

Frenchtown Board of Education Organization 2012 Meeting Minutes

April 24, 2012 6:30 p.m.

I. Call to Order – Opening Statement

The reorganization meeting of the Frenchtown Board of Education was called to order at 6:30 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. Buxton
Mrs. DenBleyker
Ms. Herb
Mrs. Huey
Dr. Eckel
Mrs. Nugent

Members Absent: Mrs. Kunzmann

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

IV. Public Participation (all school-related topics)

Mrs. Pearson thanked the Board, Administration and Staff for opportunities for students to participate in Destination Imagination and Reading Olympics.

V. Appointments

A motion was made by Ms. Herb and seconded by Dr. Eckel to adopt the following appointments as a slate:

Board Secretary: Susan Schaffner

Treasurer of School Monies: Raymond Krov

Frenchtown Board of Education Organization 2012 Meeting Minutes

April 24, 2012 6:30 p.m.

Auditor: William Colantano, CPA
Medical Inspector: Delaware Valley Health Center
Attorney: Cleary Jacobbe Alfieri & Jacobs
Pest Management Coordinator: Larry Whitman
504 Officer: Melanie Ryan
Truant Officer: David Bailey
AHERA Representative: Larry Whitman
Asbestos Management Officer: Larry Whitman
Attendance Officer: David Bailey
Liaison to town council: Kate Nugent
Legislative Liason: Jeanne Herb
Affirmative Action Officer: David Bailey
Public Agency Compliance Officer: Susan Schaffner
Purchasing Agent: Susan Schaffner
Custodian of Records: Susan Schaffner
Gender Equity Officer: David Bailey
Right to Know Coordinator: Larry Whitman
Air Quality Control Officer: Larry Whitman
School Insurance Agents: Wells Fargo Insurance
BSI Contact Person: David Bailey
BSI Representative: David Bailey
Architect of Record: SSP Architects
Boiler Contractor of record: Hobbie Heat and Power/ Mechanical Preservation
Electrician of Record: Motto Electric/ Mt. Salem Electric
NJSBA Delegate: Kate Nugent
Hunterdon County School Boards Association: Kate Nugent
Hunterdon County ESC: Barbara Huey
School Choice Contact: David Bailey
Anti Bullying Specialist: Melanie Ryan
District Bullying Coordinator: David Bailey

The motion was carried unanimously on a roll call vote.

VI. Organizational Recommendations

A motion was made by Mrs. Buxton and seconded by Mrs. Huey to approve the following motions:

Consent Agenda: Matters within the consent agenda (1.-20.) have been referred to the members of the Board of Education and/or its standing committees, for reading and study and will be enacted by one motion. If separate discussion is desired, the item may be removed from the consent agenda by Board Action.

Frenchtown Board of Education Organization 2012 Meeting Minutes

April 24, 2012 6:30 p.m.

1. A motion to designate the Day, Time and Place for the 2012-2013 regular School Board Meeting of the Frenchtown Board of Education (Calendar as listed):

May 29, 2012	January 3, 2013
June 19, 2012 (5:00 p.m.)	January 29, 2013
July 31, 2012	February 26, 2013
August 28, 2012	March 26, 2013
September 25, 2012	April 30, 2013
October 30, 2012	
November 27, 2012	

Meetings will begin at 6:30 p.m. in the library of the Edith Ort Thomas Elementary School on the last Tuesday of every month except December 2012. Action may or may not be taken at these meetings. Special meetings will be advertised.

2. A motion to approve the Board's official depositories of funds and to appoint approved Signers as listed:

Be it resolved that the PNC Bank be designated as the depositories of record for the Frenchtown Board of Education accounts and further resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the following accounts have the designated number of the listed corresponding signatures:

Regular Acct.	President, Vice-president, Treasurer, Board Secretary (3)
Unemployment Acct.	President, Vice-president, Treasurer, Board Secretary (2)
Payroll Acct.	President, Vice-president, Treasurer, Board Secretary (2)
Payroll Agency Acct.	President, Vice-president, Treasurer, Board Secretary (2)
Student Activities Acct.	President, Principal, Treasurer, Board Secretary (2)
Cafeteria Acct.	President, Vice-president, Treasurer, Board Secretary (2)

3. A motion to authorize maintaining the following petty cash accounts and designate the Business Office Clerk as responsible for petty cash disbursements in amounts not to exceed \$50.00 per transaction with an account balance not to exceed \$200.00.

