

Frenchtown Board of Education Organization 2013 Meeting Minutes

April 30, 2013 6:30 p.m.

I. Call to Order – Opening Statement

The Reorganization meeting of the Frenchtown Board of Education was called to order at 6:40 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
Dr. Eckel
Mrs. DenBleyker (enters the meeting at 7:07 p.m.)
Ms. Herb
Mrs. Nugent

Members Absent: Mrs. Buxton

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. Appointments

A motion was made by Ms. Herb and seconded by Dr. Eckel to adopt the following appointments as a slate:

Board Secretary: Susan Schaffner
Treasurer of School Monies: Raymond Krov
Auditor: William Colantano, CPA
Medical Inspector: Delaware Valley Health Center
Attorney: Leary Giacobbe Alfieri & Jacobs

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Pest Management Coordinator: Larry Whitman
504 Officer: Melanie Ryan
Truant Officer: David Bailey
AHERA Representative: Larry Whitman
Asbestos Management Officer: Larry Whitman
Attendance Officer: David Bailey
Liaison to town council: Kate Nugent
Legislative Liason: Jeanne Herb
Affirmative Action Officer: David Bailey
Public Agency Compliance Officer: Susan Schaffner
Purchasing Agent: Susan Schaffner
Custodian of Records: Susan Schaffner
Gender Equity Officer: David Bailey
Right to Know Coordinator: Larry Whitman
Air Quality Control Officer: Larry Whitman
School Insurance Agents: Wells Fargo Insurance
BSI Contact Person: David Bailey
BSI Representative: David Bailey
Architect of Record: SSP Architects
Boiler Contractor of record: Hobbie Heat and Power/ Mechanical Preservation
Electrician of Record: Metz Electric
NJSBA Delegate: Kate Nugent
Hunterdon County School Boards Association: Kate Nugent
Hunterdon County ESC: Teresa Pearson
School Choice Contact: David Bailey
Anti Bullying Specialist: Melanie Ryan
District Bullying Coordinator: David Bailey

The motion was carried unanimously on a roll call vote.

VI. Organizational Recommendations

A motion was made by Ms. Herb and seconded by Dr. Eckel to approve the below consent agenda items 1-20.

Consent Agenda: Matters within the consent agenda (1.-20.) have been referred to the members of the Board of Education and/or its standing committees, for reading and study and will be enacted by one motion. If separate discussion is desired, the item may be removed from the consent agenda by Board Action.

1. A motion to designate the Day, Time and Place for the 2013-2014 regular School Board Meeting of the Frenchtown Board of Education (Calendar as listed):

May 28, 2013

November 26, 2013

June 25, 2013

December 17, 2013

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July 30, 2013	January 2, 2014
August 27, 2013	January 28, 2014
September 24, 2013	February 25, 2014
October 29, 2013	March 25, 2014
	April 29, 2014

Meetings will begin at 6:30 p.m. in the library of the Edith Ort Thomas Elementary School on the last Tuesday of every month except December 2013 and the first meeting of January 2014. Action may or may not be taken at these meetings. Special meetings will be advertised.

2. A motion to approve the Board's official depositories of funds and to appoint approved Signers as listed:
Be it resolved that the PNC Bank be designated as the depositories of record for the Frenchtown Board of Education accounts and further resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the following accounts have the designated number of the listed corresponding signatures:

Regular Acct.	President, Vice-president, Treasurer, Board Secretary (3)
Unemployment Acct.	President, Vice-president, Treasurer, Board Secretary (2)
Payroll Acct.	President, Vice-president, Treasurer, Board Secretary (2)
Payroll Agency Acct.	President, Vice-president, Treasurer, Board Secretary (2)
Student Activities Acct.	President, Principal, Treasurer, Board Secretary (2)
Cafeteria Acct.	President, Vice-president, Treasurer, Board Secretary (2)
3. A motion to authorize maintaining the following petty cash accounts and designate the Business Office Clerk as responsible for petty cash disbursements in amounts not to exceed \$50.00 per transaction with an account balance not to exceed \$200.00.

