

Frenchtown Board of Education
Regular Meeting Minutes
January 25, 2011 6:30 p.m.

I. CALL TO ORDER – OPENING STATEMENT

The regular meeting of the Frenchtown Board of Education was called to order at 6:40 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: Dr. Petivan
 Mrs. Buxton
 Dr. Eckel
 Mrs. DenBleyker
 Ms. Herb
 Mrs. Huey
 Mrs. Nugent

Members Absent: None

Also Present: Dr. Elizabeth Nastus, Superintendent
 Ms. Susan Schaffner, B.A. /B.S.
 Mr. David Bailey, Principal
 Members of the Public

IV. APPROVAL OF MINUTES – voice vote

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

- Minutes of the December 21, 2010 regular session
- Minutes of the December 21 2010 executive session.

Frenchtown Board of Education
Regular Meeting Minutes
January 25, 2011 6:30 p.m.

The motion was carried on a voice vote with Ms. Herb and Mrs. DenBleyker abstaining on the regular session minutes and Mrs. DenBleyker abstaining on the executive session minutes.

V. COMPREHENSIVE ANNUAL FINANCIAL REPORT June 30, 2010 – Mr. William Colantano, CPA

Mr. Colantano presented the report and noted there were no recommendations. He added that tuition payments should be made on a timelier basis. He reviewed the report and answered questions from the Board.

VI. GOOGLE APPS

Mr. Moran, Ms. Seneca and Ms. Kress gave an informative program on Google Apps in education.

VII. PUBLIC PARTICIPATION (all school-related topics)

Mrs. Einhorn asked if the Business Committee had reviewed the Kiln project. Mrs. Nugent said that was included in the capital project they are reviewing. She also asked about posting homework. Mr. Bailey said the fifth grade was piloting the project. Dr. Petivan commented that the web page students taking responsibility for posting homework was a good idea.

Mrs. Pearson asked if homework posting on the web would be reviewed. Mrs. DenBleyker said homework posting is done in her school, she said homework completion didn't change since the information was available on the web page.

VIII. CORRESPONDENCE

1. School Board Candidacy and Election Dates 2011
2. Board Ethics Forms – Please return to the Board Secretary

IX. PRINCIPAL'S REPORT

Mr. Bailey reviewed the attached report.

Dr. Nastus said the school choice representative was very complimentary on the application prepared by Mr. Bailey.

Frenchtown Board of Education
Regular Meeting Minutes
January 25, 2011 6:30 p.m.

X. BOARD PRESIDENT’S REPORT

Mrs. Nugent said she had reviewed other school websites; she compiled her ideas and handed them out to the Board for review.

XI. BOARD SECRETARY/TREASURER’S REPORT

After review of the Secretary’s and Treasurer’s reports for the month of **November 2010** 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 Dr. Petivan to approve the following Secretary’s and Treasurer’s reports:

November 2010

Fund	Treasurer’s Report	Secretary’s Report
10	\$ 566,631.19	\$566,631.19
20	\$ (62,321.19)	\$ (62,321.19)
40	<u>\$ 4,809.57</u>	<u>\$ 4,809.57</u>
	\$ 509,119.57	\$ 509,119.57

The motion was carried unanimously on a roll call vote.

XII. COMMITTEE REPORTS

Committee goals and objectives for 2010-2011

- Undertake an energy audit and set as a priority those projects that deliver the greatest energy and financial savings to the district: aggressively pursue outside grants for these purposes;
- Monitor FES-wide management, classroom and other changes during the 2010-2011 year from a fiscal perspective;
- Develop an external communications policy;
- Conduct annual policy review and consider contracting with a policy service firm;

Frenchtown Board of Education

Regular Meeting Minutes

January 25, 2011 6:30 p.m.

