

**Frenchtown Board of Education**  
**Regular Meeting Minutes/Public Hearing of the 2011-2012**  
**School Budget**

March 29, 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 6:30 pm 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  
Mrs. Nugent

Members Absent: Dr. Petivan  
Dr. Eckel

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**

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

- Minutes of the March 1, 2011 regular session.
- Minutes of the March 1, 2011 executive session.

As amended per comments from Ms. Herb and Mrs. Nugent.

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

**V. PRESENTATION – PUBLIC HEARING OF THE 2011-2012 SCHOOL BUDGET**

Mr. Bailey presented the 2011-2012 School Budget. Ms. Herb thanked the three Administrators for taking a voluntary wage freeze. Mrs. Nugent explained the process if the budget fails.

**VI. PUBLIC PARTICIPATION (all school-related topics)**

Mrs. Tooker and Mrs. Fisher submitted to the Board of Education a petition in support of the music program. Mrs. Fisher read the petition aloud. Mrs. Tooker stated that no one had said the music program would be cut.

Ms. Lent asked about the River Union Stage cut. Mrs. Nugent and Ms. Herb said that the cut would bring the budget closer to this years (2010-2011) actual cost. Ms. Lent said the River Union Stage theatre experience was important to students, she said arts education was very important to students.

Mrs. Rupert asked about the increase in revenue that may come if Frenchtown is chosen as a school choice school. Mr. Bailey explained the funding for school choice. Dr. Nastus discussed the complications involving the Abbott Districts and the school choice program.

Mr. Tooker asked about employee benefits. Ms. Schaffner said all staff who take benefits pay a portion. Mr. Tooker also asked about the World Language program. Ms. Lent added that learning Spanish may be more beneficial locally. Mr. Tooker also asked if the full time special education aide would be cut in one area. Ms. Herb said the position may be split between two individuals.

Mrs. Gorduke said Frenchtown had previously sent high level music students to the High School. She urged the Board to reinstate the current program to 5 days per week, she said current students should be given the same opportunity as those in the past.

Dr. Nastus said the Delaware Valley Regional High School does not take any position as to cuts in the Frenchtown music program. Mrs. Nerwinski said a great injustice to our students is being done by cutting the music program. She said the mission statement of the school was not being met. Mrs. DenBleyker said due to the large cut in state aid the Board was forced to make many cuts to many programs. The Board did

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not want to cut music; she said the Board debated the cuts that had to be made in the 2010-2011 year. She said it was not an easy task to achieve, she said the cuts were felt throughout the school.

Mrs. Pearson read aloud from the Mission Statement which said students may chose from the four areas of the arts. Ms. Herb said the Board worked with Mr. Bailey to assess the changes made during the budget cuts of 2010-2011 year. Mrs. Nerwinski said the students cannot compete at the level they need to at the High School.

Mr. Fisher asked about the 1.5% employee payment for health benefits. Dr. Nastus and Ms. Herb discussed the contributions made by staff.

Mrs. Einhorn asked about the possibility of fundraising for specific items. Mrs. Nugent said the parents should work through the PTO.

Mrs. Einhorn commended the Board on their efforts. She said she had concerns about the cuts that were made. Ms. Herb said all cuts made by the Board caused anxiety for the Board. Mrs. Nugent thanked the members of the public for their comments.

Mrs. Nugent read a statement:

The Frenchtown Board of Education would like to thank the members of the public who have voiced their concerns about our Music program. We appreciate your thoughtful and heartfelt input. Be assured that the Board has heard what you have to say and values your opinions.

Last year, because of circumstances beyond our control, including a large decrease in state funding, an unprecedented amount of money had to be cut from our school budget. This board worked under the guidance of our administrators and with significant input from the public to make those cuts in a way that we felt would be least devastating to the 170 students that attend FES. We knew then that these cuts would effect instruction, but we worked to ensure that no programs were completely eliminated.

It has only been through the willingness of the staff and faculty to make the best of what we have that these cuts have not been more deeply felt. Their ability to continue to offer quality programs despite difficult economic times has been outstanding. Currently, our principal, Mr. Bailey, is working with the staff to find creative solutions to make the best use of the time we have for Music instruction, and I am certain that the outcome will be an improvement on the current Music schedule.

**The board would most certainly like to be able to bring back an additional day of music instruction and feels, as many of you have expressed tonight, that Music is an important part of the program that we offer.**

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We would like to stress as well, however, that there were several other programs cut that are also vital to the instructional program. Among these are the loss of our Targeted Instructional Support program for students who are struggling academically, our full time 5<sup>th</sup> grade teacher, our full time Librarian, a day of Physical Education instruction, as well as a number of other curricular and extracurricular losses. Under the guidance of our educational leaders, it has been our goal this year to assess the impact of these cuts. We will continue to do so, and will do all that we can to make our instructional program the best that it can be.

Mrs. Kunzmann spoke about a school being closed and students sent to other districts. She thanked the Board for their efforts. She said music is fundamental to a child, but she said a full time 5<sup>th</sup> grade teacher and basic skills should be restored before music. She said she would like to see innovative changes to the music instruction. She also expressed support for River Union Stage. She said students with little music instruction can still participate in the High School program. Mrs. Tooker said the students in the High School Band concert were not as good as in previous years.

