

Frenchtown Board of Education
Regular Meeting Minutes
February 28, 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 6:45 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
 Ms. Herb
 Mrs. Huey
 Dr. Eckel
 Mrs. Nugent

Members Absent: None

Also 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 Mrs. DenBleyker and seconded by Mrs. Buxton to approve the following minutes:

- Minutes of the January 31, 2012 regular session
- Minutes of the January 31, 2012 executive session

The motion was carried on a voice vote with Dr. Eckel abstaining.

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

VI. CORRESPONDENCE

1. 2012-13 Budget Calendar November Election
2. Thank you letter from Mrs. Kathy Petro

VII. SUPERINTENDENT'S REPORT

Mr. Bailey reviewed the attached report.

- **Preliminary 2012-13 School Budget**

Mrs. Nugent outlined the process for adopting the preliminary budget.

Mr. Bailey reviewed the major points in the proposed 2012-2013 proposed budget. He discussed 4 major areas of increase: K-8 Instruction, Staff Development, Special Needs and Employee Benefits. He also reviewed the revenue increases and decreases.

Mrs. Nugent discussed having public input meetings to review the budget. She asked for Board input on the times for the public meetings.

VIII. BOARD PRESIDENT'S REPORT

Mrs. Nugent discussed the after school care survey. The Delaware Valley Regional Districts shared resolution will be presented at the March meeting. She also discussed the Delaware Valley Regional High School Tax Levy. She said the draft minutes will continue to be posted 1 week after the board meeting. She also said all Board Policies are now on the web page. She also suggested reviewing Board goals in April.

IX. BOARD SECRETARY/TREASURER'S REPORT

After review of the Secretary's and Treasurer's reports for the month of **January 2012** 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 Ms. Herb and seconded by Dr. Eckel to approve the Board Secretary's and Treasurer's report for the month of January 2012.

The motion was carried unanimously on a roll call vote.

X. COMMITTEE REPORTS

A. Business Committee Report

Ms. Herb said the committee recommended using the NJSBA Superintendent Evaluation template. Dr. Eckel will head this process. At the next Board of Education meeting, the committee will recommend a resolution to form a Long Range Building Committee. She added Request For Proposals had been sent for the energy audit. She discussed the equipment use policy as well as the need for a social media policy.

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

Mrs. Huey said progress reports would be converted to Snap Grades. She said the committee also discussed the preliminary school budget.

C. P.D.I.C. REPORT

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XI. CONSENT AGENDA

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 1-13 .

The motion was carried on a roll call vote with Ms. Herb and Mrs. Huey abstaining on Item# 7.

Finance

Payment of Bills

- *1. Motion to approve the February 2012 bills list check numbers 3004 to check number 3046, non checks # N0133, and payroll check 0215 in the amount \$146,091.28.

Budget Transfers

- *2. Motion to approve the attached list of budget transfers and 10 % transfers from January 1, 2012 to January 31, 2012 in the amount of \$177,584.12.

Fundraiser Class of 2012

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

Used Book Sale

2012-2013 Tuition Rates

- *4. Motion to approve the following tuition annual rates for the 2012-13 school year

Preschool Regular Education	\$3,000 (8:35 am – 12:00 pm, 4 days per week)
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2012-2013 School Budget

- *5. Motion to approve the submission of the 2012-2013 School Budget to the New Jersey Department of Education (Hunterdon County office).

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BE IT RESOLVED that the tentative budget be approved for the 2012-2013 School Year using the 2012-2013 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2012-13 Total Expenditures	2,426,535	75,129	138,773	2,640,437
Less: Anticipated Revenues	<u>753,230</u>	<u>75,129</u>	<u>0</u>	<u>828,359</u>
Taxes to be Raised	<u>1,673,305</u>	<u>0</u>	<u>138,773</u>	<u>1,812,078</u>

And to advertise said tentative budget in the Hunterdon County Democrat in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Frenchtown Elementary School, New Jersey on March 27 2012 at 6:30 p.m. for the purpose of conducting a public hearing on the budget for the 2012-2013 School Year.

And, be it further,

Resolved that the Frenchtown Board of Education acknowledge that the 2012-2013 budget results in a general fund tax levy of \$1,673,305.

And be it further,

Resolved that the Frenchtown Board of Education acknowledges that the 2012-2013 budget results in a debt service tax levy of \$138,773 as approved by Voter referendum.

