

**Frenchtown Board of Education**  
**Regular Meeting Minutes**  
August 30, 2011 6:30 p.m.

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

The regular meeting of the Frenchtown Board of Education was called to order at 6:45 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. Kunzmann  
                               Mrs. Buxton  
                               Mrs. DenBleyker  
                               Mrs. Huey  
                               Dr. Eckel  
                               Mrs. Nugent

Members Absent:     Ms. Herb

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

**IV. PRESENTATION – Mr. Bruce Padula, Esq. – Board Anti-Bullying Training and 2011-12 Board Ethics Training**

Mr. Padula, Frenchtown Board of Education Board attorney, trained the members of the Board and Administration on the New Jersey Anti-Bullying Law. Board members asked questions of Mr. Padula.

Mr. Padula then reviewed Board member ethics with the members of the Board. He noted the Board should assure the school is well run and the Superintendent should administer the school.

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He also answered ethics questions from members of the board.

**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 July 19, 2011 regular session
- Minutes of the July 19, 2011 executive session.

The motion was carried on a voice vote with Mrs. Huey and Mrs. DenBleyker abstaining.

Mrs. DenBleyker said she was happy to see Miss Seneca had been hired as a full-time teacher.

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

**VII. CORRESPONDENCE**

1. Letter from Rider University

**VIII. ACTING SUPERINTENDENT’S REPORT**

Mr. Bailey reviewed the attached report.

**IX. BOARD PRESIDENT’S REPORT**

Mrs. Nugent reminded Board of Education members to schedule their fingerprinting appointments. She also reviewed the first draft of the 2011-2012 Board Goals.

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

After review of the Secretary’s and Treasurer’s reports for the month of **June 2011** 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

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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.

A motion was made by Dr. Eckel and seconded by Mrs. DenBleyker to approve the Board Secretary's and Treasurer's reports for the month of June 2011.

The motion was carried unanimously on a roll call vote.

**XI. COMMITTEE REPORTS**

**A. Business Committee Report – No Report**

**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**

**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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Mrs. Huey reviewed the attached minutes

**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- 17.

The motion was carried unanimously on a roll call vote.

**Finance**

Payment of Bills

- \*1. Motion to approve the July/August 2011 bills list check numbers 2673 to check number 2759 in the amount \$138,306.19

Budget Transfers

- \*2. Motion to approve the attached list of budget transfers and 10 % transfers from July 1, 2011 to July 25, 2011 in the amount of \$1,450.00

2011-2012 PTO Fundraisers

- \*3. Motion to approve the attached list of 2011-2012 fundraisers.

School Based Youth Services Program

- \*4. Motion to approve the attached contract with Hunterdon Behavioral Health to provide school based service to the Frenchtown Elementary School for the 2011-12 school year at a cost of \$0.00.

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School Breakfast Program

\*5 Motion to approve the following school Breakfast prices for the 2011-2012 school year:

	2011-12
Student	\$1.75
Adult	\$2.25
Milk	\$ .50

**Facilities**

\*6 Motion to approve the following use of facilities:

Frenchtown PTO      2011-12 school year      all PTO functions

**Transportation -none**

**Policy**

Second Reading

\*7. Motion to approve the second reading and adoption of the following policy (waiving first reading):

5131.1	Harrassment, Intimidation and Bullying
Job Description	Boy's Basketball Coach

**Planning – none**

**Personnel**

Special Education Aide Resignation

\*8. Motion to accept the resignation of Karen Pinto as special education aide (.5 fte) effective August 22, 2011.

2011-12 Non-FEA Staffing

\*9. Motion to approve the following hires and fte changes for the 2011-2012 school year

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Special Education Aide	Mike Rose	increase from .5 fte to .6 fte	\$15.77/hour
Special Education Aide	L. Klesney	increase from .5 fte to .6fte	\$15.77/hour
Instructional Aide	Ashley DiLorenzo	.5 fte	\$15.77/hour
PSH Aide	Elizabeth McCracken	.3 fte	\$15.77/hour

Staff Development/Travel Reports

\*10.

a. Motion to approve the following travel:

Tricia Toone	Art Educators of NJ Conference New Brunswick, NJ	10/2,3,4/2011	\$230.00
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b. Motion to approve the following travel reports:

Susan Schaffner	Single Audits	7/14/11
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2011-12 FEA Staffing

\*11 Motion to approve the following non-tenured teacher for the 2011-2012 school year:

Erika Scheig (tenure 9/1/2014)	.2 FTE	BA 30 Step 17	\$13,579.00
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Extra Curricular Stipends

\*12 Motion to approve the following extracurricular stipends for the 2011-12 school year:

Ski Club	\$1,365.03
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Extra Curricular Activities

\*13 Motion to approve the following extracurricular appointments for the 2011-12 school year:

Marjorie Leuschner	Summer Work – World Language Change Not to exceed 40 hours	\$34.23/hr
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Steve Cooney	Services beyond the Shared Service Agreement	\$34.25/hr
Steve Cooney	Marching Band Leader	\$799.00/year

Appointments

\*14 Motion to approve the following appointments:

Melanie Ryan            Anti-Bullying Specialist  
(previous appointment at Organization Meeting, David Bailey)

Administrative Services Agreement

\*15 Motion to approve a Reimbursement Account Administrative Services Agreement between the Frenchtown Board of Education and Discovery Benefits, Inc. from 1/1/2012 to 12/31/2012 at a cost of \$500.00 per year or \$57.00 per year per participant (whichever is higher).

**Curriculum**

Math Curriculum

\*16 Motion to approve the attached K-2 Mathematics Curriculum

World Language Change

\*17 Motion to approve Spanish as a target language for the Frenchtown School District and to change our focus from K-8 to a 3-8 model with increased time in the middle school.

**XIII. NEW BUSINESS - None**

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

Mrs. Pierson asked how the K-2 requirement for World Language is being handled. Mr. Bailey said the younger grades could use tapes. She expressed concern that the

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core curricular standards were not being met in K-2. She also asked when teacher conferences will be. Mr. Bailey said one day during the week of Thanksgiving.

She asked if last years goals had been met. Mrs. Nugent said they had been discussed at the July work session. She also said the consent agenda decreases the transparency of the Board. Mrs. Nugent said the Board members are aware the items on the agenda may be pulled out for discussion. She also said the amount has not been decreased since the change in the agenda format.

**XV. EXECUTIVE SESSION (if needed)**

A motion was made by Mrs. DenBleyker and seconded by Mrs. Huey 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 8:35 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. APPOINTMENT**

A motion was made by Dr. Eckel and seconded by Mrs, Buxton to authorize the



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President to negotiate a contract with Mr. Bailey, subject to the review and approval of the Executive County Superintendent.

Motion carried unanimously on a roll call vote

**XVIII. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mrs. DenBleyker and Mrs. Huey to adjourn at 8:55 p.m.

Respectfully submitted:

Attest:

Susan Schaffner  
Business Administrator/  
Board Secretary

Kate Nugent  
Board President