

# **Frenchtown Board of Education**

## **Meeting Minutes**

June 25, 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 6:38 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. DenBleyker  
Mrs. Buxton  
Ms. Herb  
Dr. Eckel  
Mrs. Nugent

Members Absent: Mrs. Musolino

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

### **IV. Presentation – HART Safe Routes to School – Ms. Tara Shepherd, Executive Director of HART and Mr. Ryan Fisher, Safe Routes to School Coordinator, the reasons Frenchtown Elementary School was presented with the Gold School Award. He complimented the students for their behavior during the bicycle rodeo. Mr. Bailey was presented with the Gold School Award.**

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**V. Participation (all school-related topics)**

Mrs. Einhorn asked for clarifications on the curriculum writing specialist. Mr. Bailey discussed their credentials. Mrs. Einhorn asked why specialist were hired to work with the writing program. Mr. Bailey said writing is an area that could be improved in particular with the NJAsk scores. Ms. Herb said there is value in having a specialist available to all teachers as they trouble shoot the new curriculum. She said having a classroom teacher in this position would be disruptive to the class if that person were pulled out to work with this project. Mrs. Einhorn asked about articulation with the High School. Mr. Bailey said the school did participate with the high school. Mrs. Nugent added that cuts at the high school had reduced the staff available to work with the sending districts.

**VI. APPROVAL OF MINUTES**

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

- Minutes of the May 28, 2013 regular session
- Minutes of the May 28, 2013 executive session.
- Minutes of the June 4, 2013 Special Meeting

The motion was carried on a voice vote with Mrs. DenBleyker abstaining on the June 4, 2013 Special Meeting Minutes.

**VII. CORRESPONDENCE**

1. Thank you note from Lisa Lubonty
2. Thank you note from Susan Schaffner

**VIII. CSA REPORT**

- Bullying Report June 2013 – Mr. Bailey reported on the Harrassment, Intimidation and Bullying investigations in the second half of the 2012-13 school year.
- Mr. Bailey reviewed the attached report.

**IX. BOARD PRESIDENT’S REPORT**

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- Board Self-Evaluation – Mrs. Nugent said she needed additional evaluations in order to complete her report.

**X. BOARD SECRETARY/TREASURER’S REPORT**

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

After review of the Secretary’s and Treasurer’s reports for the month of **April 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.

**XI. COMMITTEE REPORTS**

**A. Business Committee Report**

- Minutes attached

Ms. Herb reviewed the attached report.

**B. Curriculum Committee Report**

Mrs. DenBleyker announced an award from Jersey Can, that Frenchtown had received based on academic performance. Frenchtown was the only New Jersey school on the list.

Mrs. Pearson reviewed the attached report.

**XII. 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

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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 items 1- 22 was made by Ms. Herb and seconded by Mrs. DenBleyker.

The motion was carried unanimously on a roll call vote.

### Finance

#### Payment of Bills

- \*1. Motion to approve the May/June 2013 bills list check numbers 3763 to check number 3861 , payroll checks #0530, 0614, and 0614a and nonchecks number#N0159, 160 in the amount \$244,212.10

#### Budget Transfers

- \*2 Motion to approve the attached list of budget transfers from May 1, 2013 to June 13, 2013 in the amount of \$10,706.00.

#### 2013-14 Grants

- \*3 Motion to accept the following grants for the 2013-2014 school year:

IDEA Basic	\$36,766.
IDEA Preschool	\$ 1,062.
Title 1 Part A	\$18,789
Title II Part A	\$ 4,568.

#### IDEA 2012-13 Amendment and Carryover

- \*4. Motion to approve the following revision and carryover for the 2012-13 grant:

Amendment	
20 250 100 560	4250
20 250 100 320	(14,414)
20 250 100 610	10,164
Carryover to Fiscal Year 2013-14	
20 250 100 320	5,596

#### Record Management Services

- \*5. Motion to approve a contract with Record Management Services for records Maintenance at a cost of \$1,400.00

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### Close Out the Year

\*6. Motion to authorize the Superintendent and Business Administrator to pay any invoices to close the 2012-13 year (provided proper documentation is available).

### Facilities

#### Direct Install Submission to NJDOE

\*7. Motion to approve submission of application to the New Jersey Department of Education for approval of the Direct Install Project and to amend the Long Range Facility Plan for the lighting retrofit.

#### ROD Grant Approval

8. Motion to approve submission of application to the New Jersey Department of Education for ROD Grant application for the Frenchtown Elementary School

#### Award of Contracts

\*9. Motion to award the following contracts:

##### Painting Gym

KBD Construction LLC/HCESC bid	\$6,560.00
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##### Other Quotes:

Scot Christopher Rule	\$6,870.00
Trademark Painting	declined to quote

##### Gym Wall Mats

Tri-State Folding Partitions	\$7,950.00
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##### Other Quotes

Degler Whiting, Inc*	\$7,250.00
Nickerson	\$18,475.00

\*company would not come out to measure the gym, were extremely slow with request for samples and the colors in the samples do not match the school colors.

### Kiln Project

Motion to authorize the acceptance of the purchase of a kiln and to authorize the superintendent to work with the architect to develop the specs.