Business Office petty cash	\$200.00
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4. Approve the Hunterdon County Democrat as the official newspaper of the district and the Express Times as the alternate.

5. A motion to re-instate all Board By-laws, Policies and Regulations.

6. A motion to authorize the Superintendent and the School Business Administrator to implement the 2012-2013 school district budget pursuant to local and state policies and regulations.

7. A motion to designate School Funds Investor as School Business Administrator/Board Secretary pursuant to 17:12B-241.

Frenchtown Board of Education Organization 2012 Meeting Minutes

April 24, 2012 6:30 p.m.

8. A motion to approve current district curriculum and textbooks.
9. A motion to approve Roberts Rules of Order as the authorized parliamentary procedure.
10. A motion to approve cooperative bidding during the 2012-2013 school year with the Hunterdon County Educational Services Commission and the Middlesex Regional Educational Services Commission.
11. Motion to approve the chart of accounts.(available for perusal in the Business Office)
12. Motion to authorize the award of contracts up to the bid amount of \$36,000 and to set the quote threshold at \$5,400 pursuant to NJSA 18A:18A -2 and to appoint Susan Schaffner as qualified purchasing agent.
13. Motion to approve the payment of bills for the 2012-2013 year between Board meetings on an emergency basis provided proper documentation is available and upon review of the Superintendent and Business Administrator.
14. Motion to adopt the Board Member Code of Ethics and the annual review of this code at the Organization meeting.
15. Motion to approve the following 2012-2013 tuition rates:

	11-12	12-13
PSH	\$9,000.00	\$9,000.00
Preschool Regular Education	\$3,000.00	\$3,000.00
Regular Education K-8	\$4,950.00	\$4,950.00

16. Motion to approve the Travel limitation.

District Travel

Motion to approve the following district travel:

1. All travel for the Superintendent and Business Administrator to attend articulation, roundtable, county and state meetings for the 2011-2012 school year. Mileage reimbursement at the applicable NJ State rate. Meal reimbursement not to exceed state levels.
2. All travel for staff as directed by the Chief School Administrator to attend articulations, roundtables, county and state meetings for the 2012-2013 school year. Mileage reimbursement at the applicable NJ State rate. Meal reimbursement not to exceed state levels.
3. All travel for Board of Education members to attend board articulations, county, state and NJSBA sponsored meetings where the cost is \$150.00 or less.

17. State Contract Resolution

Frenchtown Board of Education Organization 2012 Meeting Minutes

April 24, 2012 6:30 p.m.

Whereas, Title 18A:18A-10 provides that, "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

Whereas, the Frenchtown Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

Whereas, the Frenchtown Board of Education desires to authorize its purchasing agent for the 2011-2012 school year to make any and all purchase necessary to meet the needs of the school district throughout the school year,

Now Therefore Be It Resolved, that the Frenchtown Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various venders.

18. Affirmative Action

1. Motion to authorize the Affirmative Action Officer, in conjunction with the Affirmative Action Team, to conduct a needs assessment and to develop a Comprehensive Equity Plan, to implement the plan over a three-year period and to submit an annual progress report in the Quality Assurance Annual Report.
2. Motion to define the responsibility of the Affirmative Action Officer as to identify and correct all discriminatory and inequitable policies, programs, practices and conditions within or affecting their schools and to comply with Federal and State laws, require that the AAO be a certified staff person and to authorize any training as necessary to facilitate the AAO in handling the district's equity responsibilities.
3. Motion to authorize the AAO to conduct yearly training for all staff.

