

Frenchtown Board of Education
Regular Meeting Minutes/Public Hearing of the 2012-13
School Budget

March 27, 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 6:37 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 (enters the meeting at 6:40 p.m.)
Ms. Herb (enters the meeting at 7:53 p.m.)
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. PRESENTATION- Work Family Connection

Mrs. Nugent explained that a survey had been sent out and there is a need in the community for a before and aftercare program. Ms. Aurora Pipeling, from Work Family Connection, gave an informative presentation on the before/aftercare program.

V. PUBLIC HEARING OF THE 2012-2013 SCHOOL BUDGET

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Mr. David Bailey presented the proposed budget. He reviewed revenues and expenditures. Ms. Herb added that the Board is deliberating how to best spend the funds. Mrs. Nugent said \$24,000 of these funds are available this year only.

Mrs. Einhorn said she loved the Delaware Valley Band show.

VI. APPROVAL OF MINUTES – voice vote

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

- Minutes of the February 28 2012 regular session
- Minutes of the February 28, 2012 executive session

The motion was carried unanimously on a voice vote.

VII. PUBLIC PARTICIPATION - None

VIII. CORRESPONDENCE

1. November Election – Mary Melfi, Hunterdon County Clerk

IX. SUPERINTENDENT’S REPORT

Mr. Bailey discussed the attached reports

X. BOARD PRESIDENT’S REPORT

Mrs. Nugent said the Board Presidents met to discuss collaboration. She said the shared resolution is on tonight’s agenda. She said much of what is in this resolution is ongoing. She would like to review board goals at the April meeting. She added she had spoken with another group that does aftercare but their minimum required children was higher. She said if the Board felt comfortable she and Mr. Bailey would negotiate a contract with Work Family Connection. She suggested a special AlertNow with the calendar updates and Work Family Connection program.

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XI. BOARD SECRETARY/TREASURER'S REPORT –roll call

After review of the Secretary's and Treasurer's reports for the month of **February 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 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 February 2012.

The motion was carried unanimously on a roll call vote.

XII. COMMITTEE REPORTS

A. Business Committee Report

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

Mrs. Kunzmann reviewed the attached report.

Curriculum Committee Goals for the 2011-2012 School Year:

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- Establish search committee and process for selection of new Math text book.
- Monitor the development of the K-8 Science curriculum with other districts.
- Examine the writing program and make revisions to better align it with state testing expectations.
- Monitor and evaluate the implementation of the new World Language (Spanish) program.
- Monitor and evaluate the implementation of the new Music program.
- Monitor use and effectiveness of new & existing technology in the classrooms
- Define/develop other assessments for evaluation of student achievement & progress.
- Establish a continued focus and effort to continue strong academics within the district in each grade.

C. P.D.I.C. REPORT

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 Dr. Eckel and seconded by Mrs. Buxton to approve the Board consent agenda items 1-21

Finance

Payment of Bills

- *1. Motion to approve the February 2012 bills list check numbers 3047 to check number 3077, non checks # N0134 & N0135, and payroll check 0229 and 0315 in the amount \$346,941.45.

Budget Transfers

- *2. Motion to approve the attached list of budget transfers and 10 % transfers from February 1, 2012 to March 1, 2012 in the amount of \$5,150.00.

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Fundraiser PTO

*3. Motion to approve the following fundraiser for the Frenchtown PTO:

Literacy Week

2012-2013 School Budget Submission

*4. Motion to approve the 2012-2013 Frenchtown School Budget:

2012-2013 School Budget – Final Adoption

Motion to adopt the 2012-2013 Frenchtown School Budget.

BE IT RESOLVED that the final budget be approved for
the 2012-2013 School Year :

	<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, 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 final
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

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in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment 153

Expenditures

General Current Expense	2,418,229
Capital Outlay	8,306
Special Revenue Fund	75,129
Repayment of Debt	138,773
 Total Expenditures	 2,640,437

Revenue

<u>General Fund</u>	
..Budgeted Fund Balance	24,374
..Local Tax Levy	1,673,305
..Misc Revenue	1,501
..Tuition	17,430
..State Aid	709,925
<u>Special Revenue Fund</u>	
..State Aid	-
..Federal Aid	75,129
<u>Debt Service Fund</u>	
..Budgeted Fund Balance	
..Local Tax Levy	138,773
..State Aid	
Total Revenue	2,640,437

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
- *5 Motion to accept the following grant:

Race to the Top III \$1,703.00

- Dental Benefits Broker
- *6. Motion to approve Integrity Consulting Group as Broker of Record for Dental Benefits.

