

Frenchtown Board of Education
Regular Meeting Minutes
June 22, 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 p.m. by President Nugent

Dr. Elizabeth Nastus, Superintendent, 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 TEMPORARY BOARD SECRETARY – voice vote

A motion was made by Dr. Eckel and seconded by Mrs. Kunzmann to appoint Dr. Elizabeth Nastus as temporary board secretary for the duration of this meeting.

The motion was carried unanimously on a voice vote.

IV. ROLL CALL

Members Present: Mrs. Buxton (arrives at 6:50)
 Mrs. DenBleyker
 Ms. Herb
 Mrs. Huey
 Dr. Eckel
 Mrs. Nugent

Members Absent: Mrs. Kunzmann

Also Present: Dr. Elizabeth Nastus, Superintendent
 Mr. David Bailey, Principal
 Members of the Public

V. PRESENTATION – ISTE CONFERENCE – Mr. Moran, Ms. Kress, Ms. Seneca

Frenchtown Board of Education
Regular Meeting Minutes
June 22, 2011 6:30 p.m.

Engage and Empower Students – Google

- Increase efficiency, collaborate and engage
- 89% of students found it easy to use Google
- 75% Highly recommend Google
- Board was surveyed to demonstrate use of survey
- Language and Science projects were demonstrated

Ms. Herb asked for a Strategic Plan.

VI. APPROVAL OF MINUTES – voice vote

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

- Minutes of the May 31, 2011 regular session
- Minutes of the May 31, 2011 executive session.

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

VII. PUBLIC PARTICIPATION (all school-related topics) - None

VIII. CORRESPONDENCE

1. Thank you from Mr. and Mrs. Ron Sworen
2. Letter from Christine & Dean Richard

Mrs. Nugent will respond to Mr. & Mrs. Richard's letter.

IX. PRINCIPAL'S REPORT

Mr. Bailey reviewed the attached report.

Consider parent survey regarding after school program

How many students are leaving for School Choice – 1 or 2; we have 8

Higher than usual detentions

Frenchtown Board of Education
Regular Meeting Minutes
June 22, 2011 6:30 p.m.

X. BOARD PRESIDENT'S REPORT

Mrs. Nugent said there will be an informal meeting to explain goal setting and solicit input from the public. There will be another informal meeting in Spetember, 2011.

The American Legion complimented students on their essays.

Mrs. Nugent and Mrs. Huey met with two Board members from Alexandria regarding sharing services, sending and receiving, and regionalization.

XI. BOARD SECRETARY/TREASURER'S REPORT-roll call

After review of the Secretary's and Treasurer's reports for the month of **May 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 Ms. Herb and seconded by Mrs. Buxton to approve the following Secretary's and Treasurer's report:

The motion was carried unanimously on a roll call vote.

XII. COMMITTEE REPORTS

A. Business Committee Report

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;**

Frenchtown Board of Education
Regular Meeting Minutes
June 22, 2011 6:30 p.m.

- 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
- Review of 2010-2011 goals

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.13.

Finance

Payment of Bills

- *A1. Motion to approve the June 2011 bills list check numbers 2591 to check number 2623, payroll checks # 0531, non checks # n00119 and n0120 in the amount \$263,372.95.

Budget Transfers

- *A2 Motion to approve the attached list of budget transfers and 10 % transfers from May 1, 2011 to May 31, 2011.in the amount of \$174,881.00

Technology/Curriculum Purchases

- *A3 Motion to approve the following purchases:
1. Atlas Curriculum Management Software (in participation with Delaware Valley Regional High School, Kingwood Township School).
 2. HCESC Cooperative bid:
 - 7 smart boards \$2,353.00 each
 - 5 reader \$430.00 each
 - PTO contribution of \$2,350

Frenchtown Board of Education
Regular Meeting Minutes
June 22, 2011 6:30 p.m.

Paid from 2010-11 REAP Grant.

Energy Audit- Request for Proposals

*A4. Motion to authorize request for proposals from DOT prequalified audit firms to perform an energy audit on our facilities in connection with the NJ Board of Public Utilities' Local Government Energy Audit Program.

Close out the Year

*A5 Motion to authorize the Business Administrator to pay any invoices to close the 2010-2011 year (provided proper documentation is available).

Insurance Renewal - SAIF

*A6 Motion to approve the attached resolution with the School Alliance Insurance Fund to provide insurance coverage.

Facilities

Change of Use/ Toilet Rooms

*A7 Motion to approve the following facilities approvals for 2011-2012:

Change of Use	Shower room to storage
K Toilet Room	Alternate compliance

Transportation -none

Policy

First Reading

*A8. Motion to approve the first reading of the following policy:

9111 Qualifications and Requirements of Board Members

Personnel

Business Administrator Contract

*A9. Motion to approve a contract for Business Administrator for the 2011-2012 year with Susan Schaffner at a salary of \$115,582.00

Inter Local Services Agreement

*A10. Motion to approve the extension of the attached Interlocal Services Agreements for Business Administrator services from July 1, 2011 to June 30, 2012:

Milford Board of Education	\$43,200.00 per year
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Frenchtown Board of Education
Regular Meeting Minutes
June 22, 2011 6:30 p.m.