And be it further

The Board of Education
of Frenchtown hereby adopts the following tentative
budget for the 2012-13 school year:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment 153

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<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	<u>2,418,229</u>	<u>General Fund</u>	
Capital Outlay	<u>8,306</u>	..Budgeted Fund	
Special Revenue Fund	<u>75,129</u>	Balance	<u>24,374</u>
Repayment of Debt	<u>138,773</u>	..Local Tax Levy	<u>1,673,305</u>
		..Misc Revenue	<u>1,501</u>
		..Tuition	<u>17,430</u>
		..State Aid	
			<u>709,925</u>
Total Expenditures	<u><u>2,640,437</u></u>	<u>Special Revenue Fund</u>	
		..State Aid	-
		..Federal Aid	<u>75,129</u>
	-	<u>Debt Service Fund</u>	
		..Budgeted Fund	
		Balance	
		..Local Tax Levy	<u>138,773</u>
		..State Aid	
		Total Revenue	<u><u>2,640,437</u></u>

WHEREAS, the _____Frenchtown_____ Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

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WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$____\$6,020._____ for all staff and board members.

Race to the Top III

- *6 Motion to approve submission of the Memorandum of Understanding for Race to the Top Round Three application.

Facilities

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

Frenchtown Presbyterian Church	6/16/12
Three Tenors Concert	

Ms. Herb and Mrs. Huey abstained from this item (Three Tenors Concert)

Transportation –none

Policy

Second Reading

- *8. Motion to approve the second reading and adoption of the following policy:

1330	Use of School Facilities
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Mrs. Nugent questioned the wording which did not allow non-profit use. She also asked if the custodian fees should be included in the policy.

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Personnel

Staff Development/Travel Reports

*9.

a. Motion to approve the following travel:

B Huey	Governance IV Training	2/29/2012	\$ 0.00
E McCann	Tri County Reading Workshop	4/24/12	\$45.00
L Bondor	Tri County Reading Workshop	4/24/12	\$65.00
H Kress	Science Practices	3/26,27/12	\$20.00

b. Motion to approve the following travel reports:

L Cucco	Autism	1/25/12
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2011-12 Substitute List - None

*10. 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):

Instructional Aid

*11. Motion to hire Lindsey Klesney as Instructional Aide for the Middle School Musical at a cost of \$15.77 per hour not to exceed 85 hours for the 2011-12 school year.

Curriculum

Field Trips

*12 Motion to approve the following field trips:

a. Philadelphia Zoo K Parker 5/11/12 – Tabled to a future meeting

A motion was made by Ms. Herb and seconded by Mrs. Buxton to remove Item# 12-a from the Agenda.

The motion was carried unanimously on a roll call vote.

b. Destination Imagination G/T Toone 3/31/12

Ms. Herb asked that field trips be geared to local venues. The Board discussed the number of chaperones on trips and the philosophy of limiting chaperones.

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PTO Assemblies

*13. Motion to approve the attached list (excluding the May 25th assembly) of assemblies for the 2011-12 school year.

Mrs. Kunzmann questioned the process for reviewing and approving the PTO assemblies. Ms. Herb said the assemblies should compliment and enhance the curriculum.

Planning-None

XII. NEW BUSINESS

XIII. PUBLIC COMMENT (all school-related topics)

Mrs. Laura Einhorn asked about presenting a hopscotch stencil for the playground. Mrs. Nugent said to discuss this with Mr. Bailey. She also requested the Basketball backboard be painted. She asked if the PTO could propose an afterschool program for students. Mrs. Nugent said it should be presented to Mr. Bailey.

Mrs. Pierson asked about the timeline for the Long Range meetings. Ms. Herb said the committee would convene for 12-18 months then give a recommendation to the Board. She said the committee would start meeting this summer. She also asked about looking at the cost benefit to declining to participate in mandated programs. She asked about World language compliance to regulations. She suggested the risk be assessed in each situation.

XIV. EXECUTIVE SESSION

A motion was made by Ms. Herb and seconded by Dr. Eckel 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

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- 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 8:28 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.

The motion was carried unanimously on a voice vote.

XV. RECONVENE

The Board reconvened into regular session at 8:43 p.m.

XVI. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mrs. DenBleyker and Ms. Herb to adjourn at 8:44 p.m.

The motion was carried unanimously on a voice vote.

Respectfully submitted:

Attest:

Susan Schaffner
Business Administrator/
Board Secretary

Kate Nugent
Board President