

**Frenchtown Board of Education**  
**Regular Meeting Minutes**  
January 31, 2012 6:30 p.m.

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

The regular meeting of the Frenchtown Board of Education was called to order at 6:36 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 (enters the meeting at 6:50 pm)  
Ms. Herb  
Mrs. Huey (enters the meeting at 6:39 pm)  
Mrs. Nugent

Members Absent: Dr. Eckel

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

Mrs. Huey enters the meeting at 6:39 pm

**IV. APPROVAL OF MINUTES**

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

- Minutes of the December 20, 2011 regular session
- Minutes of the December 20, 2011 executive session-Tabled until after Executive Session

Ms. Herb amended the regular session minutes.

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

**V. PUBLIC PARTICIPATION - None**

**VI. CORRESPONDENCE**

1. Letter from Jeff Scott, Interim County Superintendent
2. Letter from Ms. Kimberly Johnson (Executive Session)
3. Letter from Borough of Lebanon

**VII. SUPERINTENDENT'S REPORT**

Mr. Bailey reviewed the attached reports.

Mrs. DenBleyker enters the meeting at 6:50 p.m.

**VIII. BOARD PRESIDENT'S REPORT**

Mrs. Nugent described the County School Board meeting which discussed student achievement and the new election law. She complimented Gwen Thornton, our new New Jersey School Board Association representative on her knowledge of student achievement.

Mrs. Nugent discussed the proposed Shared Service resolution. She said our Board recommended procedures for the Board President, Superintendent and Business Administrator meetings. She said the resolution would be on the agenda for the February meeting.

She also said a Board meeting summary on the webpage may be included on the webpage. After discussion, Board decided to pilot post draft minutes within one week of the meeting for a period of two months. The Board also discussed live streaming of the Board meeting.

Mrs. Nugent said one member of the public attended 1 of the 2 election change public information meetings held. Mrs. Nugent also said she spoke with the Mayor and also the Delaware Valley Regional High School representative who posted notice of the information meetings to the town Facebook page. An article has also been in the Hunterdon County Democrat. She added all other Del-Val districts had passed the resolution. Mrs. Nugent will attend tomorrow's Town Council meeting. She also discussed an aftercare survey that will be sent out to parents.

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

After review of the Secretary’s and Treasurer’s reports for the month of **November and December 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 report for the month of November and December 2011.

The motion was carried unanimously on a roll call vote.

**X. COMMITTEE REPORTS**

**A. Business Committee Report**

- **Business Committee Minutes**

Ms. Herb reviewed the attached report

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
- 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**

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- **Curriculum Committee Minutes**

Mrs. Kunzmann reviewed the attached report.

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

The motion was carried on a roll call vote with Ms. Herb abstaining on item#10.

**Finance**

Payment of Bills

- \*1. Motion to approve the December 2011/January 2012 bills list check numbers 2953 to check number 3003, non checks # N0130, N0131, N0132 and payroll checks 1223, 0113 and 0131 in the amount \$309,545.74.

Budget Transfers

- \*2. Motion to approve the attached list of budget transfers and 10 % transfers from November 1, 2011 to December 31, 2011 in the amount of \$16,874.70.

Fundraiser Class of 2012

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

Pom poms	Basketball games
Hoagie Sale	Superbowl Sunday
Chocolate Festival	chocolate exchange

Jenny Haver Scholarship Fund

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- \*4. Motion to approve a contribution of \$100.00 to the Jenny Haver Scholarship Funds.

SEMI Waiver

- \*5. Motion to approve submission of a request for waiver of SEMI for the 2012-2013 year to the New Jersey Department of Education.

**Facilities**

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

River Ballet Co.	4/27/12 - 3:30 p.m. to 7:00 p.m.
	4/28/12 - 11:00 a.m. to 4:30 p.m.

Energy Audit – Request for Proposals

- \*7. Motion to authorize the submission of request for proposals (pending approval of proposal forms by the LGEA Program Manager) to DOT pre-qualified audit firms.

