

Frenchtown Board of Education

Regular Meeting Minutes

October 27, 2009 6:30 p.m.

I. Call to Order

The regular meeting of the Frenchtown Board of Education was called to order at 6:40 p.m. by Vice President Nugent who led the flag salute.

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. Roll Call

Present: Dr. Petivan, Mrs. Huey, Mrs. Buxton (arrives at 6:42 p.m.), Dr. Eckel, Mrs. DenBleyker (arrives at 6:50 p.m.), Ms. Herb and Mrs. Nugent.

Also Present: Mr. Falkenstein and Ms. Schaffner

Absent: Mr. Longman

III. Violence and Vandalism Report Public Hearing – Mr. Falkenstein

Mr. Falkenstein reviewed the report and discussed plans for violence and vandalism awareness week. There were no comments from the Board of Education or members of the public.

Mrs. Buxton enters the meeting at 6:42 p.m.

IV. Good News

Mr. Falkenstein said the QSAC facilities walk through went well with only minor recommendations.

V. Public Participation - None

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VI. Approval of Minutes

A motion was made by Ms. Herb and seconded by Mrs. Huey to approve the minutes of the September 22, 2009 special meeting.

The motion was carried on a voice vote with Dr. Eckel abstaining.

A motion was made by Dr. Eckel and seconded by Ms. Herb to approve the minutes of the September 29, 2009 regular session.

The motion was carried on a voice vote with Dr. Petivan abstaining.

A motion was made by Ms. Herb and seconded by Mrs. Huey to approve the minutes of the September 29, 2009 executive session.

The motion was carried on a voice vote with Dr. Petivan abstaining.

VII. Board Secretary and Treasurer Reports – roll call

After review of the Secretary’s and Treasurer’s reports for the month of **August 2009 and September 2009** 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. Eckel to approve the following Secretary’s and Treasurer’s reports:

August 2009

Fund	Treasurer’s Report	Secretary’s Report
10	\$ 452,237.49	\$452,237.49
20	\$ (19,317.65)	\$(19,317.65)
40	<u>\$ 4,809.57</u>	<u>\$ 4,809.57</u>
	\$ 437,729.41	\$437,729.41

September 2009

Fund	Treasurer’s Report	Secretary’s Report
10	\$ 570,815.57	\$570,815.57
20	\$ (20,825.84)	\$(20,825.84)
40	<u>\$ (14,476.70)</u>	<u>\$(14,476.70)</u>
	\$ 535,513.03	\$535,513.03

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The motion was carried unanimously on a roll call vote.

VIII. Payment of Bills

Fund 10, 20, 40

A motion was made by Mrs. Buxton and seconded by Dr. Petivan to approve the bill list from check number 1743 to check number 1782, payroll check #0930 and #1015, non checks # N0094, and 95 and in the amount of \$224,701.04.

The motion was carried unanimously on a roll call vote.

IX. Correspondence –none

1. NJSBA Board Census

Mrs. DenBleyker enters the meeting at 6:50 p.m.

X. CSA Report

Mr. Falkenstein discussed the attached report.

XI. President's Report

- Board Goals

Mrs. Nugent said she and Mr. Falkenstein met with our representative, Mr. Bob Haver, on the Delaware Valley Regional High School Board. She also discussed the regionalization meeting that she and Mrs. Huey attended.

She said the Executive County Superintendent stated any administrative hire should be investigated as a shared service first.

She also met with the Delaware Valley Regional High School Board of Education Presidents who are seeking to share curriculum.

XII. Committee Reports

Classroom

Ms. Herb reviewed the minutes of the meeting. She also reviewed the classroom committee goals.

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Business

Dr. Eckel reviewed the minutes of the Business meeting.
Mrs. Huey and Mrs. Buxton reviewed the Absences policy.
The Board discussed changes to the Field Trip policy.
Dr. Eckel also reviewed the committee goals.

PTO

Mr. Falkenstein said he would be in contact with the PTO to discuss fundraising.
The Board discussed the need for PTO by-laws.
Ms. Herb suggested a letter from the Board expressing our concerns.

PDIC – No report

XIII. New Business

Curriculum – voice vote

Field Trips

A motion was made by Ms. Herb and seconded by Mrs. Huey to approve the following field trips:

Choral Music Performance	MS Chorus	Bruner	10/28/2009
Kellers Landing	7,8	Kress, Baker, Falkenstein	10/27/09
Grounds for Sculpture	5-8 G&T	Bondor	10/30/09

The motion was carried unanimously on a voice vote.

PTO Assemblies

A motion was made by Ms. Herb and seconded by Mrs. Buxton to approve the November 2009 PTO assembly with the November assembly paid by the Frenchtown Board of Education.