- Service Electric Contract
- *7 Motion to approve the attached contract with Service Electric Company for telephone service from 7/1/12 to 6/30/15.

Facilities

- Long Range Facilities Review Committee
- *8. Motion to approve the following resolution:

RESOLUTION TO ESTABLISH A LONG RANGE FACILITIES REVIEW COMMITTEE

WHEREAS, the Frenchtown Board of Education is committed to providing its students with a high quality education; and

WHEREAS, the Frenchtown Board of Education is also committed to minimizing economic impact on local taxpayers through maintenance of critical assets, securing outside grant monies, and reducing operational costs; and

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WHEREAS, the Frenchtown Board of Education's primary asset is the school building located at 902 Harrison Street; and

WHEREAS, the Frenchtown Board of Education was effectively and efficiently advised about long range facilities needs through an ad-hoc committee that provided its final recommendations to the Board of Education in December 1997; and

WHEREAS, the Frenchtown Board of Education sees energy efficiency and renewable energy as promising opportunities to reduce operational costs of the school building; and

WHEREAS, the Frenchtown Board of Education is committed to maintaining the historic aesthetic of the school building and its contribution to the Borough's historic district; and

WHEREAS, the Frenchtown Board of Education recognizes that upkeep and care of the circa 1926 building is an important effort to control operational costs; and

WHEREAS, the Frenchtown Board of Education recognizes that it is important to regularly review the extent to which the school building is able to provide the infrastructure needed for a 21st century education, including technology education;

THEREFORE BE IT RESOLVED, the Frenchtown Board of Education hereby creates a Long Range Facilities Review Committee (the Committee). The Committee will serve as an advisory committee to the Board of Education. The Committee will be in existence for 15 months during which time it will examine key issues pertaining to the school building, including:

1. Opportunities to reduce costs associated with energy use through energy efficiency and deployment of renewable energy;
2. Approaches to best address maintenance and structural upkeep of the building; and
3. Important improvements, repairs and/or enhancements needed to be undertaken on the school building and facilities to ensure that they are able to provide high quality 21st century educational programs.

BE IT FURTHER RESOLVED, that at the end of 15 months, the Committee will present a report to the Board of Education with recommendations concerning its three areas of focus;

BE IT FURTHER RESOLVED, that, as part of the Committee's deliberations, the Board of Education encourages it to:

- Be attentive to the school building's historic character;
- Be attentive to minimizing economic impact on taxpayers;
- Review current and future educational trends and the extent to which the school building can provide adequate infrastructure to meet those trends;
- Seek input on long range facilities needs from faculty and the Frenchtown community;
- Coordinate its review with the energy audit that the Frenchtown Board of Education is expected to authorize in 2012;
- If necessary, consult, professional experts regarding structural issues;

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- Consult with the Delaware Valley Regional High School concerning relevant facilities issues; and
- Visit other schools to seek information on innovative solutions to long range facilities challenges.

BE IT FURTHER RESOLVED, that the Committee will be chaired by the Frenchtown Board of Education President and shall include the following members, as appointed by the President of the Board of Education:

- One additional Board of Education representative;
- A member of Borough Council;
- A member of the Borough Planning Board;
- A member of the Board of the Parent Teacher Organization;
- The Superintendent of the Delaware Valley Regional High School (DVRHS) or his/her representative;
- The Borough of Frenchtown's representative to the DVRHS Board of Education;
- A representative of the Frenchtown Business Association;
- Two volunteer members of the faculty; and
- Up to five members of the community;

In the event a member is not able to continue serving on the Committee, the President of the Board of Education President may appoint a replacement member.

BE IT FURTHER RESOLVED that the Board of Education directs the following school employees to be available to the Committee as resource members:

- Chief School Administrator David Bailey
- Business Administrator Susan Schaffner
- Head Custodian Larry Whitman

Use of School Facilities

*9 Motion to approve the following use of school facilities:

Delaware Valley Athletic Association	gym	Mondays, Thursday in April and May 2012 6:00 pm – 8:00 pm
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Disposition of Property

*10 Motion to dispose of the following items:

19 monitors, 12 hard drives, 1 television

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Transportation –none

Policy

Second Reading

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

1330 Use of School Facilities

Personnel

Staff Development/Travel Reports

*12.

a. Motion to approve the following travel:

L Cucco	IEP Development	Rt 12 County Complex	3/30/12	\$0.00
S Schaffner	Modern Management	NJ Law Center	4/13/12	\$99.00
S Schaffner	Ethical Implications	NJ Law Center	4/30/12	\$99.00
D Bailey	NJASA Conference	Atlantic City NJ	5/21&22/12	\$675.00
K Petro	NJ Ask Training	Monroe Twp	3/20/12	\$0.00
R Kloos	NJ Ask Training	Monroe Twp	3/20/12	\$0.00

Also additional mileage cost at .31 per mile

b. Motion to approve the following travel reports:

J Baker	NJ Ask Performance	12/16/11
R Kloos	NJ Ask Training	3/20/12

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):

Bus Aide

*14. Motion to hire Mike Rose as Bus Aide at a rate of \$15.77 for the 2011-12 school year.