**Transportation –none**

**Policy**

First Reading

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

1330	Use of School Facilities
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**Personnel**

Staff Development/Travel Reports

- \*9.

- a. Motion to approve the following travel:

Craig Eckel	Governance IV Training	2/29/2012
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- b. Motion to approve the following travel reports:

T Toone	Art Educators Conference	10/2,3,4/11
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K Nugent	NJSBA Workshop	10-24-26/11
Lois Bondor	NJEA Convention	11/10-11/11/11

Technology Assistant

\*10 Motion to hire Paul Tomko as technology assistant at \$12.00/hour (not to exceed \$2,000.00) from January 31, 2012 to June 30, 2012.

Mr. Bailey discussed the reason for hiring this position.

2011-12 Substitute List

\*11. 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):

Katherine Gladney (teacher)	Eileen Lankford (teacher/secretary)
Vicki Lunden (secretary)	

Prevention Specialist Contract

\*12 Motion to approve a contract with Prevention Specialist Incorporated from January 1, 2012 to December 31, 2012 at fees per the attached schedule.

Authorization to Hire

\*13 Motion to authorize the Chief School Administrator to hire a Instructional Aide for the Middle School Musical at a cost of \$15.50 per hour not to exceed 85 hours for the 2011-12 school year.

Mr. Bailey discussed the need for this position.

**Curriculum**

Field Trips

\*14 Motion to approve the following field trips:

Washington Crossing Park & New Jersey State Museum	7 <sup>th</sup> /LA/SS	McCann	4/27/12
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Mrs. McCann discussed the September 11<sup>th</sup> exhibit they will see at the Museum and other aspects of the trip.

**Planning**

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\*15.

Resolution to Move the Election  
Of School Board Members to the General Election in November  
And Eliminate the Vote on the Annual Budget

**Whereas** Public Law P.L. 2011, Chapter 202, Laws of 2012 (S3148) provides that a local school district may adopt a resolution to eliminate the vote on its annual school budget that is within the statutory cap imposed by the State of New Jersey, and

**Whereas** the above legislation provides that the above action would require districts to hold their annual election for school board members in November during the regular general election, and

**Whereas**, the Frenchtown Board of Education has determined that the statutory restrictions on the local levy tax increase for annual school appropriations is appropriate and sufficient to control and maintain a thorough and efficient education for the children of Frenchtown , and

**Whereas**, the Frenchtown Board of Education, consistent with the budgetary restrictions expressed above, believes that dispensing with annual school budget votes will save taxpayer dollars, and

**Whereas**, the Frenchtown Board of Education believes that school board member elections in November will attract a far greater number of voters than typically vote in April elections, and

**Whereas**, the Frenchtown Board of Education believes that the elimination of the vote on the school budget and the movement of the board member election to November is in the best interest of the Frenchtown community, and

**Whereas**, the Frenchtown Board of Education understands that this decision shall remain in effect for a minimum of four years,

**Now Therefore Be It Resolved**, that the Frenchtown Board of Education does hereby determine that it will eliminate the vote on its annual school budget which shall be within the statutory cap and become effective for the 2012-13 budget, and

**Be It Further Resolved**, that the Frenchtown Board of Education does hereby determine that the election of school board members will occur at the annual general election in November, 2012.

Ms. Herb noted the election issue was discussed in depth in both committees as well as two public meetings. As a result the Business Committee recommends the resolution to move the election and eliminate the budget vote (if the school budget is held within cap)

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**XI. NEW BUSINESS**

**XII. PUBLIC COMMENT - None**

**XIII. EXECUTIVE SESSION**

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 7:37 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.

**XIV. RECONVENE**

The Board reconvened into regular session at 7:52 p.m.

**APPROVAL OF MINUTES**

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



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- Minutes of the December 20, 2011 executive session

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

**XV. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mrs. Huey and Mrs. Kunzmann to adjourn at 7:54 p.m.

Respectfully submitted:

Attest:

Susan Schaffner  
Business Administrator/  
Board Secretary

Kate Nugent  
Board President