

**Frenchtown Board of Education**  
**Regular Meeting Minutes**  
July 19, 2011 6:30 p.m. Regular Meeting  
4:00 p.m. Work Session

**I. CALL TO ORDER – OPENING STATEMENT**

The regular meeting of the Frenchtown Board of Education was called to order at 4:15 p.m.

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. Kunzmann  
Mrs. Buxton (Enters the meeting at 6:30 p.m.)  
Mrs. Huey (Leaves the meeting at 5:25 p.m.)  
Dr. Eckel  
Mrs. Nugent

Members Absent: Mrs. DenBleyker  
Ms. Herb

Also Present: Mr. David Bailey, Acting Superintendent  
Ms. Schaffner, B.A./B.S.  
Members of the Public

**IV. BOARD SELF EVALUATION 2010-2011**

Mrs. Nugent asked the Board of Education to review the compilation of results of the Board Self-Evaluation. She said multiple members commented on the need for a review of the financial statements as well as increased staff recognition. A review of the financial statements by the Business Administrator will be planned for a future meeting. Also a method to recognize staff will be developed. Curricular Development and community were also discussed; The Board of Education discussed ways to develop these procedures.

The Board also discussed curriculum, test results and ways for the Board to address these needs noted in the self-evaluation.

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Student achievement and ways to assess it were reviewed. The Board of Education discussed ways to share the Board policies with the Board and the public.

A motion was made by Dr. Eckel and seconded by Mrs. Kunzmann at 5:25 p.m. to recess the meeting for a period of 1 hour.

Mrs. Huey leaves the meeting at 5:25 p.m.

The Board returned from recess at 6:30 p.m.

**V. APPROVAL OF MINUTES – voice vote**

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

- Minutes of the June 22, 2011 regular session
- Minutes of the June 22, 2011 executive session.
- Minutes of the June 30, 2011 special meeting

The motion was carried on a voice vote with Dr. Eckel abstaining on the June 30, 2011 special meeting minutes.

**VI. PUBLIC PARTICIPATION (all school-related topics) - None**

**VII. CORRESPONDENCE**

1. Letter from Miss Erica Bruner
2. Letter to Christine and Dean Richard from President Nugent
3. Email from NJSBA- workshop registration – Please notify Susan if you wish to attend

**VIII. ACTING SUPERINTENDENT’S REPORT**

Mr. Bailey reviewed the report. He also presented the approval Professional Development Plan to the Board and to stakeholders. He thanked Mrs. Jennifer Baker (chair), Peter Moran, and Roxanne Kloos.

**IX. BOARD PRESIDENT’S REPORT**

The Board discussed the additional 24,374 in State Aid that has been issued.

Mrs. Nugent said she and Mr. Bailey will meet with the PTO President to discuss the Kiln. She also discussed her conversation with the Delaware Valley High

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School Board President. She said the High School was calling a meeting with Board Presidents. Mrs. Nugent would like to set up an ad hoc committee to discuss regionalization and shared services.

**X. BOARD SECRETARY/TREASURER’S REPORT- none**

**XI. COMMITTEE REPORTS**

**a. Business Committee Report**

Dr. Eckel reviewed the attached minutes

**Committee goals and objectives for 2010-2011**

- Undertake an energy audit and set as a priority those projects that deliver the greatest energy and financial savings to the district: aggressively pursue outside grants for these purposes;
- Monitor FES-wide management, classroom and other changes during the 2010-2011 year from a fiscal perspective;
- Develop an external communications policy;
- Conduct annual policy review and consider contracting with a policy service firm;
- Revisit the long-range facilities plan (2017) and, with community input, identify key capital projects and begin to plan for their development;
- Continue to leverage FES relationship with DVRHS for purposes of financial savings and advancement of academic programs; continue to expand our working relationship with other K-8 sending districts;
- Monitor school of choice program;
- Undertake early and proactive budget planning effort for 2011-2012 school year including faculty and community input.
- Assist with RUS Frenchtown History roll-out
- Develop process for Principal’s evaluation

**B. Curriculum Committee Report**

Mrs. Kunzmann reviewed the curriculum goals. She also discussed selection for the advanced math program. The Board also discussed a Middle School Orientation.

**Curriculum Committee Goals for the 2010-2011 School Year:**

1. Ensure successful implementation of the Lucy Calkins method of teaching writing.
2. Ensure successful implementation of the No Excuses List.
3. Ensure a cohesive and rigorous academic program for the middle school.
4. Ensure an effective Instructional Support program.
5. Develop a plan for curriculum writing.
6. Monitor status of program changes instituted this school year.

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

**XII. CONSENT AGENDA – Roll Call**

Matters listed within the consent agenda (designated by \*) have 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.

A motion was made by Dr. Eckel and seconded by Mrs. Buxton to approve the Board consent agenda items 1- 20.

The motion was carried unanimously on a roll call vote.

**Finance**

Payment of Bills

- \*1. Motion to approve the June 2011 bills list check numbers 2624 to check number 2671, payroll checks # 0623 and 0630, in the amount \$100,891.03.

