

Frenchtown Board of Education

Meeting Minutes

June 19, 2012 5:00 p.m.

I. Call to Order – Opening Statement

The regular meeting of the Frenchtown Board of Education was called to order at 5:12 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 (enters the meeting at 5:25 p.m., leaves the meeting at 6:22 p.m.)
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. Board Self-Evaluation

Dr. Eckel discussed the policy comments on the evaluation. He also said long term planning should be addressed. Mrs. Nugent and Mrs. DenBleyker discussed the changes from Trenton that had driven the Board to prioritize these items. Mrs. Nugent reviewed the process last year for goal setting. Ms. Herb said the Board should focus on the goals they can control. Mr. Bailey said the professional development/HIB and other issues had been mandated by the State. Mrs. Nugent said this year she would like to use student assessments to drive decision making. Mrs. Nugent also discussed the two committee system. Mrs. DenBleyker said Mr. Bailey attends both committee meetings and highlights each committee's agendas. Mrs. Nugent said it is important for

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committee chairs to share agendas with the President. Mrs. DenBleyker said she didn't want to see the committee agendas limit the discussions.

V. Board Goal Setting

Mr. Bailey discussed his thoughts for the goals. Teacher Evaluation, QSAC, K-5 Math and Professional Development. He also discussed iPads replacing textbooks. He discussed assessment programs for each major area. He said we need to capitalize on our assets as a small school. Ms. Herb said that we need a radical change for the middle school. The Board discussed individual improvement plans for middle school students. Mrs. Huey said some students are lost in middle school. She suggested an independent project for each 8th grader. Mrs. DenBleyker suggested a teacher swap in the middle school. Mrs. Kunzmann added the United Friends do a similar IEP.

Mrs. Kunzmann leaves the meeting at 6:22 p.m.

The Board discussed programs that would prepare students for life. Mrs. DenBleyker said a lot of teacher training would be involved in changing the middle school. Mrs. DenBleyker said some schools are moving towards project based learning. Mrs. Nugent asked for brainstorming. The Board developed the below list:

1. **Focus on Academics**
2. **Paperless Board Meetings**
3. **QSAC**
4. **Facilities Program**
5. **Middle School**
6. **Contract Negotiations**
7. **Teacher Evaluation**
8. **Shared Service with Delaware Valley High School**
9. **Textbook Replacement Plan**
10. **Fairview Lake Program**
11. **Special Needs Monitoring**
12. **New Chief School Administrator Evaluation Model**
13. **Technology Assessment**

VI. Public Participation (all school-related topics) - None

VII. APPROVAL OF MINUTES – voice vote

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

- Minutes of the May 29, 2012 regular session
- Minutes of the May 29, 2012 executive session – Tabled until after Executive Session

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

VIII. CORRESPONDENCE – none

IX. CSA REPORT

- Mr. Bailey reviewed the attached report.
- Semi-Annual Bullying Report

Mr. Bailey reviewed the monthly as well as the semi-annual report. He said a total of 11 investigations occurred, 2 were determined to be bullying.

- The Board discussed Eighth grade fundraisers.

X. BOARD PRESIDENT’S REPORT - None

XI. BOARD SECRETARY/TREASURER’S REPORT –None

XII. COMMITTEE REPORTS

A. Business Committee Report – no meeting

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

- Minutes attached – Mrs. DenBleyker 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.
- 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 Dr. Eckel to approve the Board consent agenda items 1-19.

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The motion was carried unanimously on a roll call vote.

Finance

Payment of Bills

- *1. Motion to approve the /May/June 2012 bills list check numbers 3181 to check number 3270, payroll checks #0531, 6/14 and 0615 and noncheck number#N0142 in the amount \$229,787.15

Budget Transfers

- *2 Motion to approve the attached list of budget transfers from May 1, 2012 to June 12, 2012 in the amount of \$9,477.22.

Close out the Year

- *3 Motion to authorize the Superintendent and Business Administrator to pay any invoices to close the 2011-2012 year (provided proper documentation is available).

Shared Service Contracts 2012-2013

- *4. Motion to approve the following shared service contracts:
 - a. Maintenance, Technology and Transportation Maintenance Services with Delaware Valley Regional High School.
 - b. Business Administration Services with Califon Board of Education and Milford Board of Education annual payment to Frenchtown of \$44,454.00 per district.

