

Frenchtown Board of Education
Regular Meeting Minutes
March 1, 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 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 Dr. Eckel and seconded by Mrs. Buxton to approve the following minutes:

- Minutes of the January 25, 2011 regular session – as amended
- Minutes of the January 25, 2011 executive session – Tabled until after executive session

The motion was carried unanimously on a voice vote.

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V. PRESENTATION – 2011-2012 Budget

Mr. Bailey presented the 2011-2012 Budget

Ms. Herb thanked the Administrators for taking a voluntary pay freeze.

VI. PRESENTATION – Middle School Teachers – Academic Rigor

Mrs. McCann, Language Arts Teacher, Ms. Kress, Science Social Studies Teacher and Mrs. Baker, Math and Social Studies Teacher, presented on Academic Rigor in the Middle School.

VII. PRINCIPAL’S REPORT

Mr. Bailey presented the attached report.

VIII. PUBLIC PARTICIPATION (all school-related topics)

Mrs. Nugent reminded the public of the limit of 3 minutes per person.

Mr. Daryl Seip read a statement expressing concerns about cuts to the Music program.

Mrs. Jan Fisher reviewed the cuts to the Music education program. She expressed her concerns about the lack of instrumental instruction.

Mr. Tim Fisher asked a question concerning donations made to the school, as well as the reduction in local revenues.

Mr. John Erickson proposed finding funds in the budget to reinstate one day of Music instruction.

Mrs. Holly Gorduke, Delaware Valley High School Band Booster President, spoke against the cuts to Frenchtown’s school music program.

Mr. Seip added the Legion would be willing to support the Music program.

Miss Bruner said cutting the Music program entirely would be very distressing. She read statistics from the other sending districts.

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Miss Morgan Fisher described the foundation in music she received at Frenchtown Elementary School.

IX. CORRESPONDENCE

1. Letter from the Frenchtown PTO

X. BOARD PRESIDENT’S REPORT

Mrs. Nugent said she and Mr. Bailey met with the Safe Routes to School Group. The Police Department discussed safe walking issues during the meeting.

She reviewed the Shared Services meeting. Mayor Sworen is piloting a program for reading in the schools. She also said she and Mr. Bailey will present the budget at the Town Council Meeting.

She reviewed the informal budget meeting relating to the Board the concerns expressed by members of the public at that meeting. Dr. Nastus and Mr. Bailey also commented concerning the incorrect information that the Board planned to further cut the music program. The administrators as well as Board members who were present at the informal meeting assured the rest of the Board that no comments were made that the music program would receive further cuts.

“Ms. DenBleyker asked if there was any reason why members of the public at tonight’s meeting were led to believe at the previous informal budget meeting that the Board of Education was considering cuts to the music program for 2011-2012. Dr. Nastus, Mr. Bailey and Mrs. Nugent replied no.”

XI. BOARD SECRETARY/TREASURER’S REPORT

After review of the Secretary’s and Treasurer’s reports for the month of **December 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.

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A motion was made by Ms. Herb and seconded by Mrs. DenBleyker to approve the following Secretary's and Treasurer's reports:

December 2010

Fund	Treasurer's Report	Secretary's Report
10	\$ 358,123.74	\$358,123.74
20	\$ (26,788.70)	\$ (26,788.70)
40	<u>\$ 4,809.57</u>	<u>\$ 4,809.57</u>
	\$ 445,191.83	\$445,191.83

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;**
- **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- 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

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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 Mrs. Buxton and seconded by Dr. Eckel to approve the Finance committee consent agenda items A.1- A.7

Finance

Payment of Bills

*A1. Motion to approve the February 2011 bills list check numbers 2443 to check number 2484, payroll checks # 0131, 0215, 0228 and non check # N0114 & N0115 in the amount \$417,966.95.

Budget Transfers

*A2 Motion to approve the attached list of budget transfers from January 1, 2011 to January 31, 2011.in the amount of \$202.54

Preliminary 2011-12 School Budget Submission

*A3. Motion to approve the attached resolution

2011-2012 Tuition Rates

*A4. Motion to approve the following tuition annual rates for the 2011-12 school year

Preschool Regular Education	\$3,000
PSH	\$9,000
Elementary Regular Education	\$4,950

Facilities-none

Transportation

Prevention Specialist

*A5. Motion to approve a contract with Prevention Specialist Inc. From January 1, 2011 to December 31, 2011 in the amount of \$200.00

Policy

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First Reading

*A6 Motion to approve the first reading of the following policy:

Harassment, Intimidation and Bullying 5131.1

Second Reading

*A7 Motion to approve the second reading and adoption of the following policy:

Compensation and Related Benefits 4240

Personnel-none

Planning –none

Curriculum Committee Report

Curriculum Committee Goals for the 2010-2011 School Year:

- 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.**

- Minutes – Dr. Petivan reviewed the attached report.