19. Internet Protection Act

Motion to state that the Frenchtown School District is in compliance with the Internet Protection Act and that a filtering device is in place on all district computers with internet connections.

20. Tax Sheltered Annuity Companies

Motion to approve the following Tax Shelter Annuity Companies and Brokers of Record:

Equitable Insurance Company	John Lenihan
Morgan Stanley	Greg Butler
Vanguard	small business customer service

The motion was carried unanimously on a roll call vote.

Frenchtown Board of Education Organization 2012 Meeting Minutes

April 24, 2012 6:30 p.m.

VII. APPROVAL OF MINUTES

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

- Minutes of the March 27 , 2012 regular session
- Minutes of the March 27, 2012 executive session.

The motion was carried unanimously on a voice vote.

VIII. CORRESPONDENCE

1. Letter from Victoria Petivan
2. Email from Hunterdon County Clerk, Mary Melfi
3. Annual Board Ethics
4. Invitation for the Lenape Mural Project 6/2/12
5. Letter from NJSBA - Maude Dahme Award

IX. CSA REPORT

- Board of Education annual Ethics Discussion –The board reviewed the attached documents
- Mr. Bailey reviewed the attached report.

X. BOARD PRESIDENT’S REPORT

Mrs. Nugent discussed the Eighth Grade Dialogue sponsored by Hunterdon County School Boards Associations. It is May 8, 2012 in Flemington, NJ. She also discussed other upcoming 8th grade events. She also said she was compiling the list for the Long Range Planning Committee. She reviewed the Board goals and the timing of doing the Board goals in May or December.

Ms. Herb discussed Board longevity.

XI. BOARD SECRETARY/TREASURER’S REPORT

Frenchtown Board of Education Organization 2012 Meeting Minutes

April 24, 2012 6:30 p.m.

After review of the Secretary's and Treasurer's reports for the month of **March 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 Mrs. DenBleyker and seconded by Ms. Herb to approve the March 2012 Secretary's and Treasurer's report.

The motion was carried unanimously on a roll call vote.

XII. COMMITTEE REPORTS

Ms. Herb reviewed the attached minutes

A. Business Committee 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. Huey reviewed the attached minutes.

Curriculum Committee Goals for the 2011-2012 School Year:

- 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.

Frenchtown Board of Education Organization 2012 Meeting Minutes

April 24, 2012 6:30 p.m.

- 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.

XIII. CONSENT AGENDA – Roll Call

Matters listed within the consent agenda (designated by *) has 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 1-14.

The motion was carried unanimously on a roll call vote.

Finance

Payment of Bills

- *1. Motion to approve the March/April 2012 bills list check numbers 3078 to check number 3114 , payroll checks #0330 and 0405 and nonchecks number#N0136, N0137, N0138 in the amount \$231,611.87.

Budget Transfers

- *2 Motion to approve the attached list of budget transfers from March 2, 2012 to March 31, 2012 in the amount of \$7,665.00.

Professional Services

- *3 Motion to approve the following professional services for the 2012-2013 school year:

Auditor	William Colantano, CPA	\$135.00/hour
Attorney	Cleary Giacobbe Alfieri	\$135.00/hour
Medical Inspector	Delaware Valley Health Associates	\$250.00/hour
Architect of Record	SSP Architects	\$165.00/hour
Caroline Beidelman, OTR	Occupational Therapy	\$ 71.50/hour
Children's Therapy Services	Physical Therapy	\$100.58/session

Frenchtown Board of Education Organization 2012 Meeting Minutes

April 24, 2012 6:30 p.m.