- Revisit the long-range facilities plan (2017) and, with community input, identify key capital projects and begin to plan for their development;
- Continue to leverage FES relationship with DVRHS for purposes of financial savings and advancement of academic programs; continue to expand our working relationship with other K-8 sending districts;
- Monitor school of choice program;
- Undertake early and proactive budget planning effort for 2011-2012 school year including faculty and community input.
- Assist with RUS Frenchtown History roll-out
- Develop process for Principal's evaluation

A. Business Committee Report

- Minutes attached

Ms. Herb reviewed the attached minutes

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 Ms. Herb to approve the Finance committee consent agenda items A.1- A.4.

The motion was carried unanimously on a roll call vote.

Finance

Payment of Bills

- *A1. Motion to approve the January 2011 bills list check numbers 2410 to check number 2442, payroll checks # 1223, 0114 and non check # N0113 in the amount \$238,734.74.

SEMI Waiver

- *A2. Motion to approve submission of a request for waiver of SEMI for the 2011-2012 year to the New Jersey Department of Education.

Budget Transfers

Frenchtown Board of Education
Regular Meeting Minutes
January 25, 2011 6:30 p.m.

*A3 Motion to approve the attached list of budget transfers from November 1, 2010 to December 30, 2010.in the amount of \$15,380.45

2011 School Election

*A4. Motion to set the following election dates: Establish the Annual School Election for April 27, 2011.

- Establish March 17, 2011 at 1:00 p.m. for the drawing of ballot positions in accordance with law.
- Set the polling hours from 2:00 pm. to 9:00 p.m. at the Frenchtown Borough Hall.
- Authorize the advertisement of the budget, public hearing and election notices in the Hunterdon Democrat or the Express Times as per timelines and established law.

Facilities

Facility Use - None

Transportation -none

Policy

First Reading

*A5. A motion was made by Ms. Herb and seconded by Dr. Eckel to approve the first reading of the following policy:

Compensation and Related Benefits	4240
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The motion was carried unanimously on a voice vote.

Ms. Herb explained this policy.

Personnel-none

Planning -none

Curriculum Committee Report

Curriculum Committee Goals for the 2010-2011 School Year:

Frenchtown Board of Education

Regular Meeting Minutes

January 25, 2011 6:30 p.m.

- 1. Ensure successful implementation of the Lucy Calkins method of teaching writing.**
- 2. Ensure successful implementation of the No Excuses List.**
- 3. Ensure a cohesive and rigorous academic program for the middle school.**
- 4. Ensure an effective Instructional Support program.**
- 5. Develop a plan for curriculum writing.**
- 6. Monitor status of program changes instituted this school year.**

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A motion was made by Mrs. DenBleyker and seconded by Ms. Herb to approve the committee consent agenda items B.1- B3.

Policy -none

Personnel

Staff Development

*B1. Motion to approve the following district staff development/travel:

J. Herb	Governance IV	Webinar
J. DenBleyker	Governance IV	3/28/11
		Vorhees HS

Motion to approve the following travel reports: none

Shared Service Contracts

*B2. Motion to approve the following shared service contracts with Milford Board of Education for the 2010-11 school year

Music	2 days per week	\$25,338. estimated
World Language	1.5 days per week	\$25,445 estimated

Planning - none

Curriculum

Field Trips

*B3 Motion to approve the following field trips:

Frenchtown Board of Education
Regular Meeting Minutes
January 25, 2011 6:30 p.m.

Frenchtown Sewage Plant

Middle School

February 2011

Mr. Bailey explained the reason for the field trip.

C. P.D.I.C. REPORT

XII. NEW BUSINESS

XIII. PUBLIC COMMENT (all school-related topics)

Mrs. Einhorn said the Kiln itself did not need to be purchased. She also added funds had been raised to find it.

A member of the public asked who does library skills. Mr. Bailey said Mrs. Toone.

XIV. EXECUTIVE SESSION

A motion was made by Dr. Petivan 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 8:35 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.

Frenchtown Board of Education
Regular Meeting Minutes
January 25, 2011 6:30 p.m.

XV. RECONVENE

XVI. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mrs. Huey and Ms. Herb to adjourn at 9:16 p.m.

Respectfully submitted:

Attest:

Susan Schaffner
Business Administrator/
Board Secretary

Kate Nugent
Board President