Instructional Aide

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*15. Motion to increase the contracted hours for Holly Siock from .65 FTE (4.5 hours per day) to .74 FTE (5.17 hours per day) at a rate of \$15.77 per hour from April 1, 2012 to June 30, 2012.

Extracurricular Appointments

*16. Motion to approve the following extracurricular appointment for the 2011-12 school year:

T Toone	Destination Imagination Coordinator	12 hours @ \$34.23
A Di Lorenzo	Breakfast Aide	\$15.77 per hour
L Klesney	Breakfast Aide	\$15.77 per hour

Flex /Cafeteria Plan

*17. Motion to approve the attached Flex/Cafeteria Plan effective January 1, 2012.

Residency Agreement

*18. Motion to approve the attached Residency Agreement.

Curriculum

Field Trips

*19. Motion to approve the following field trips:

MS Music	Schieg	DVRHS	3/14/12
2 nd	Okolichany	Echo Hill/Deer Park	6/6/12
4/6	Kloos	Poetry in Motion	3/22/12
		Milford School	
Band	Cooney	DVRHS	3/13/12
3 rd	Bondor	NJ State Museum	5/1/12
Student Council	Baker	Great Adventure	5/10/12
8 th Grade	McCann	Frenchtown Bridge	4/3/12 Rain date 4/11/12

Planning

School Calendar 2011-12

*20. Motion to approve the attached changes to the 2011-12 School Calendar.

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Mrs. Nugent explained the unused snow days will be taken off the end of the year. Making the last day of school Friday, June 15, 2012. She said instructional time is more valuable earlier in the spring.

Delaware Valley Regional Shares Services Resolution

*21.

Motion made by Dr. Eckel seconded by Mrs. Buxton, upon the recommendation of the Superintendent of Schools that the Board approve the following resolution to further Frenchtown's cooperation among the Delaware Valley Regional High School and its sending districts.

WHEREAS, each of the school districts participate as a sending districts to the Delaware Valley Regional High School and,

WHEREAS, each of the school districts and the Delaware Valley Regional High School respective Boards of Education share a common philosophy that each student is provided with the best possible educational experience from Kindergarten through the 12th grade and,

WHEREAS, each of the school districts and the Delaware Valley High School respective Boards of Education share a common goal of continuing to realize fiscal operating efficiencies by acting like a K-12 district,

NOW , THEREFORE, BE IT RESOLVED BY the BOARD OF EDUCATION OF FRENCHTOWN, IN THE COUNTY OF HUNTERDON, NEW JERSEY, AS FOLLOWS:

- (i) The Board President will meet with the Board Presidents of the Delaware Valley Regional High School and the other sending districts on a routine basis to articulate Board Goals and progress toward achieving outcomes so as to identify opportunities to leverage and standardize; and
- (ii) The Superintendent will meet with Superintendents of the Delaware Valley Regional High School and the other sending districts on a routine basis to articulate School Goals and progress toward achieving outcomes so as to identify opportunities to leverage and standardize; and
- (iii) The Board Secretary will meet with Board Secretaries of the Delaware Valley Regional High School and the other sending districts on a routine basis to articulate School Operations outcomes so as to identify opportunities to leverage and standardize.

The Board President, Superintendent, and Board Secretary will then provide a report on said meetings and any resulting opportunities or outcomes to the full Board.

XIV. NEW BUSINESS

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

XVI. EXECUTIVE SESSION

A motion was made by Mrs. Buxton and seconded by Ms. Herb 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 8:24 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.

XVII. RECONVENE

The Board reconvened into regular session at 8:51 p.m.

XVIII. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mrs. DenBleyker and Ms. Herb to adjourn at 8:52 p.m.

The motion was carried unanimously on a voice vote.

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Respectfully submitted:

Attest:

Susan Schaffner
Business Administrator/
Board Secretary

Kate Nugent
Board President