RK Environmental Environmental Service \$110.00/hour

These contracts are awarded without public bidding for the reasons that the services to be rendered are recognized professions, licensed and regulated by law and their services are required by the Board of Education. The Board of Education used a deliberate process that considered cost and other relevant factors Fees per hour for Principal/Partner/Physician

2012-2013 State Aid

*4 Motion to accept the following state aid:

Equalization Aid	\$525,112.00
School Choice Aid	\$ 92,640.00
Security Aid	\$ 3,739.00
Transportation Aid	\$ 1,135.00
Special Education Aid	<u>\$ 87,299.00</u>
Total	\$709,925.00
Less Debt Service SDA	<u>(\$ 8,306.00)</u>
Total Aid	\$701,619.00

Requisition for Taxes

*5. **RESOLVED:** that the amount of district taxes needed to meet the obligations of the Board for the 2012-2013 school year is \$1,673,305. and that the Borough of Frenchtown is hereby requested to place in the hands of the Custodian of School Moneys that amount in accordance with the statutes relating thereto.

<u>Date Due</u>	<u>Amount Due</u>
July 1, 2012	\$278,884.17
September 1, 2012	278,884.17
November 1, 2012	278,884.17
January 1, 2013	278,884.17
March 1, 2013	278,884.17
May 1, 2013	<u>278,884.15</u>
Total	\$1,673,305.00

Work Family Connection

*6. Motion to approve a contract with the Work Family Connection for Facility Use for the 2012-2013 school year. Cost for use of Facility shall be \$0.00.

Tuition – Extended School Year

Frenchtown Board of Education Organization 2012 Meeting Minutes

April 24, 2012 6:30 p.m.

*7. Motion to approve the following Extended School Year placements:

SID# 7643624791	WISE Week Camp	\$395.00
SID# 8547471561	WISE Week Camp	\$395.00

Facilities

Use of School Facilities

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

Work Family Connection	cafeteria	6:45-8:15 pm	5/9/12
Kingwood PTA	auditorium & gym	5:00-9:30 pm	5/11/12

Energy Audit Submission

*9. Motion to submit the proposal from Clough Harbour and Associates to the LGEA manager for permission to award and determination of grant award.

Proposals Received:

Clough Harbour Associates	\$6,982.00 (recommended by Architect of Record)
Concord Engineering Group	\$7,811.00
Steven Winter	\$7,657.00

Declined to Quote:

Camp Dresser McKee
Dome-tech Group

Anti-Bullying Grant Application

*10. Motion to authorize submission of grant application to the New Jersey Department of Education to support implementation of the Anti-Bullying Bill of Rights Act in the amount of \$4,240.00.

Transportation-none

Policy - none

Personnel-after executive session

Curriculum

Field Trips

*11 Motion to approve the following field trips:

Frenchtown Board of Education Organization 2012 Meeting Minutes

April 24, 2012 6:30 p.m.

Bucks County Childrens Museum	K,1	5/30/12	Parker,Fiebig
Frenchtown Library	K	4/30/12	Parker
Wildlife Refuge	K	5/10/12	Parker
Frenchtown Park	PS	5/29/12	Cucco
Robert Hunter School	4	May/June	Kloos
Keller's Landing	4/5	June	Kloos/Seneca

Planning

Travel/Staff Development

*12

a. Motion to approve the following district staff development/travel:

G Grimes	Childrens Interagency Council	4/27/12	\$000.00
G Grimes	Childhood neurology	6/1/12	\$179.00
C Gilmore	Sensory/ASD	5/2/12`	\$179.99
S Valle	Sensory/ASD	5/2/12	\$179.99
M Ryan	Understanding Youth Services	4/27/12	\$000.00
S Schaffner	ADA regs/Safe Schools	5/24/12	\$000.00
S Schaffner	Annual School Law & Policy	6/8/12	\$000.00
P Moran	Google Teacher	4/30/12	\$000.00
P Moran	Project Based Learning	6/25/12	\$378.00

b. Motion to approve the following district travel reports:

K Petro	NJ Ask Training	3/20/12
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School Calendar 2012-13

*13 Motion to approve the 2012-2013 School Calendar.

