board of Education has sent two letters to the Borough Council expressing its concerns regarding safety and operations of the proposed dog park at Old Frenchtown Field;

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WHEREAS, the Frenchtown Borough Council has recently indicated its intention of holding a public hearing on a lease agreement for the proposed dog park as well as a public hearing on a change of use application by the state Green Acres Program;

WHEREAS, the Frenchtown Board of Education has not received any formal response from the Council to the concerns it has expressed in its letters to the Council;

THEREFORE BE IT RESOLVED: That the Frenchtown Board of Education would appreciate a formal response from the Borough Council outlining how specifically the Council intends to address the Board of Education's stated concerns;

BE IT FURTHER RESOLVED; that the Board of Education Secretary be authorized to provide copies of this resolution to members of the Borough Council and the State Green Acres Program.

Transportation-none

Policy

First Reading

*9. Motion to approve the first reading of the following policy:

4119.24 STAFF/PUPIL RELATIONS including SOCIAL MEDIA

Mrs. Nugent asked about the previous policy that covered Social Media. Mr. Bailey said this policy was very different.

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):

See attached list School Nurses/Teachers

Staff Development/Travel Reports

*11.

a. Motion to approve the following travel:

* P Moran	Google Apps NYC	3/12/13	\$ 0.00
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**R Kloos	Daily 5/CAFÉ	5/31&6/3/13	\$590.00 pp
**A Okolichany	Charlotte, NC	(travel days)	conference fee

* does not include lodging

**does not include approval of travel/lodging expense

Ms. Herb Questioned the value of staff development for Google Apps.

b. Motion to approve the following district travel reports:

G Grimes	Infectious Diseases	1/25/13
G Grimes	Diabetes	2/28/13

Extra Curricular Activities

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

Cooking Club- (\$34.23/hour) not to exceed 8 hours J Walck

***Scratch Club (\$34.23/hour) not to exceed 11 hours per person P Moran

***Scratch Club (\$34.23/hour) not to exceed 11 hours per person J Baker

*** Second Teacher approved if club attendance is 7 students or greater.

The Board discussed possibly having more clubs in the fall and winter.

Raritan Valley College Service Learning Experience

*13. Motion to approve Karly Skerbetz as a 10 hour school visit through the Foundations of Education Program.

Curriculum - none

Planning

Addendum to Uniform State Memorandum of Agreement (MOA) between Education and Law Enforcement Officials

*14. Motion to approve the attached agreement.

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D. P.D.I.C. REPORT

XIII. NEW BUSINESS

XIV. PUBLIC COMMENT (all school-related topics)

XV. EXECUTIVE SESSION

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

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 8:30 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.

XVI. RECONVENE

The Board reconvened into regular session at 9:00 pm.

XVII. ADJOURNMENT

There being no further business to come before the Board, it was moved by Ms. Herb and Mrs. Buxton to adjourn at 9:01 p.m.

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Respectfully submitted:

Attest:

Susan Schaffner
Business Administrator/
Board Secretary

Kate Nugent
Board President