

Frenchtown Board of Education
Regular Meeting Minutes
October 25, 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 6:39 p.m. by Vice President Barbara Huey.

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
Ms. Herb
Mrs. Huey
Dr. Eckel

Members Absent: Mrs. Nugent

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

IV. APPROVAL OF MINUTES – voice vote

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

- Minutes of the September 27, 2011 regular session
- Minutes of the September 27, 2011 executive session.

The motion was carried unanimously on a voice vote.

Frenchtown Board of Education
Regular Meeting Minutes
October 25, 2011 6:30 p.m.

V. PUBLIC PARTICIPATION (all school-related topics)

Mrs. Pierson asked for an update on the status of the Kiln project. Mr. Bailey said safety and architectural issues needed to be addressed.

VI. VIOLENCE AND VANDALISM REPORT PUBLIC HEARING

Mr. Bailey presented the report and stated there were no incidents of violence and vandalism. There were no comments from the Board or public.

VII. CORRESPONDENCE

1. Letter from Mrs. Daria Wasserbach, BA/BS Delaware Valley Regional High School
2. Letter to Mr. Jeff Scott
3. Email _Criminal History
4. Letter from Governor Chris Christie
5. RSVP – Robert Austin Benz

VIII. SUPERINTENDENT'S REPORT

Mr. Bailey reviewed the attached report.

- NJ ASK Score Presentation -2010-2011

Mr. Bailey reviewed the results. He said Language Arts students did not do well in writing. He reviewed the statistics for Frenchtown Elementary School, the DF6 and also the state. He laid out a plan to increase learning as well as test scores in the current school year.

The Board discussed making Test Scores a priority and looking for ways to enable Mr. Bailey the time to

IX. BOARD PRESIDENT'S REPORT - None

Frenchtown Board of Education
Regular Meeting Minutes
October 25, 2011 6:30 p.m.

X. BOARD SECRETARY/TREASURER'S REPORT

After review of the Secretary's and Treasurer's reports for the month of **August 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 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 Ms. Herb and seconded by Mrs. Buxton to approve the Board Secretary's and Treasurer's reports for the month of August, 2011.

The motion was carried unanimously on a roll call vote.

XI. COMMITTEE REPORTS

A. Business Committee Report

- Ms. Herb 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**

Frenchtown Board of Education
Regular Meeting Minutes
October 25, 2011 6:30 p.m.

B. Curriculum Committee Report

- Mrs. Kunzmann reviewed the attached minutes.
- Mrs. Huey reviewed the proposed 2011-2012 goals.

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.**

C. P.D.I.C. REPORT – None

XII. Presentation

Mrs. Leuschner discussed the new Spanish program. She said the additional time spent in the 7th and 8th grade has been positive. She also reviewed supply needs.

XIII. 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 Ms. Herb and seconded by Dr. Eckel to approve the Board consent agenda items 1- 18.

The motion was carried unanimously on a roll call vote.

Finance

Payment of Bills

- *1. Motion to approve the September/October 2011 bills list check numbers 2822 to check number 2866, non checks # N0126, N0127 and payroll checks 0930 and 1014 in the amount \$247,287.76.

Frenchtown Board of Education
Regular Meeting Minutes
October 25, 2011 6:30 p.m.

Budget Transfers - none

- *2. Motion to approve the attached list of budget transfers and 10 % transfers from August 1, 2011 to August 31, 2011 in the amount of \$0.00.

Fundraiser Class of 2012

- *3. Motion to accept the following fundraisers for the Class of 2012:
- | | |
|-------------------------|-------------------------|
| Hoagie Sale | 10/31/11 |
| Spaghetti Dinner | 12/9/11 |
| Staff car wash | 11/2,9,15/2011 |
| | 4/4,18,25/2011 |
| Donuts on First Fridays | 11/4,12/2,1/6, 2/3, 3/2 |
| Parents Date Night | 11/4 |
| El Segundo Dinner | 10/26/11 |

Grant Expenditures

- *4 Motion to approve the following grant expenditures for the 2011-12 years:

NCLB	Reading Specialist	\$11,325. salary
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Facilities

- *5. Motion to approve the following facility use:

Delaware Valley Basketball League	6:30 – 9:00 pm	1/3,5,10,12,17,19,24,26,31 2/2,7,9,14,16,21,23,28 3/6,8
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Kingwood Basketball	6:30 – 8:30	***12/1 Through 3/16/2012 Mon, Wed & Fridays when Available. Saturdays Starting in January 11:00 – 5:30 pm
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***Pending current copy of insurance certificate

Comprehensive Maintenance Plan

- *6. Motion to approve the attached resolution approving submission of the 2011-12 Comprehensive Maintenance Plan (attached) to the NJ Department of Education.

Form M-1

- *7. Motion to approve the submission of the attached 2011-12 M-1 to the New Jersey Department of Education.