Budget Transfers

- \*2. Motion to approve the attached list of budget transfers and 10 % transfers from June 1, 2011 to June 29, 2011 in the amount of \$20,875.50.

Debt Service Requisition

- \*3. Motion to approve the following resolution:

RESOLVED, that the amount of district taxes needed for debt service payment to bondholders is \$14,430.02 total interest payment due September 1, 2011, 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 statutes related thereto.

2011-2012 School Lunch Prices

- \*4. Motion to approve the following school lunch prices for the 2011-2012 school year:

	2009-10	2010-11	2011-12
Student	\$2.50	\$2.50	\$2.50
Adult	\$3.00	\$3.00	\$3.00
Milk	\$ .50	\$ .50	\$ .50

Delta Dental Renewal

- \*5. Motion to approve the below rate renewal for the period of July 1, 2011 to June 30, 2012:

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<u>Coverage</u>	<u>01</u>	<u>6001</u>
One Party	56.64	42.48
Two Party	108.76	81.57
Three Party	182.05	136.54

Non Public Instructional Services Agreement

- \*6. Motion to approve a contract with the Hunterdon County Educational Services Commission from July 1, 2011 to June 30, 2012 at a cost of \$0.00 (paid from State Aid Funds – non public)

Ms. Schaffner explained this contract.

Management Contract

- \*7. Motion to approve a contract for Food Service Management with Maschio's Food Service, Inc for the 2011-2012 year at a cost of \$6,240.00 with a loss guarantee of \$4,000.00.

Other Contractors declined to bid:

- Dowling Food Service
- Chartwells Food Service
- Pomptonian Food Service

Ms. Schaffner said this was part of a Joint Bid with the Delaware Valley High School districts.

Satellite Lunch Program

- \*8. Motion to extend the satellite lunch program with Milford Board of Education to the 20110-2012 school year at a cost per lunch of \$2.50 (includes milk and consumables).

**Facilities**

Asbestos Removal

- \*9. Motion to approve the following quotes for asbestos removal:

Bako Construction	\$6,000.00
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**Transportation -none**

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**Policy**

Second Reading

\*10. Motion to approve the second reading and adoption of the following policy:

- a.) 9111 Qualifications and Requirements of Board Members
- b.) Motion to approve the attached resolution approving reimbursement of board members for criminal history checks.

**Planning – none**

Professional Development Plan

\*11. Motion to approve District Professional Development Plan and to include report to stakeholders at this meeting and to confirm report of Plan to the stakeholders at this meeting.

**Personnel**

Special Education Aide

\*12. Motion to increase the number of approved hours:

Lindsay Klesney      additional 9 hours @ \$15.50 hour  
Musical Production aide

Fifth grade Teacher

\*13. Motion to approve Kendra Seneca, 5<sup>th</sup> grade Teacher, from .50 employee to 1.00 full time employee (BA 1-2)

Staff Development/Travel Reports

\*14. Motion to approve the following staff development:

Elizabeth McCann	Conflict Solutions	8/12/11	\$119.00
	On line		
Lois Bondor	Smart Boards	8/17/11	\$129.00
	On line		

\*15. Motion to approve the following travel reports:

Kendra Seneca	Power of Technology	6/28/11
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\*16. Marching Band Leader – Job Description

Motion to approve updated Marching Band Leader job description attached.

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\*17. Extra Curricular Activities

Motion to approve the following extracurricular appointments for the 2011-12 school year:

Co- Ed Soccer	Tom Wollert
Boy's Basketball	
Girl's Basketball	Tom Wollert
Home Instruction	
Student Council (stipend split)	Kloos/Baker
Yearbook	Elizabeth McCann
Teacher in Charge	Hilde Kress
Clubs – proposed	
Marching Band Director	
Detention/Homework Club (hourly)	Jeanine Walck
Eighth Grade Coordinator	Elizabeth McCann
School Test Coordinator (hourly)	Roxanne Kloos

Mr. Bailey said the Frenchtown PTO has been exemplary in their funding of extracurricular projects.

\*18 Terminal Leave Benefit

Motion to offer the following Terminal Leave Benefit to Lawrence Whitman: Terminal leave benefit for each three (3) days of accumulated sick leave to be paid upon retirement from the district, after 20 years of service to the district of up to \$4,000.00.

\*19 Authorization to Hire

Motion to authorize the Acting Superintendent to hire any staff needed to start the 2011-12 school year prior to board approval.

\*20 Substitute –Caller

Motion to hire Barbara Di Lorenzo as substitute caller at an annual contract of \$1,446.58.

**Curriculum - none**

**XIII. NEW BUSINESS**

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

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**XV. EXECUTIVE SESSION**

A motion was made by Dr. Eckel and seconded by 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 8:40 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**

**XVII. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mrs. Buxton and Mrs. Kunzmann to adjourn at 9:04 p.m.

Respectfully submitted:

Attest:

Susan Schaffner  
Business Administrator/  
Board Secretary

Kate Nugent  
Board President