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 Ms. Herb and seconded by Dr. Eckel to approve the committee consent agenda items B.1, B.2, B.3, B.4, B. 6, B.7, and B.8.

The motion was carried unanimously on a roll call vote.

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A motion was made by Dr. Petivan and seconded by Dr. Eckel to remove B.5 for separate discussion.

The motion was carried on a voice vote with Ms. Herb abstaining.

Policy -none

Personnel

Staff Development

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

T. Toone	BJAGC Conference	3/11/11	\$199.00
D. Bailey	Legal One Bullying Law	3/24/11	\$110.00
H. Berhalter	Active Learning	3/18/11	\$ 85.00
J. Baker	Active Learning	3/18/11	\$ 85.00
E. McCann	Active Learning	3/18/11	\$ 85.00.
R. Kloos	NJ Ask Training	3/22/11	\$no cost
Mary Lou Stewart	Brain Memory	4/7/11	\$279.00

Motion to approve the following travel reports:

T. Toone	Art Educators of NJ	10/4,5,& 10/6/2010
J. Walck	Pervasive Developmental Disorders	1/6/2011
D. Fiebig	Lucy Caulkins Workshop	8/9-8/13/2010

Extra Curricular Appointments

*B2. Motion to approve the following extra curricular appointments for the the 2010-11 school year:

T. Toone	Sketchbook Club	4 hours at \$34.23 per hour (8 ½ hour sessions)
E. McCann	Running Club	6 hours at \$34.23 per hour (12 ½ hour sessions)
Peter Moran	Rubic Cube Club	5 hours @ \$34.23 per hour (10 ½ hour sessions)
E. Bruner	Marching Band	Prorated from 1/3/11 to 6/30/11 (Tabled until March 29, 2011 regular meeting)

Mr. Bailey explained the Rubic Cube club. The preference would be 4-5.

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2010-2011 Substitute List

- *B3. Motion to approve the attached additions to the 2010-2011 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):

Barbara Hess (nurse) Kristine Naumann (teacher) Phyllis Caccavelli (teacher)
Chihping Walukiewicz (nurse) Sharon Cocchida (nurse)

Student Teacher

- *B4. Motion to approve Michelle Dysart as a student teacher from January 24, 2011 to April 29, 2011.

Instructional Aide

- *B5. A Motion was made by Dr. Eckel and seconded by Mrs. DenBleyker to approve Lindsay Klesney as Instructional Aide for the Middle School Musical at a cost of \$15.50 per hour not to exceed 70 hours for the remainder of the 2010-11 school year.

The motion was carried unanimously on a roll call vote.

Dr. Petivan asked about the process for choosing this candidate, Mr. Bailey explained.

Instructional Aide

- *B6. Motion to approve Michael Rose as Special Education Aide at a cost of \$15.50 per hour, 3.5 hours per day from 3/2/2011 to 6/30/2011.

Speech

- *B7. Motion to approve Susan Valle for an additional 1 hour a week for speech services at a cost of \$54.11 per hour not to exceed 18 hours for the remainder of the 2010-2011 school year.

Planning - none

Curriculum

Field Trips

- *B8 Motion to approve the following field trips:

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Milford School(Pioneer Day)	K-8	March 15, 2011
Philadelphia Zoo	K	March 30, 2011
Penn Museum	6	June 2, 2011
Holland Township School	5 th Grade	March 14, 2011

C. P.D.I.C. REPORT

XII. NEW BUSINESS

XIII. PUBLIC COMMENT (all school-related topics)

“Mrs. Pearson asked if the curriculum committee had yet reviewed the impact of cuts leading to a part time 5th grade teacher and how the Board would be considering those impacts.”

XIV. EXECUTIVE SESSION MINUTES

A motion was made by Mrs. DenBleyker and seconded by Mrs. Buxton to approve the January 25, 2011 executive session minutes as amended.

The motion was carried unanimously on a voice vote.

XV. EXECUTIVE SESSION

A motion was made by Mrs. DenBleyker and seconded by Mrs. Buxton to approve the following resolution:

Ms. DenBleyker leaves the meeting at 9:06 p.m.

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 9:05 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.

XVI. RECONVENE

The Board reconvened into regular session at 9:11 p.m.

XVII. DISCUSSION/POSSIBLE ACTION

A motion was made by Ms. Herb and seconded by Dr. Eckel to Table the motion for Teacher contract approval and to set a special meeting to approve the contract after ratification by Frenchtown Education Association.

The motion was carried unanimously on a voice vote.

XVIII. ADJOURNMENT

There being no further business to come before the Board, it was moved by Ms. Herb and Mrs. Huey to adjourn at 9:12 p.m.

Respectfully submitted:

Attest:

Susan Schaffner
Business Administrator/
Board Secretary

Kate Nugent
Board President