Grant Amendment

- *5. Motion to approve the below grant amendment:

| | | |
|--------------|------------------------|--------------|
| NCLB Title 1 | Staff Development | (\$4,296.00) |
| | 20-231-200-500 | |
| | Instructional Supplies | \$4,296.00 |
| | 20-231-200-500 | |

Tuition Sending

- *6. Motion to approve the following tuition contract:

| | | |
|----------------|-------------------------|---------------------|
| SID#5307550098 | Manchester Township BOE | \$25,210.79 |
| | 2010-2011 school year | September - January |

Facilities

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Asbestos Project

- *7. Motion to approve the following quotes for asbestos tile removal in classrooms 5 & 6.

VCM Company Inc \$9,100.00 (2 rooms)

Other quotes received:

B&G Restoration \$ 5,400 (1 room only)

Greenwood Abatement \$11,670. (1 room only)

Baco Construction \$11,200. (1 room only)

Change of Use/ Toilet Rooms

- *8 Motion to approve the following facilities approvals for 2012-2013:

Change of Use Shower room to storage

K Toilet Room Alternate compliance

Transfer to Capital Reserve Account

- *9. Motion to approve a transfer of \$25,000 from the General Fund to the Capital Reserve Fund.

Transportation

2012-2013 Joint Transportation Agreement

- *10. Motion to approve the attached Joint Transportation Agreement with Delaware Valley Regional High School for the 2012-2013 year

Policy-none

Personnel

Consent Agenda

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Administrators Contracts

*11. Motion to approve the 2012-2013 salary of Chief School Administrator, David Bailey \$117,300.

*12. Motion to approve a contract for Business Administrator for the 2012-2013 year with Susan Schaffner at a salary of \$117,894.00

2012-13 Substitute List

*13. Motion to approve the attached lists of substitutes for the 2012-2013 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):

Professional Services

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

Speech Therapy Invo HealthCare Associates, Inc.,REVISED \$85.00/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

Summer Custodian

*15.Motion to approve Richard Kerr as summer custodian from June 18, 2012 to August 31, 2012 at a rate of \$13.00 per hour, not to exceed 150 hours.

Extra Curricular Activities

*16. Motion to approve the following extracurricular positions for the 2012-13 school year:

Co- Ed Soccer
Boy's Basketball
Girl's Basketball
Home Instruction
Student Council
Yearbook

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Teacher In Charge
Clubs – proposed
Marching Band Director
Detention – 3 days per week
Eighth Grade Coordinator
Ski Club Coordinator

Curriculum

Field Trips

*17 Motion to approve the following field trips:

| | | | |
|--------|-----|---------|--------|
| Jimmys | 8th | 6/13/12 | McCann |
|--------|-----|---------|--------|

Planning

Travel/Staff Development

*18

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

| | | | |
|-------------|---------------------------------|------------|----------------------------------|
| S Schaffner | Pensions(replaces 7/27 seminar) | 9/10/12 | \$ 99.00 |
| G Grimes | Health Conference | 10/17/12 | \$175.00 |
| M Leuschner | Ipads in Classroom | 8/6,7&8/12 | \$200.00 (cost split w/ Milford) |

b. Motion to approve the following district travel reports:

| | | |
|----------|---------------------|---------|
| G Grimes | Childhood Neurology | 6/1/12 |
| M Ryan | Youth Services | 4/27/12 |

SCHOOL CALENDAR 2012-13

*19. Motion to approve the attached 2012-2013 School Calendar.

D. P.D.I.C. REPORT

XIV. NEW BUSINESS

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XV. PUBLIC COMMENT (all school-related topics)

Mrs. Pierson suggested coming to agreement with 8th grade parent on the number of fundraisers. Mrs. Nugent said one concern with numerous fundraisers was helping the amount of time spent by the teacher.

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 7:15 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

A motion was made by Ms. Herb and Mrs. Buxton to reconvene at 7:30 p.m.

XVIII. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mrs. DenBleyker and Mrs. Huey to adjourn at 7:32 p.m.

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Respectfully submitted:

Attest:

Susan Schaffner
Business Administrator/
Board Secretary

Kate Nugent
Board President