Business Office petty cash	\$200.00
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4. Approve the Hunterdon County Democrat as the official newspaper of the district and the Express Times as the alternate.
5. A motion to re-instate all Board By-laws, Policies and Regulations.
6. A motion to authorize the Superintendent and the School Business Administrator to implement the 2013-2014 school district budget pursuant to local and state policies and regulations.
7. A motion to designate School Funds Investor as School Business Administrator/Board Secretary pursuant to 17:12B-241.
8. A motion to approve current district curriculum and textbooks.
9. A motion to approve Roberts Rules of Order as the authorized parliamentary procedure.
10. A motion to approve cooperative bidding during the 2013-2014 school year with the Hunterdon County Educational Services Commission and the Middlesex Regional Educational Services Commission.
11. Motion to approve the chart of accounts.(available for perusal in the Business Office)
12. Motion to authorize the award of contracts up to the bid amount of \$36,000 and to set the quote threshold at \$5,400 pursuant to NJSA 18A:18A -2 and to appoint Susan Schaffner as qualified purchasing agent.

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13. Motion to approve the payment of bills for the 2013-2014 year between Board meetings on an emergency basis provided proper documentation is available and upon review of the Superintendent and Business Administrator.

14. Motion to adopt the Board Member Code of Ethics and the annual review of this code at the Organization meeting.

15. Motion to approve the following 2013-2014 tuition rates:

	12-13	13-14
PSH	\$9,000.00	\$9,000.00
Preschool Regular Education	\$3,000.00	\$3,000.00
Regular Education K-8	\$4,950.00	\$4,950.00

16. Motion to approve the Travel limitation.

District Travel

Motion to approve the following district travel:

1. All travel for the Superintendent and Business Administrator to attend articulation, roundtable, county and state meetings for the 2013-2014 school year. Mileage reimbursement at the applicable NJ State rate. Meal reimbursement not to exceed state levels.
2. All travel for staff as directed by the Chief School Administrator to attend articulations, roundtables, county and state meetings for the 2013-2014 school year. Mileage reimbursement at the applicable NJ State rate. Meal reimbursement not to exceed state levels.
3. All travel for Board of Education members to attend board articulations, county, state and NJSBA sponsored meetings where the cost is \$150.00 or less.

17. State Contract Resolution

Whereas, Title 18A:18A-10 provides that, "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

Whereas, the Frenchtown Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

Whereas, the Frenchtown Board of Education desires to authorize its purchasing agent for the 2013-2014 school year to make any and all purchase necessary to meet the needs of the school district throughout the school year,

Now Therefore Be It Resolved, that the Frenchtown Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors.

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18. Affirmative Action

1. Motion to authorize the Affirmative Action Officer, in conjunction with the Affirmative Action Team, to conduct a needs assessment and to develop a Comprehensive Equity Plan, to implement the plan over a three-year period and to submit an annual progress report in the Quality Assurance Annual Report.
2. Motion to define the responsibility of the Affirmative Action Officer as to identify and correct all discriminatory and inequitable policies, programs, practices and conditions within or affecting their schools and to comply with Federal and State laws, require that the AAO be a certified staff person and to authorize any training as necessary to facilitate the AAO in handling the district's equity responsibilities.
3. Motion to authorize the AAO to conduct yearly training for all staff.

19. Internet Protection Act

Motion to state that the Frenchtown School District is in compliance with the Internet Protection Act and that a filtering device is in place on all district computers with internet connections.

20. Tax Sheltered Annuity Companies

Motion to approve the following Tax Shelter Annuity Companies and Brokers of Record:

Equitable Insurance Company

John Lenihan

Morgan Stanley

Greg Butler

Vanguard

small business customer service

The motion was carried on a roll call vote with Mrs. Musolino abstaining on number 15.

VII. APPROVAL OF MINUTES

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

- Minutes of the March 26, 2013 regular session
- Minutes of the March 26, 2013 executive session.

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

VIII. CORRESPONDENCE

1. Invitations to Dr. Nastus Retirement Celebration

Mrs. Nugent said she and Mr. Bailey are planning to attend.

IX. CSA REPORT

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- Board of Education annual Ethics Discussion –
Mr. Bailey reviewed the attached documents. He asked if the Board had any questions and also asked them to sign the receipt and return to the Board Secretary
- Mr. Bailey reviewed he attached report.
- Mr. Bailey reviewed the NJ School Performance Report

Mrs. DenBleyker enters the meeting at 7:07 p.m.