Califon Board of Education \$43,200.00 per year

Summer Custodian

*A11. Motion to approve Tricia Toone as summer custodian from June 22, 2011 to August 31, 2011 at a rate of \$10.00 per hour, not to exceed 150 hours

Planning

Resolution Thanking Mr. Robert Benz

*A12. **Whereas**, the Frenchtown Board of Education and the Edith Ort Thomas Elementary School were in need of an outdoor classroom to further the education of its students and to act as a gathering place for the community,

Whereas, Robert Benz, community member and Eagle Scout candidate was seeking a project to benefit this community and to complete his Eagle Scout certification.

Now Therefore Be It Resolved, that the Frenchtown Board of Education express their gratitude to Robert Benz for his donation to the School, its students and the community.

Resolution Thanking Mayor Ronald Sworen

*A13. **Whereas**, the Frenchtown Board of Education and the Edith Ort Thomas Elementary School are often looking for ways to motivate reading and increase the amount of reading students engage in on a daily basis.

Whereas, Ronald M. Sworen, Mayor of Frenchtown, took it upon himself to enroll the Frenchtown Elementary School 1st grade into the Mayor's Book Club program for the Spring of 2011. After successful application and enrollment the result was very beneficial for the students in that they: began reading books daily, enlisted the help of all Frenchtown students to help meet a reading goal, visited Centenary College to learn from an author and see a theater production, and received a \$1000.00 check for successful completion of reading goals. The check will be used to purchase more books for the 1st grade classroom. Mr. Sworen also read the students several stories in the classroom and gave the students an ice cream party as a reward for their reading accomplishments.

Now Therefore Be It Resolved, that the Frenchtown Board of Education express their thanks to Ronald M. Sworen for his support of the School and boosting the students' engagement and enjoyment of reading this spring.

Frenchtown Board of Education
Regular Meeting Minutes
June 22, 2011 6:30 p.m.

B. Curriculum Committee Report

Mrs. Huey reviewed the attached report

Grades 5-8 more emphasis on Spanish and more time.

Mr. Bailey will review K-4 options and make recommendation in July

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.**

- Review of 2010-2011 goals

Review of goals were tabled until July

CONSENT AGENDA – Roll Call

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A motion was made by Mrs. Buxton and seconded by Ms. Herb to approve the committee consent agenda items B.1- B5.

Policy- none

Personnel

Staff Development

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

D. Bailey	Supervision and Training Flemington, NJ	7/12/2011	\$110.00
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Frenchtown Board of Education
Regular Meeting Minutes
 June 22, 2011 6:30 p.m.

G. Grimes	School Health Conference Somerset Pk, NJ	10/26/11	\$175.00
R. Kloos	Teaching w/Smart Boards Online	7/20-8/31/11	\$129.00
S. Schaffner	Single Audit Govt Funded Activites Iselin, NJ	7/14/11	\$199.00
S. Schaffner	NJ Law & Ethics for CPA's Iselin, NJ	9/16/11	\$149.00

** in addition mileage at .31 per mile

Motion to approve the following travel reports:

M. Stewart	Memory and Mind	4/7/11
S. Schaffner	Accounting/Audit Review	5/26/11
S. Schaffner	Accident Investigation	5/17/11
A. Okolichany	Guided Math	5/18/11
D. Fiebig	Guided Math	5/18/11

Summer Positions

*B2 Motion to approve the following summer positions from July 11, 2011 to August 4, 2011 (Monday – Thursday)

SE/Aide PSD	8:30 am -11:30 am	Holly Siock	\$15.50/hour
Speech Therapist	up to 3 hours per week	Camille Reilly	\$85.00/hour
	Contracted Service		

2011-2012 Substitute List

*B3 Motion to approve the attached 2011-2012 substitute list 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).

Planning - none

Curriculum

Field Trips

*B4. Motion to approve the following field trips:

Jimmy's Custard Stand	8 th Grade	Kress	6/17/11
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Frenchtown Board of Education
Regular Meeting Minutes
June 22, 2011 6:30 p.m.

Textbooks Pilot

*B5. Motion to approve the following textbook pilot:

Envision Math Series (Pearson) 2nd grade

C. P.D.I.C. REPORT

XII. NEW BUSINESS

XIII. PUBLIC COMMENT (all school-related topics) - None

XIV. EXECUTIVE SESSION (if needed)

A motion was made by Ms. Herb and seconded by Mrs. Huey 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 8:18 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

Frenchtown Board of Education
Regular Meeting Minutes
June 22, 2011 6:30 p.m.

XVI. ADJOURNMENT

There being no further business to come before the Board, it was moved by Ms. Herb and Mrs. DenBleyker to adjourn at 9:03 p.m.

Respectfully submitted:

Attest:

Dr. Elizabeth Nastus
Superintendent

Kate Nugent
Board President