Frenchtown Board of Education
Regular Meeting Minutes
 October 25, 2011 6:30 p.m.

Transportation –none

Policy

First Reading

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

Series 1000 Community Relations

	<u>Last Time Approved</u>	<u>STATUS</u>	
Concepts & Roles in Community 1000/1010 Relations; Goals & Objectives	Approved 11/25/08	New Date	
Parental Involvement	Approved 9/28/10	Current	1001
Communicating with the Public	Approved 10/28/08	**Changed 3/11**	1100
Media	Approved 2/28/06	New Date	1110
District Publications	Approved 2/28/06	New Date	1111
Board of Education Meetings	Approved 2/28/06	**Changed 3/11**	1120
Distribution of Materials by Pupils & Staff	Approved 8/31/10	Current	1140
Participation by the Public	Approved 2/28/06	New Date	1200
Ad Hoc Advisory Committees	Approved 2/28/06	New Date	1220
School-Connected Organizations	Approved 2/28/06	New Date	1230
Visitors 1250	Approved 2/28/06 (R)	New Date	
Community Complaints & Inquiries	Approved 2/28/06 (R)	**Changed 10/11**	1312
Fund Raising by Outside Organizations	Approved 11/25/08	New Date	1314
Distribution of Materials to Pupils & Staff	Approved 11/25/08	New Date	1315

Frenchtown Board of Education
Regular Meeting Minutes
 October 25, 2011 6:30 p.m.

Contests for Pupils	Approved	2/28/06	New Date	1322
Use of School Facilities	Approved	11/25/08	**Changed 10/11**	1330
Local Units	Approved	2/28/06	New Date	1410
County & Intermediate Units	Approved	11/25/08	New Date	1420
Relations between Other Entities & the District	Approved	2/28/06	New Date	1600

Policy Review (NCLB Title 1)

*9 Motion to approve the annual review of the following policy:

Parental Involvement 1001

Policy Re-Adoption IPM

*10 Motion to re-adopt the following Integrated Pest Management policy:

Operation & Maintenance of Plant 3510

Personnel

2011-12 Non-FEA Staffing

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

Special Education Aide	L. Klesney	Self Contained Classroom coverage	Not
		to exceed 180 hours per 2011-12 school year at \$15.77/hour	
Back to School Night	L. Klesney	2 hours 15 min	at \$15.77/hour

Staff Development/Travel Reports

*12.

a. Motion to approve the following travel:

R. Kloos	NJEA Convention	11/10-11/11	\$50.00/per day
L. Bondor	Atlantic City, NJ		

b. Motion to approve the following travel reports: none

Frenchtown Board of Education
Regular Meeting Minutes
October 25, 2011 6:30 p.m.

2011-12 Substitute List

*13. Motion to approve the attached additions to the 2011-2012 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):

Michelle Dysart (teacher)

Ashley Colnett (nurse)

Extra Curricular Appointments

Resignation

*14. Motion to approve the resignation of Thomas Wollert as Girls Basketball coach 2011-12 effective immediately

Appointments

*15 Motion to approve the following extra curricular appointments:

Girls Basketball	J. Baker/M. Rose (split)	\$1,638.00 each
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Curriculum

Field Trips

*16. Motion to approve the following field trips:

Adventure Aquarium	6 th grade LA	12/2/11	Rain date 12/9/11
RVCC Theater	8 th grade LA	12/20/11	

Reports/Agreements

*17 Nursing Plan

a. Motion to approve the attached 2011-2012 Nursing Plan.

Violence Vandalism Report

b. Motion to approve the assurance that the public hearing was specifically conducted to fulfill the district's legal obligation to present school violence and vandalism information to the public and conduct public hearings on the report and to present the Frenchtown School District's Electronic Violence and Vandalism Reporting System (EVVRS) which was submitted to the New Jersey Department of Education in July 2011.

Memorandum of Agreement with Law Enforcement Officials

c. Motion to approve a Memorandum of Agreement with Law Enforcement Officials for the 2011-2012 year.

Frenchtown Board of Education
Regular Meeting Minutes
October 25, 2011 6:30 p.m.

Week of Respect

*18. Motion to approve the attached resolution declaring October 2 through 8 as the “Week of Respect”.

Planning -none

XIV. NEW BUSINESS - None

XV. PUBLIC COMMENT (all school-related topics) - None

XVI. EXECUTIVE SESSION (if needed)

A motion was made by Ms. Herb and seconded by Mrs. Buxton 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 8:17 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

Frenchtown Board of Education
Regular Meeting Minutes
October 25, 2011 6:30 p.m.

XVIII. ADJOURNMENT

There being no further business to come before the Board, it was moved by Dr. Eckel and Ms. Herb to adjourn at 8:32 p.m.

Respectfully submitted:

Attest:

Susan Schaffner
Business Administrator/
Board Secretary

Kate Nugent
Board President