

Frenchtown Board of Education
Regular Meeting Minutes
May 31, 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 6:39 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
Mrs. Buxton
Dr. Eckel
Mrs. DenBleyker
Mrs. Huey
Mrs. Nugent

Members Absent: Ms. Herb

Also Present: Ms. 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 May 10, 2011 regular session as amended.
- Minutes of the May 10, 2011 executive session.

The motion was carried unanimously on a voice vote.

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V. PUBLIC PARTICIPATION (all school-related topics)

Mrs. Fiebig stated that the members of the Frenchtown Education Association are present to express their sentiments of concern on the proposed change to our present music program and the possible impact on our music students.

VI. CORRESPONDENCE

1. Letter to Mr. Gerry St. Onge
2. Letter to Mrs. Laura Einhorn
3. Letter from Mr. William Colantano CPA

VII. PRINCIPAL'S REPORT

Mr. Bailey reviewed the attached report.

VIII. BOARD PRESIDENT'S REPORT

Mrs. Nugent said the Board self evaluation would be sent out soon with a due date of June 15, 2011.

She also said she and Mrs. Huey would be meeting with a committee from Alexandria to discuss shared services.

She said the Board would work on goal setting this summer. An informal discussion would be held with the public. She added an August goal setting work session would be held.

She suggested changing the June 28, 2011 meeting to June 21, 2011 and the July 27, 2011 to July 19, 2011.

IX. BOARD SECRETARY/TREASURER'S REPORT

After review of the Secretary's and Treasurer's reports for the month of **April 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

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district's financial plan as approved is being followed as revealed in the financial reports.

A motion was made by Dr. Eckel and seconded by Mrs. Buxton to approve the following Secretary's and Treasurer's report:

X. COMMITTEE REPORTS

A. Business Committee Report

Dr. Eckel reviewed the attached minutes.

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**

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 Mrs. Buxton to approve the Finance committee consent agenda items A.1- A.5.

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Finance

Payment of Bills

*A1. Motion to approve the May 2011 bills list check numbers 2558 to check number 2590, payroll checks # 0513, in the amount \$94,882.77.

Budget Transfers

*A2 Motion to approve the attached list of budget transfers from April 1, 2011 to April 30, 2011.in the amount of \$39,117.00

Extraordinary Aid

*A3 Motion to accept the following state aid:
Extraordinary Aid \$52,528.00

Tuition Contracts

*A4 Motion to approve the following extended school year contracts for designated students:

Behavior Therapy Associates	8/5-8/11/2010	\$375.00 each
SID # 7643624791		
SID# 8547471561		

Transfer of Monies

*A5 Motion to move \$2,318.54 from Building Fund to General Fund for use in technology.

Facilities -none

Transportation -none

Policy - none

Personnel-none

Planning -none

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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.**

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A motion was made by Mrs. Huey and seconded by Mrs. DenBleyker to approve the committee consent agenda items B.1- B8.

The motion was carried unanimously on a roll call vote.

Policy

Band Leader

*B1. Motion to approve the second reading and approval of the following job description:

Band Leader

Personnel

Staff Development

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

J. Baker	ISTE Convention	6/28/11	\$219.00
** in addition mileage at .31 per mile			

Motion to approve the following travel reports:

G. Grimes	Pediatric Emergencies	5/20/11
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Extra Curricular Activities

*B3. Motion to approve the following extracurricular positions for the 2011-12 school year:

- Co- Ed Soccer
- Boy's Basketball
- Girl's Basketball
- Home Instruction
- Student Council
- Yearbook
- Teacher In Charge
- Clubs – proposed
- Marching Band Director
- Detention/Homework Club
- Eighth Grade Coordinator

Summer Positions

*B4 Motion to approve the following summer positions from July 11, 2011 to August 4, 2011 (Monday – Thursday)

Speech Teacher	pending		
School Nurse/SE Aide	8:30 am-12:30 pm	Linda Patterson	\$150.00/day
Special Education Teacher	8:00 am -12:30 pm	Jeanine Walck	\$34.23/hr
PSD Teacher	8:30 am – 11:30 am	Karen Pinto	\$34.23/hr
SE Aide PSD	8:30 am-11:30 am	_____	\$15.50/hr
Special Education Teacher	9:00 am-11:30 am	Kendra Seneca	\$34.23/hr
Tutoring Program			

Corrections- Tenured Staff

*B5 Motion to approve the following corrections to 2011-12 steps

	From:	To:
Alicia Parker	3-4	6
Elizabeth McCann	3-4	6
Kendra Seneca	1-2	2
Glenda Grimes	11-12	11
Marjorie Leuschner	11-12	12

Interlocal Agreement

*B6 Motion to approve the 2011/2012 Interlocal Services Agreement (pending attorney review) with the Delaware Valley Regional High School District Board of Education for Shared Instrumental Music Instruction Services at an annual cost of \$10,000.00 plus actual school-to-school mileage at a rate of \$0.31 per mile.

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Non-FEA Staff 2010-11, 2011-12

*B7 Motion to approve a salary increase of 1.7% (2010-11) and 1.7% (2011-12) for non FEA Staff (list attached):

Planning - none

Curriculum

Field Trips

*B8 Motion to approve the following field trips:

Constitution Center	5 th grade	Moran/Seneca	6/9/11
Robert Hunter	4 th grade	Kloos	6/16/11
NJ State Museum	3 rd grade	Bondor	6/8/11
Frenchtown Park	PS	Cucco	5/31/11

C. P.D.I.C. REPORT

XI. NEW BUSINESS

XII. PUBLIC COMMENT (all school-related topics)

Mrs. Pearson asked that the committee minutes be part of the public documents in the public perusal book. Ms. Schaffner answered they are usually in the public perusal book.

Mrs. Nugent said a shared service had been reached with Delaware Valley Regional High School.

XIII. EXECUTIVE SESSION

A motion was made by Mrs. DenBleyker 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

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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.

The motion was carried unanimously on a voice vote.

XIV. RECONVENE

XV. ADJOURNMENT

There being no further business to come before the Board, it was moved by Dr. Eckel and Mrs. Buxton to adjourn at 8:46 p.m.

Respectfully submitted:

Attest:

Susan Schaffner
Business Administrator/
Board Secretary

Kate Nugent
Board President