### Transfer to Capital Reserve

**\*10. Transfer of Current Year Surplus to Reserve**

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WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the \_\_Frenchtown\_\_ Board of Education wishes to deposit anticipated current year surplus into a \_\_\_Capital Reserve account at year end, and

WHEREAS, the \_Frenchtown\_ Board of Education has determined that up to \$75,000.00 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the \_Frenchtown\_ Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

**Transportation**

Joint Transportation Agreement

- \*11. Motion to approve a joint transportation agreement with Milford Board of Education for the 2013-2014 school year.

Delaware Valley Regional High School Shared Service

- \*12. Motion to approve the following shared services for the 2013-2014 school year:

Maintenance Services Agreement  
Transportation Maintenance and Inspection Services

**Policy-none**

**Personnel**

Technology Assistant

- \*13. Motion to approve Paul Tomko as technology assistant from July 1, 2013 to August 31, 2013 at a cost of \$12.00 per hour not to exceed 100 hours.

Professional Service Contracts 2013-14

- \*14. Motion to approve the following professional service contract for the 2013-14 year:

Speech Therapy	Invohealthcare Associates	\$85.00/hour
Curriculum Writing	Jacqueline Royer	\$125.00/hour*
Specialists	Janet Higgins	\$125.00/hour*

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\*Total not to exceed 20 hours

### 2013-14 Substitute List

- \*15. Motion to approve the attached list of substitutes for the 2013-14 year at a rate of \$80.00 per day (teacher/secretary), \$100.00 per day (school nurse), \$13.00 per hour (custodian) and \$18.90 per hour (bus driver).

### Summer Custodian

- \*16. Motion to approve Richard Kerr and Tricia Hurley as summer custodians from June 18, 2013 to August 31, 2013 at a rate of \$13.00/hour not to exceed 240 hours total.

### Curriculum Writing

- \*17. Motion to approve the following curriculum writing:

Holly Siock	LA	not to exceed 25 hours	\$34.23/hour
Tricia Hurley	G&T	not to exceed 25 hours	\$34.23/hour
Pete Moran	Technology	not to exceed 25 hours	\$34.23/hour
J Baker	Pre Algebra	not to exceed 15 hours	\$34.23/hour

### Travel/Staff Development

\*18.

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

H Siock	Kingwood	6/24/13	\$75.00
A Parker	Kingwood	6/24/13	\$75.00
S Schaffner	Accounting Update	7/16/13	\$199.00
S Schaffner	Budgeting & Control	8/1/13	\$199.00
S Schaffner	Financial Statements	8/6/13	\$199.00
G Grimes	School Health Conference	10/16/13	\$175.00

- b. Motion to approve the below travel reports:

A Parker	Daily 5 CAFÉ	5/31-6/3/13
H Siock	Daily 5 CAFÉ	5/31-6/3/13
A Okolichany	Daily 5 CAFÉ	5/31-6/3/13
R Kloos	Daily 5 CAFÉ	5/31-6/3/13
L Bondor	Daily 5 CAFÉ	5/31-6/3/13

### Extra Curricular Activities

- \*19. Motion to approve the following extracurricular appointments for the 2013-2014 school year:

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Co-Ed Soccer  
Boy's Basketball  
Girl's Basketball  
Home Instruction  
Student Council  
Yearbook  
Teacher In Charge  
Clubs-Proposed  
Marching Band Director  
Detention- 3 days per week  
Eighth Grade Coordinator  
Ski Club Coordinator

Interlocal Services Agreements (2013-14)

\*20.

- a. Motion to continue the Interlocal Services Agreement with the Milford Board of Education for Business Administrator Services from July 1, 2013 to June 30, 2014 at a cost to be determined.
- b. Motion to continue the Interlocal Services Agreement with the Milford Board of Education for World Language Teacher Services from July 1, 2013 to June 30, 2014 at a cost of \$26,649.

Authorization to Hire

- \*21. Motion to authorize the Chief School Administrator to hire staff as needed to start the 2013-2014 school year (Board approval at the next meeting).

**Curriculum-none**

**Planning**

School Book Fairs

- \*22. Motion to approve the below 2013-14 Book Fair Dates:

9/18-25/2013	All proceeds to buy books for the library
5/21-28/2013	Buy One Get One Free

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

**XIII. NEW BUSINESS**



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**XIV.      PUBLIC COMMENT (all school-related topics)**

Mrs. Einhorn asked for the reasoning for working with our writing program when all scores indicate we are doing well. Mr. Bailey said all schools should continually strive for improvement. Ms. Herb said the Board sees it as an area where all students need to be able to write well. Mrs. Einhorn asked for an explanation for the PDIC. Ms. Herb described the purpose of the committee.

Mrs. Campbell asked about the Board's expectation on the writing consultants being hired. Mrs. Pearson said the goals for this program have been devised.

Mrs. Einhorn asked if the music teacher candidate could also have a drama background. She said this may lead to an extracurricular drama program. Mrs. Nugent said the personality of the current middle school is not toward drama as much as sports in this year.

Mrs. Einhorn asked if there is a dress code. Mrs. Nugent said yes.

**XV.      EXECUTIVE SESSION**

A motion was made by Mrs. Buxton 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

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 7:45 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.

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**XVI. RECONVENE**

The Board reconvened into regular session at 9:39 pm

**XVII. ADJOURNMENT**

There being no further business to come before the Board it was moved by Dr. Eckel and Mrs. Buxton to adjourn the meeting at 9:40 p.m.

Respectfully submitted:

Attest:

Susan Schaffner  
Business Administrator/  
Board Secretary

Kate Nugent  
Board President