

**Frenchtown Board of Education**  
**Regular Meeting Minutes**  
November 29, 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 6:37 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

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 Dr. Eckel and seconded by Mrs. Buxton to approve the following minutes:

- Minutes of the October 25, 2011 regular session
- Minutes of the October 25, 2011 executive session.

The motion was carried on a voice vote with Mrs. Nugent abstaining.

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

**VI. CORRESPONDENCE- NONE**

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**VII. SUPERINTENDENT'S REPORT**

Mr. Bailey reviewed the attached report.

**VIII. BOARD PRESIDENT'S REPORT**

Mrs. Nugent discussed her meeting with Frenchtown Town Council. She said the Council was very complimentary to the school. The Council asked questions about special education costs and cuts to the music program. She also said she attended the Delaware Valley Regional High School Superintendent search meeting, and reviewed the concepts discussed there. She will also attend the sending district Board Presidents meeting on Thursday. Mr. Bailey and Mrs. Nugent will meet with Mayor Elect Cooper next week.

**IX. BOARD SECRETARY/TREASURER'S REPORT**

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

The motion was carried unanimously on a roll call vote.

**X. COMMITTEE REPORTS**

**A. Business Committee Report**

- Dr. Eckel reviewed the attached minutes.

Committee goals and objectives for 2011-2012

- Undertake an energy audit to prioritize projects based upon potential to deliver the greatest energy and financial savings to the district
- Monitor school choice program implementation
- Serve as the shared service review committee for the full Board of Education

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- Establish a long range (2017) facilities committee to advise the Board on key capital projects and begin planning for their development;
- Develop a mid-range technology plan for the district and pursue private funds to support its implementation.
- Establish a clear, aggressive and year-long focus on academic enhancement and resist pressure to sway from this priority.

**B. Curriculum Committee Report**

Mrs. Huey presented the attached minutes.

**Curriculum Committee Goals for the 2011-2012 School Year:**

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

**XI. 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 Mrs. DenBleyker and seconded by Mrs. Buxton to approve the Board consent agenda items 1-15.

The motion was carried unanimously on a roll call vote.

**Finance**

Payment of Bills

- \*1. Motion to approve the October/November 2011 bills list check numbers 2867 to check number 2912, non checks # N0128, and payroll checks 1031 and 1115 in the amount \$224,708.64.

Budget Transfers - none

- \*2. Motion to approve the attached list of budget transfers and 10 % transfers from September 1, 2011 to October 2, 2011 in the amount of \$50,359.04.

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Fundraiser Class of 2012

\*3. Motion to accept the following fundraisers for the Class of 2012:

Chocolate Fest	2/10/12
Parents Date Night	1/20/12, 2/14/12
Santas Little Helper	12/9/2011

Class 2012- Board Donation

\*4 Motion to approve a donation of \$200.00 to the Class of 2012 for their class trip.

Cell Phone Reimbursement

\*5. Motion to approve reimbursement of \$300.00 for the 2011-12 for Larry Whitman for cell phone expense.

**Facilities**

\*6. Motion to approve the following facility use:

Kingwood Basketball	6:30 – 8:30	*11/7/11 Through 3/16/2012 Mon, Wed & Fridays when Available. Saturdays Starting in January 11:00 – 5:30 pm
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\*Change in start date

**Transportation –none**

**Policy**

Second Reading

\*7. Motion to approve the second reading and adoption of the following policies:

**Series 1000 Community Relations**

	<b><u>Last Time Approved</u></b>	<b><u>STATUS</u></b>	
<b>Concepts &amp; Roles in Community Relations; Goals &amp; Objectives</b>	<b>Approved 11/25/08</b>	<b>New Date</b>	<b>1000/1010</b>
<b>Parental Involvement</b>	<b>Approved 9/28/10</b>	<b>Current</b>	<b>1001</b>
<b>Communicating with the Public</b>	<b>Approved 10/28/08</b>	<b>**Changed 3/11**</b>	<b>1100</b>

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<b>Media</b>	<b>Approved</b>	<b>2/28/06</b>	<b>New Date</b>	<b>1110</b>
<b>District Publications</b>	<b>Approved</b>	<b>2/28/06</b>	<b>New Date</b>	<b>1111</b>
<b>Board of Education Meetings</b>	<b>Approved</b>	<b>2/28/06</b>	<b>**Changed 3/11**</b>	<b>1120</b>
<b>Distribution of Materials by Pupils &amp; Staff</b>	<b>Approved</b>	<b>8/31/10</b>	<b>Current</b>	<b>1140</b>
<b>Participation by the Public</b>	<b>Approved</b>	<b>2/28/06</b>	<b>New Date</b>	<b>1200</b>
<b>Ad Hoc Advisory Committees</b>	<b>Approved</b>	<b>2/28/06</b>	<b>New Date</b>	<b>1220</b>
<b>School-Connected Organizations</b>	<b>Approved</b>	<b>2/28/06</b>	<b>New Date</b>	<b>1230</b>
<b>Visitors</b>	<b>Approved</b>	<b>2/28/06 (R)</b>	<b>New Date</b>	<b>1250</b>
<b>Community Complaints &amp; Inquiries</b>	<b>Approved</b>	<b>2/28/06 (R)</b>	<b>**Changed 10/11**</b>	<b>1312</b>
<b>Fund Raising by Outside Organizations</b>	<b>Approved</b>	<b>11/25/08</b>	<b>New Date</b>	<b>1314</b>
<b>Distribution of Materials to Pupils &amp; Staff</b>	<b>Approved</b>	<b>11/25/08</b>	<b>New Date</b>	<b>1315</b>
<b>Contests for Pupils</b>	<b>Approved</b>	<b>2/28/06</b>	<b>New Date</b>	<b>1322</b>
<b>Use of School Facilities</b>	<b>Approved</b>	<b>11/25/08</b>	<b>**Changed 10/11**</b>	<b>1330</b>
<b>Local Units</b>	<b>Approved</b>	<b>2/28/06</b>	<b>New Date</b>	<b>1410</b>
<b>County &amp; Intermediate Units</b>	<b>Approved</b>	<b>11/25/08</b>	<b>New Date</b>	<b>1420</b>
<b>Relations between Other Entities &amp; the District</b>	<b>Approved</b>	<b>2/28/06</b>	<b>New Date</b>	<b>1600</b>