X. BOARD PRESIDENT’S REPORT

Mrs. Nugent reminded the board that next Tuesday night was the annual goal setting meeting. It will begin at 6:30 p.m. She said timelines for administrative changes in the sending districts were discussed.

XI. BOARD SECRETARY/TREASURER’S REPORT

A motion was made by Ms. Herb 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 **February and March 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.

XII. COMMITTEE REPORTS

A. Business Committee Report

Ms. Herb said the committee discussed the gym floor project and also said the Long Range Facilities committee would make recommendations this summer.

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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 said the method of reflecting the common core curriculum in the school curriculum was discussed. She said the New Jersey CAP program was also discussed. She said the Math program was also discussed.

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 items 1-12 was made by Ms. Herb 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

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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 March/April 2013 bills list check numbers 3675 to check number 3713 , payroll checks #0328, 0415 and 0430 and nonchecks number#N0156 and N0157 in the amount \$324,255.55.

Budget Transfers

- *2 Motion to approve the attached list of budget transfers from February 13, 2013 to March 31, 2013 in the amount of \$10,729.60.

Professional Services

- *3 Motion to approve the following professional services for the 2014-2015 school year:

Auditor	William Colantano, CPA	\$135.00/hour
Attorney	Cleary Giacobbe Alfieri	\$135.00/hour
Medical Inspector	Delaware Valley Health Associates	\$250.00/hour
Architect of Record	SSP Architects	\$165.00/hour
Caroline Beidelman, OTR	Occupational Therapy	\$ 71.50/hour
Children's Therapy Services	Physical Therapy	\$102.00/session
RK Environmental	Environmental Service	\$110.00/hour

These contracts are awarded without public bidding for the reasons that the services to be rendered are recognized professions, licensed and regulated by law and their services are required by the Board of Education. The Board of Education used a deliberate process that considered cost and other relevant factors Fees per hour for Principal/Partner/Physician

2013-2014 State Aid

- *4. Motion to accept the following state aid:

Equalization Aid	\$508,039.00
School Choice Aid	\$135,422.00
Security Aid	\$ 3,251.00
Transportation Aid	\$ 457.00
Special Education Aid	<u>\$ 85,703.00</u>
Total	\$709,925.00

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Less Debt Service SDA	(<u>\$ 12,808.00</u>)
Total Aid	\$720,064.00

Requisition for Taxes

- *5. **RESOLVED:** that the amount of district taxes needed to meet the obligations of the Board for the 2013-2014 school year is \$1,705,934. 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 relating thereto.

<u>Date Due</u>	<u>Amount Due</u>
July 1, 2013	\$284,322.33
September 1, 2013	284,322.33
November 1, 2013	284,322.33
January 1, 2014	284,322.33
March 1, 2014	284,322.34
May 1, 2014	<u>284,322.34</u>
Total	\$ 1,705,934.00

Tuition – Extended School Year

- *6. Motion to approve the following Extended School Year placements:

SID# 7643624791	Hi-Step Summer Program	\$4,250.00
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ACES Contract Award

- *7. Motion to approve the attached contract with First Energy Solutions (ACES Consortium bid) from May 1, 2013 to April 30, 2015.

Facilities- none

Transportation-none

Policy

First Reading

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

1410P	Local Units
1410LR	

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5141.4 Child Abuse and Neglect
5141.4R
5145.5 Photographs of Pupils
5145.5R
5145.11 Questioning and Aprehension
5145.11R

Personnel-after executive session

Curriculum

Field Trips

*9 Motion to approve the following field trips:

Mercer Museum	7 th grade	Ms. Kress	5/15/13
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*10. Motion to approve the following new curriculum:

A motion was made by Mrs. DenBleyker and seconded by Mrs. Pearson to table number 10.

The motion carried on the following roll call vote:

Mrs. Pearson	yes
Mrs. Musolino	yes
Dr. Eckel	yes
Mrs. DenBleyker	yes
Ms. Herb	no
Mrs. Nugent	yes

Language Arts-Reading	K-8
Spanish	3-8
Physical Education	K-8

Mrs. Mussolino asked if this item could be tabled because the curriculum committee did not have time to review these documents. Mrs. Pearson said the process was being checked. Mrs. DenBleyker stated that the Superintendent is in charge of running the school. Ms. Herb expressed concern that the Board was overstepping their duties. Mrs. DenBleyker said the Board's duty is to support the process of writing the curriculum. Dr. Eckel said he would be comfortable with the board moving forward.