The motion was carried on a voice vote with Dr. Petivan abstaining.

Dr. Petivan noted a grant had been awarded for \$700.00 for a March 2010 assembly.

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Reports

1.) Nursing Plan

A motion was made by Ms. Herb and seconded by Mrs. Buxton to approve the attached 2009-2010 Nursing Plan.

The motion was carried unanimously on a voice vote.

2.) Violence Vandalism Report

A motion was made by Dr. Eckel and seconded by Mrs. Huey to approve the assurance that the public hearing was specifically conducted to fulfill the district's legal obligation to present school violence and vandalism information to the public and conduct public hearings on the report and to present the Frenchtown School District's Electronic Violence and Vandalism Reporting System (EVVRS) which was submitted to the New Jersey Department of Education in July 2009.

The motion was carried unanimously on a voice vote.

Policy

First Reading

A motion was made by Mrs. DenBleyker and seconded by Ms. Herb to approve the first reading and adoption (waiving the second reading) of the following polices/forms/procedures removing policy# 5200:

- 4240 Compensation and Related Benefits
- 5141.4 Child Abuse and Neglect
- 5113 Attendance Policy and Regulation
- Violence, Vandalism and Substance Abuse Report Forms
- Guidance and Counseling Services
- Procedures for Intervention & Referral Services
- I & RS Team Process
- Transition Services- Students with Disabilities

The motion was carried unanimously on a roll call vote.

Personnel all motions recommended by the Chief School Administrator.

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QSAC Committee/ Board members

A motion was made by Dr. Petivan and seconded by Mrs. DenBleyker to approve the appointment of the following Frenchtown Board of Education members as participants on the QSAC Committee:

Kate Nugent

Laura Buxton

The motion was carried on a voice vote with Mrs. Buxton and Mrs. Nugent abstaining.

QSAC Committee

A motion was made by Mrs. DenBleyker and seconded by Mrs. Huey to approve the following members of the QSAC Committee:

R. Falkenstein, CSA

S Schaffner, Business Administrator

K Nugent, Board Member

P. Moran, Union President/teacher

L. Buxton, Board Member

A Okolichany, teacher

The motion was carried on a voice vote with Mrs. Buxton and Mrs. Nugent abstaining.

QSAC Resolution

A motion was made by Mrs. DenBleyker and seconded by Ms. Herb to approve the attached resolution.

The motion was carried unanimously on a roll call vote.

2009-2010 Substitute List

A motion was made by Ms. Herb and seconded by Mrs. Huey to approve additions to the 2009-2010 substitutes below 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):

Jessica Wallace (teacher)

Elizabet Eftoski (teacher)

Laura Beidelman (teacher)

Tamara Nazarete (teacher)

The motion was carried unanimously on a roll call vote.

Instructional Aide Position

A motion was made by Ms. Herb and seconded by Mrs. Buxton to approve the attached application for School Aide Position.

The motion was carried unanimously on a roll call vote.

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Instructional Aides

A motion was made by Ms. Herb and seconded by Mrs. Huey to approve Tamara Nazarete as instructional aide, 5 days per week at 19.5 hours per week at a rate of \$ 16.20 per hour from 10/28/09 – 6/30/10 and additional hours on an as needed basis at a rate of \$16.20 (not to exceed 7.50 hours per week).

A motion was made by Ms. Herb and seconded by Mrs. Huey to approve Kim Johnson as instructional aide on an as needed basis at a rate of \$12.55 per hour for the 2009-2010 school year not to exceed 10 hours per week.

The motion was carried unanimously on a roll call vote.

Chief School Administrator

A motion was made by Dr. Eckel and seconded by Mrs. Huey to approve a salary increase of 5% for Rick Falkenstein from July 1, 2009 to June 30, 2010 from \$120,500.00 to \$126,525.00.

The motion was carried on a roll call vote with Mrs. Nugent abstaining.

Mr. Falkenstein confirmed that a public hearing was not required for the Chief School Administrator or the Business Administrator.

Business Administrator

A motion was made by Dr. Eckel and seconded by Mrs. Buxton to approve an employment contract with Susan Schaffner for Business Administrator services at an annual increase of 3% and an annual shared service stipend of \$1,667.00 from \$110,596.00 (2008-09) to \$115,582.00 (inclusive of stipend) from July 1, 2009 to June 30, 2010.

The motion was carried unanimously on a roll call vote.

Student Teacher

A motion was made by Ms. Herb and seconded by Mrs. Buxton to approve Elizabet Eftoski as student teacher from September 1, 2009 to December 18, 2009.

The motion was carried unanimously on a roll call vote.