First Reading

\*8 Motion to approve the first reading of the following policy:

5141.8 Sports Related Concussion and Head Injury

**Personnel**

Shared Services Agreement

\*9. Motion to approve the following resolution:

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**WHEREAS** FRENCHTOWN BOARD OF EDUCATION (hereinafter referred to as "FES") has received a proposal from DELAWARE VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION (hereinafter referred to as "DVRHS") to provide subcontracted Technology services; and

**WHEREAS** DVRHS and FES desire to enter into a joint agreement wherein DVRHS will provide the said Technology services; and

**WHEREAS** the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes public entities to enter into a contract with each other to subcontract any service which one of the parties to the agreement is empowered to render within its own jurisdiction including services incidental to the primary purposes of any of the participating entities; and

**WHEREAS** DVRHS and FES are by definition local units under the said law; and DVRHS is empowered by law to provide Technology services; and

**WHEREAS** the provision of Technology services by DVRHS is economically advantageous to FES;

**NOW THEREFORE BE IT RESOLVED**

that DVRHS and FES hereby agree to enter into the time and material shared services agreement for the provision of Technology services in accordance with N.J.S.A. 40A:65-1 et seq. at the following hourly rates:

IT Director: \$70.00  
Network Specialist: \$60.00  
Technician Level 2: \$40.00  
Technician Level 1: \$35.00

Materials will be reimbursable at cost.

Parent Conferences

\*10. Motion to approve the following payments for fall parent conferences:

E. McCann	\$34.23/hour (not to exceed 5 hours)
H. Kress	\$34.23/hour (not to exceed 5 hours)
J. Baker	\$34.23/hour (not to exceed 5 hours)
L. Bondor	\$34.23/hour 3.5 hours
L. Cucco	\$34.23/hour 1.5 hours
R. Kloos	\$34.23/hour 2.75 hours
K. Seneca	\$34.23/hour 3.75 hours

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J. Walck	\$34.23/hour 2.25 hours
D. Fiebig	\$34.23/hour 4.5 hours
A. Okolichany	\$34.23/hour 3.5 hours
C. Gilmore	\$34.23/hour 3.25 hours

The Board discussed the new system for parent conferences. Mrs. Nugent reviewed the reasons for going to the one day teacher conferences.

2011-12 Extra-Curricular appointments

\*11. Motion to approve the following 2011-12 extra curriculum appointments:

J. Walck	Homework Club (splits 50%)	\$34.23/hour
A. DiLornezo	Homework Club (splits 50%)	\$34.23/hour
K. Seneca	Reading Olympics	\$34.23/hour
Wollert/McCann	Ski Club (splits 50% \$685.52 each)	\$1,365.03
P. Moran	Boys Basketball	\$3,276.00

Staff Development/Travel Reports

\*12.

a. Motion to approve the following travel:

E. McCann	NJEA Convention	11/10-11/11	\$50.00/per day (2days)
H. Kress	NJEA Convention	11/10-11/11	\$50.00/per day (1day)
P. Moran	NJEA Convention	11/10-11/11	\$50.00/per day (2days)
	Atlantic City, NJ		
S. Schaffner	Tax Planning	12/2/11	\$199.00
	Webinar		
S. Schaffner	Cafeteria Plans	self-study	\$ 99.50
S. Schaffner	HealthCare Reform	self-study	\$ 59.50

b. Motion to approve the following travel reports:

L. Bondor	Lucky Calkins	10/17/11
G. Grimes	Nursing Conference	10/26/11
K. Seneca	Lucky Calkins	10/19/11

2011-12 Substitute List-none

\*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):

**Curriculum**

Field Trips-none

\*14. Motion to approve the following field trips:

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Del Val RHS	8 <sup>th</sup> grade testing	Kress	12/7/11
NYC	8 <sup>th</sup> Grade Trip	McCann	6/6/12

River Union Stage

\*15 Motion to approve a contract with River Union Stage for the 2011-12 Out Reach Program at a cost of \$6,840.00.

**Planning -none**

**XII. NEW BUSINESS**

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

Mrs. Pierson asked about the guidelines for 8<sup>th</sup> grade Algebra placement. Mrs. Huey said it was the evaluation of the measurement tools. Mrs. Kunzmann said the goal of the Curriculum Committee is to address parent concerns and clarify the definition for placement. Ms. Pierson expressed concern that the current 7<sup>th</sup> grade would be aware of their capabilities.

**XIV. EXECUTIVE SESSION - None**

**XV. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mrs. DenBleyker and Mrs. Buxton to adjourn at 8:05 p.m.

Respectfully submitted:

Attest:

Susan Schaffner  
Business Administrator/  
Board Secretary

Kate Nugent  
Board President