Planning

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Travel/Staff Development

*11

a. Motion to approve the following district staff development/travel:

**A Parker	Daily 5 Café Charlotte, NC	(travel days)	conference fee \$590.00
**L. Bondor	Daily 5 Café Charlotte, NC	(travel days)	conference fee \$590.00
L Cucco	Student Growth Monroe, NJ	4/29/13	\$149.00
D Bailey	Student Growth Monroe, NJ	4/29/13	\$149.00

**does not include approval of travel/lodging expense

Ms. Herb asked for clarification on the travel for the Reading/ Daily 5 Café. Mr. Bailey said only the conference fee would be paid by the Board.

b. Motion to approve the following district travel reports: NONE

School Calendar 2013-14

*12

Motion to approve the 2013-2014 School Calendar.

D. P.D.I.C. REPORT

XIV. NEW BUSINESS

XV. PUBLIC COMMENT (all school-related topics)

Mrs. Okolichany asked if the running club should be dismissed after school. Mr. Bailey said they would work out the logistics. Mrs. Walck said the cover letters of the resumes stated where the applicant saw the advertisement. She suggested this would be a good way to gauge the success of different advertising venues

XVI. EXECUTIVE SESSION

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

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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 7:50 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. RECONVENE

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

XVIII. Personnel

A motion was made by Ms. Herb and seconded by Mrs. Pearson to approve the below consent agenda items 1-8.

The motion was carried unanimously on a roll call vote.

Consent Agenda

Matters listed within the consent agenda 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. All 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.

Non-Tenured Teachers

*1. Motion to offer an employment contract to the attached list of non-tenured teachers for the 2013-2014 school at an annual salary to be determined following settlement of the 2013-2017 agreement.

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Tenured Teachers

*2. Motion to offer an employment contract to the attached list of tenured teachers for the 2013-2014 school at an annual salary to be determined following settlement of the 2013-2017 agreement.

Non-FEA Staff

*3. Motion to offer an employment contract to the attached list of non-FEA staff for the 2013-2014 school year at an annual salary to be determined after settlement of the 2013-2017 agreement.

Spring Conferences

*4. Motion to approve the following payments for Spring Conferences:

K Seneca	3.50 hours at \$ 34.23 per hour
J. Baker	4.50 hours at \$ 34.23 per hour
R. Kloos	4.5 hours at \$34.23 per hour
A. Okolichany	5.00 hours at \$34.23 per hour
A. Parker	4.5 hours at \$34.23 per hour
E. McCann	4.50 hours at \$ 34.23 per hour
L. Cucco	4.50 hours at \$34.23 per hour
H. Kress	5.00 hours at \$ 34.23 per hour
L. Bondor	4.50 hours at \$34.23 per hour
M. Leuschner	4.75 hours at \$34.23 per hour

Summer Staffing

*5 Motion to approve the following summer positions from July 8, 2013 to August 1, 2013 (Monday – Thursday)

Summer Tutoring Teacher	8:30 am– 12:30 pm	J. Walck	\$34.23/hour
Summer Tutoring Aide	8:30 am- 12:30 pm	H. Siock	\$16.09/hour

2013-2014 Referee Stipends

*6. Motion to approve the following stipends for athletic referees for the 2013-2014 school year:

\$52.50 per game
\$26.25 B Game
\$78.75 Sole Referee

Curriculum Development

*7. Motion to approve the following extra curricular stipends:

A Parker	Language Arts Curriculum Writing	not to exceed 25 hours at
A Okolichany		\$34.23/per person

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L Bonder
R Kloos
K Seneca
E McCann d s/e 8:47

Staff Resignation

*8. Motion to accept the resignation of Mary Lou Stewart as preschool aide effective 6/30/13.

XIX. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mrs. DenBleyker and Dr. Eckel to adjourn at 8:52 p.m.

Respectfully submitted:

Attest:

Susan Schaffner
Business Administrator/
Board Secretary

Kate Nugent
Board President