Mrs. Tooker said that she encouraged people to attend the Board meeting. Ms. Lent said she was impressed by the way teachers had handled the budget cuts. She suggested teachers from Frenchtown should visit the River Valley School.

**VII. CORRESPONDENCE**

1. Letter from Mrs. Kate Kunzmann
2. Letter to Mr. Seip
3. Letter to Mrs. Kim Johnson

Mrs. Nugent reviewed the correspondence.

**VIII. PRINCIPAL'S REPORT**

Mr. Bailey presented the attached report.

**IX. BOARD PRESIDENT'S REPORT**

Mrs. Nugent said she and Mr. Bailey attended the Town Council meeting to present the 2011-2012 School Budget.

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### X. BOARD SECRETARY/TREASURER'S REPORT

After review of the Secretary's and Treasurer's reports for the month of **January 2011** 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 Mrs. Buxton to approve the following Secretary's and Treasurer's reports:

#### January 2011

| Fund | Treasurer's Report   | Secretary's Report   |
|------|----------------------|----------------------|
| 10   | \$ 586,158.16        | \$586,158.16         |
| 20   | \$ (37,035.60)       | \$ (37,035.60)       |
| 40   | <u>\$ 131,783.34</u> | <u>\$ 131,783.34</u> |
|      | \$ 680,905.90        | \$680,905.90         |

The motion was carried unanimously on a roll call vote.

### XI. 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

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**A. Business Committee Report**

- Ms. Herb 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 Mrs. Buxton and seconded by Ms. Herb to approve the Finance committee consent agenda items A.1- A.9.

The motion was carried unanimously on a roll call vote.

**Finance**

**Payment of Bills**

- \*A1. Motion to approve the March 2011 bills list check numbers 2485 to check number 2517, payroll checks # 0315 and non check # N0116 in the amount \$121,534.77.

**Budget Transfers**

- \*A2 Motion to approve the attached list of budget transfers from February 1, 2011 to February 27, 2011.in the amount of \$34,275.00.

**2011-12 School Budget Submission**

- \*A3. **Be It Resolved** to approve the 2011-2012 school district budget for submission to the County Superintendent for approval as follows:

Reallocation changes to the budget approved 3/1/2011

|                |                   |          |
|----------------|-------------------|----------|
| 11-1xx-100-241 | PERS              | (2,000)  |
| 11-2xx-100-241 | PERS              | (2,587)  |
| 11-000-260-241 | PERS              | (2,000)  |
| 11-190-100-610 | Instruct Supplies | 3,294    |
| 11-213-100-106 | SE Aides          | 3,293    |
| 11-190-100-640 | Textbooks         | (10,000) |
| 11-190-100-610 | Instruct Supplies | 10,000   |



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|                    |                            |                             |                             |
|--------------------|----------------------------|-----------------------------|-----------------------------|
|                    | <u>138,861.00</u>          |                             | <u>1,750.00</u>             |
|                    |                            | ..Tuition                   | <u>25,550.00</u>            |
|                    |                            | Federal Aid                 | <u>21,531.00</u>            |
|                    |                            | ..State Aid                 | <u>552,329.00</u>           |
| Total Expenditures | <u><u>2,448,755.00</u></u> | <u>Special Revenue Fund</u> |                             |
|                    |                            | ..State Aid                 | <u>                    </u> |
|                    |                            | ..Federal Aid               | <u>67,433.00</u>            |
|                    |                            | <u>Debt Service Fund</u>    |                             |
|                    |                            | ..Budgeted Fund             |                             |
|                    |                            | Balance                     | <u>                    </u> |
|                    |                            | ..Local Tax Levy            | <u>138,861.00</u>           |
|                    |                            | ..State Aid                 | <u>                    </u> |
|                    |                            | Total Revenue               | <u><u>2,448,755.00</u></u>  |

As per NJAC 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2011-12 tentative budget includes a maximum travel appropriation of 3,950.00

The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Included in the 2011-12 proposed budget is a maximum regular business travel amount of 158 per employee (not to exceed \$1500 per employee)

Delaware Valley Consortium Service Agreement

\*A4. RESOLUTION TO APPROVE THE DELAWARE VALLEY CONSORTIUM SERVICE AGREEMENT WITH PENTELEDATA

RESOLVED that the Frenchtown Board of Education approves the three-year services agreement for the period beginning July 1, 2011 through June 30, 2014 between the Delaware Valley Regional Consortium (Delaware Valley Regional High School Board of Education shall serve as the Lead Education Authority and Host District) and PenTeleData (Service Provider), Palmerton, PA to provide

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40 Mbps Internet Bandwidth with 10 Mbps Point to Point Transport for Alexandria Township School District, Kingwood Township School District, Frenchtown Elementary School District, Milford Borough School District and Delaware Valley Regional High School District at a monthly cost of \$4,090.00 (e-rated to \$2,454.00) apportioned as follows:

**40 Mbps Internet Bandwidth and 10 Mbps Etherpoint transport from DVRHS**

| <u>Monthly Cost per District</u> |             |     | <u>Monthly Cost</u> | <u>E-rated</u>    |
|----------------------------------|-------------|-----|---------------------|-------------------|
| Alexandria                       | 25%         |     | \$956.00            | \$573.60          |
| Frenchtown                       | 0%          | nte | \$133.00            | \$79.80           |
| Kingwood                         | 25%         |     | \$956.00            | \$573.60          |
| Milford                          | 0%          | nte | \$133.00            | \$79.80           |
| DVRHS                            | 50%         |     | \$1,912.00          | \$1,147.20        |
| <b>Total Monthly Cost</b>        | <b>100%</b> |     | <b>\$4,090.00</b>   | <b>\$2,454.00</b> |

**Facilities**

\*A5 Motion to approve the following use of facilities:

DVAA                      gym                      Mon, Thurs (when it rains)

**Transportation - none**

**Policy**

First Reading

\*A6 Motion to approve the first reading of the following policies:

|   |      |
|---|------|
| Gifts, Grants and Bequests                    | 3280 |
| Distribution of Materials by Pupils and Staff | 1140 |
| Emergencies and Disaster Preparedness         | 6114 |

Ms. Herb reviewed these policies.

Second Reading

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

Harassment, Intimidation and Bullying                      5131.1

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**Personnel**

Recognition of Mrs. Debbie Glick

\*A8 **Resolved**, that the Frenchtown Board of Education recognize the extraordinary effort of Mrs. Debbie Glick for her work in preparing and coordinating the Frenchtown/Milford Marching Band for the Frenchtown Halloween Parade during the absence of our Band Director.

Professional Development Plan

\*A9.Motion to approve submission of the 2010-11 Professional Development Plan to the New Jersey Department of Education.

**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.**

Mrs. Huey and Mrs. DenBleyker 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 Mrs. Buxton to approve the committee consent agenda items B.1- B7.

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**Policy**

\*B1 Motion to approve the adoption of the following job description:

Marching Band Leader

Mrs. Nugent asked if 5-8<sup>th</sup> grade should be part of the description. Mr. Bailey said it should be 6-8<sup>th</sup> grades. Mrs. Nugent also asked that the Halloween Parade be clarified. She added permission slips should be added.

**Personnel**

**Staff Development**

\*B2. Motion to approve the following district staff development/travel:

|               |   |   |          |
|---------------|---|---|----------|
| A. Okolichany | The 2 Sisters<br>Orlando, FL                | 9/29-30/11<br>Airfare/Hotel/Food<br>Paid by Mrs. Okolichany | \$524.00 |
| R. Kloos      | The 2 Sisters<br>Orlando, FL                | 9/29-30/11<br>Airfare/Hotel/Food<br>Paid by Mrs. Kloos      | \$524.00 |
| M. Leuschner  | Improve Foreign Language<br>Cherry Hill, NJ |   | \$199.00 |
| L. Cucco      | Learning & the Brain<br>NYC                 |   | \$279.00 |

Motion to approve the following travel reports:

|                 |           |          |
|-----------------|-----------|----------|
| NJ Ask Training | 3/22/2011 | R. Kloos |
|-----------------|-----------|----------|

**Extra Curricular Appointments**

\*B3. Motion to approve the following extra curricular appointments for the the 2010-11 school year:

|           |               |                                 |
|-----------|---------------|---------------------------------|
| E. Bruner | Marching Band | Prorated from 1/3/11 to 6/30/11 |
|-----------|---------------|---------------------------------|

**2010-2011 Substitute List**

\*B4. 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):

Allison Bills (teacher)

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Maternity Leave Replacement

\*B5. Motion to authorize the Superintendent or Principal to hire a Long Term Substitute Teacher for a maternity leave replacement from approximately May 20, 2011 to June 30, 2011 at a cost not to exceed \$140.00 per day.

Speech Services

\*B6. Motion to approve Susan Valle for additional speech services (evaluations) at a cost of \$54.11 per hour not to exceed 10 hours for the remainder of the 2010-2011 school year.

**Planning – none**

**Curriculum**

Field Trips

\*B7 Motion to approve the following field trips:

|                    |              |                |
|--------------------|--------------|----------------|
| DVRHS              | 6,7,8 Band   | March 24, 2011 |
| Philadelphia Zoo   | SC           | March 30, 2011 |
| Crayola            | Preschool/SE | March 31, 2011 |
| Frenchtown Library | K            | April 2011     |

**C. P.D.I.C. REPORT**

Mrs. Nugent said the items reviewed on the list should be prioritized.

**XII. NEW BUSINESS**

**XIII. PUBLIC COMMENT (all school-related topics)**

Mrs. Pearson thanked the Board for their commitment to the school.

**XIV. EXECUTIVE SESSION (if needed)**

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

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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 8:45 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.

**XV. RECONVENE**

Ms. Herb asked if the Budget presentation and related handouts would be posted on the web page.

**XVI. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mrs. Huey and Mrs. Buxton to adjourn at 9:29 p.m.

Respectfully submitted:

Attest:

Susan Schaffner  
Business Administrator/  
Board Secretary

Kate Nugent  
Board President