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Business Office Assistant

A motion was made by Mrs. Buxton and seconded by Mrs. DenBleyker to approve a decrease in hours and hourly rate for Lisa Lubonty due to a decrease in time and responsibility from \$18.87 per hour, 40 hours per week plus a shared service stipend of \$1,250.00 to 20 hours per week at an hourly rate of \$16.20 per hour from November 1, 2009 to June 30, 2010.

The motion was carried unanimously on a roll call vote.

Finance

Budget Transfers

A motion was made by Ms. Herb and seconded by Mrs. Huey to approve the attached list of budget transfers from July 1, 2009 to September 30, 2009.

The motion was carried unanimously on a roll call vote.

Transportation Agreements

A motion was made by Ms. Herb and seconded by Mrs. DenBleyker to approve the attached Joint Transportation Agreement with the Milford Board of Education (host district) and to approve Joint Transportation Agreement with the Milford Board of Education (joiner district) in the 2009-2010 school year.

The motion was carried unanimously on a roll call vote.

Shared Service Agreement

A motion was made by Dr. Eckel and seconded by Mrs. Buxton to amend the shared service agreement with Califon Board of Education to account for the decrease in staffing from \$74,742 to \$42,667 from November 1, 2009 to June 30, 2010.

The motion was carried unanimously on a roll call vote.

Facilities

Comprehensive Maintenance Plan

A motion was made by Ms. Herb and seconded by Mrs. Huey to approve the attached resolution approving submission of the Comprehensive Maintenance Plan (attached) to the NJ Department of Education.

The motion was carried unanimously on a voice vote.

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Form M-1

A motion was made by Ms. Herb and seconded by Mrs. DenBleyker to approve the submission of the attached M-1 to the New Jersey Department of Education.

The motion was carried unanimously on a voice vote.

Local Government Energy Audit

A motion was made by Dr. Eckel and seconded by Mrs. Buxton to approve the attached resolution approving submission of application for a Local Government Energy Audit.

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

Use of Facilities

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

- | | | |
|---|-----|--------------------------------|
| 1. Delaware Valley Athletic Assoc.* | gym | any available evening
6-8pm |
| 3. Delaware Valley Basketball League*** | gym | see attached dates |

*PENDING PROOF OF NONPROFIT STATUS

***PENDING PROOF OF NONPROFIT STATUS AND CERTIFICATE OF INSURANCE

A motion was made by Ms. Herb and seconded by Mrs. Huey to remove item #2 from the facilities use list.

The motion was carried unanimously on a voice vote.

The motion to approve use of facilities numbers 1 and 3 was carried unanimously on a voice vote.

Planning

Administrative/Staff/Board Travel

A motion was made by Ms. Herb and seconded by Mrs. Huey to approve the following district travel and Administrative/Staff/Board travel reports:

B Huey	11/14/09	Governance I	no cost	Mountain Lakers, NJ PA
J Walck	11/13/09	Aspergers Intervention		Lehigh Valley Conf \$188.00

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G Grimes	11/19/09	Immunizations	Somerset Park, NJ
S Valle	11/13/09	Aspergers Intervention	Lehigh Valley Conf \$188.00
C Gilmore	11/13/09	Aspergers Intervention	Lehigh Valley Conf \$188.00
R Kloos	11/5-6	NJEA Convention	Atlantic City, NJ \$100.00
B McCann	11/5-6	NJEA Convention	Atlantic City, NJ \$100.00
L Bondor	11/5-6	NJEA Convention	Atlantic City, NJ \$100.00
S Schaffner	12/3/09	Due Dilligence	Woodbridge, NJ \$199.00
S Schaffner	12/10/09	Fraud Prevention	Iselin, NJ \$259.00
M Ryan	12/9or10/ 2009	High Functioning Autism	Newark, NJ or Allentown, PA \$215.00

Administrative/Board Travel – Reports –voice vote

Grimes	Pediatric Emergencies	10/12/09
Okolichany	Make & Take Ctrs	8/25/09
Parker	Make & Take Ctrs	8/25/09

The motion was carried unanimously on a voice vote with Mrs. Huey abstaining.

Organization Chart

A motion was made by Ms. Herb and seconded by Mrs. Huey to approve the attached organization chart.

The motion was carried unanimously on a voice vote.

XIV. Public Participation - None

XV. Executive Session

A motion was made by Dr. Eckel and seconded by Mrs. Buxton at 8:35 p.m. to move to executive session to discuss Personnel/Legal issues matters. Session to last approximately 30 minutes. Action may be taken upon return from executive session.

The Board returned from executive session at 8:55 p.m.

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XVI. Adjournment

A motion was made by Dr. Eckel and seconded by Mrs. DenBleyker to adjourn the meeting at 8:56 p.m.

Respectfully submitted:

Attest:

Susan Schaffner
Business Administrator/
Board Secretary

Kate Nugent
Board Vice President