Martin Luther King Resolution

*14. Motion to approve the following resolution:

Frenchtown Board of Education

Sharing Professional Development and Observance of the Martin Luther King National Holiday

Whereas, Martin Luther King, Jr. Day is a United States federal holiday that is observed on the third Monday in January to mark the birthday of Rev. Dr. Martin Luther King and

Whereas, Rev. Dr. Martin Luther King, Jr. was an important spokesman for nonviolent activism in the United State's civil rights movement to protest racial discrimination in federal and state laws until his assassination in 1968 and

Frenchtown Board of Education
Organization 2012 Meeting Minutes
April 24, 2012 6:30 p.m.

Whereas, Martin Luther King, Jr. Day has been observed in all 50 states since 2000 and

Whereas, the national Martin Luther King Day of Service is federal legislation that challenges Americans to transform the holiday into a day of citizen volunteer service to honor Dr. King and

Whereas, Frenchtown Elementary actively encourages an appreciation of diversity by its students and

Whereas, Frenchtown Elementary has traditionally been closed on Martin Luther King, Jr. Day, which provides the opportunity for both staff and students to participate in the national Martin Luther King Day of Service, and

Whereas, Inter-district professional development as preparation for the new Excellent Educators for New Jersey for teacher evaluation will be provide on January 21, 2013, which is Martin Luther King, Jr. Day and

Whereas, Frenchtown Elementary also promotes shared professional development for its staff and

Whereas, Students from Frenchtown Elementary will observe Martin Luther King, Jr. Day in 2013, but staff will participate in professional development

Now Therefore Be It Resolved, that the Frenchtown Board of Education requests surrounding districts to refrain from scheduling shared professional development on Martin Luther King, Jr. Day in 2014 and subsequent years and

Be It Further Resolved, that a copy of this resolution be sent to surrounding districts that might organize shared professional development, and the Hunterdon Executive County Superintendent of Schools , and to the New Jersey School Boards Association.

D. P.D.I.C. REPORT

XIV. NEW BUSINESS

XV. PUBLIC COMMENT (all school-related topics)

Ms. Pipeling from Work Family Connection said there will be a parent orientation for the aftercare program on May 9, 2012, 7-8 p.m. at the school. An email blast and a paper flyer will also go out. Registration will take place online.

Mrs. Pearson discussed the teachers communicating high school placements accurately.

Frenchtown Board of Education
Organization 2012 Meeting Minutes
April 24, 2012 6:30 p.m.

XVI. 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 8:04 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

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

XVIII. Personnel

Consent Agenda

Matters listed within the consent agenda has 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. All 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. Huey to approve the Board consent agenda items 1-5.

Frenchtown Board of Education Organization 2012 Meeting Minutes

April 24, 2012 6:30 p.m.

The motion was carried unanimously on a roll call vote.

The 2011-2012 Evaluation of Superintendent David Bailey was completed by the Board.

Non-Tenured Teachers

*1. Motion to offer an employment contract to the attached list of non-tenured teachers for the 2012-2013 school year.

Non-Tenured Teachers

Seneca	1.0	BA 3	Tenure 9/1/2013	46,485.00
Scheig	0.20	17-BA+30	Tenure 9/1/2014	15,245.00

2012-2013 Referee Stipends

*2. Motion to approve the following stipends for athletic referees for the 2012-2013 school year:

\$52.50 per game

\$26.25 B Game

\$78.75 Sole Referee

Summer Positions

*3 Motion to authorize the Superintendent to hire staff as needed to implement the District's summer programs.

Staff Evaluation Model

*4. Motion to approve the Charlotte Danielson teaching framework evaluation model.

Curriculum Development

*5. Motion to approve the following extra curricular stipend:

M Leuschner French to Spanish Materials Development 37 hours at \$34.23

XIX. ADJOURNMENT

Frenchtown Board of Education
Organization 2012 Meeting Minutes
April 24, 2012 6:30 p.m.

There being no further business to come before the Board, it was moved by Ms. Herb and Dr. Eckel to adjourn at 8:55 p.m.

Respectfully submitted:

Susan Schaffner
Business Administrator/
Board Secretary

Attest:

Kate Nugent
Board President