

Frenchtown Board of Education
Regular Meeting Minutes
December 15, 2009 6:30 p.m.

I. Call to Order

The regular meeting of the Frenchtown Board of Education was called to order at 6:41 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, Dr. Eckel, Mrs. DenBleyker, Ms. Herb and Mrs. Nugent.

Also Present: Mr. Falkenstein and Ms. Schaffner

Absent: Mr. Longman

III. Good News

Mr. Falkenstein said the QSAC process went well and he anticipated the district would pass.

IV. Public Participation (all school-related topics; time limits: 30 min. total; 3 min. /person)

Mrs. LeBuis, President of the Frenchtown PTO introduced herself to the Board and also introduced Mrs. Della Badia.

V. Approval of Minutes

A motion was made by Ms. Herb and seconded by Mrs. Huey to approve the minutes as amended of the November 24, 2009 regular session and to approve the minutes of the November 24, 2009 executive session.

The motion was carried unanimously on a voice vote.

VI. Board Secretary and Treasurer Reports

After review of the Secretary's and Treasurer's reports for the month of **November 2009** based upon consultation with the Board Secretary, the Board of Education of the Borough of Frenchtown has ascertained, to the

Frenchtown Board of Education
Regular Meeting Minutes
December 15, 2009 6:30 p.m.

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

November 2009

Fund	Treasurer's Report	Secretary's Report
10	\$ 573,966.12	\$573,966.12
20	\$ (30,093.58)	\$(30,093.58)
40	<u>\$ 4,809.57</u>	<u>\$ 4,809.57</u>
	\$ 548,682.11	\$548,682.11

The motion was carried unanimously on a roll call vote.

VII. Payment of Bills

Fund 10, 20, 40

A motion was made by Ms. Herb and seconded by Mrs. DenBleyker to approve the bill list from check number 1837 to check number 1866, payroll check #1130 and #1215, and non checks # N0097 in the amount of \$205,145.94.

The motion was carried unanimously on a roll call vote.

VIII. Correspondence

1. Letter from NJSBA
2. Letter from Allison Okolichany
3. Letter from Jennie Haver Scholarship
4. Letter from Elizabeth Eftoski

IX. CSA Report

Mr. Falkenstein reviewed his report

Frenchtown Board of Education
Regular Meeting Minutes
December 15, 2009 6:30 p.m.

X. President's Report

Mrs. Nugent discussed her QSAC interview and said the QSAC team suggested the Board review our mission statement. She also said she attended the faculty meeting and discussed the Board Goals with the staff.

XI. Committee Reports

Dr. Eckel leaves the meeting at 7:00 p.m.

Classroom

Ms. Herb reviewed the attached report.

Business

Mrs. Huey reviewed the attached report.

PDIC

XII. New Business

Curriculum – roll call

Field Trips

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

Del Val HS and sending districts	PK-8 Staff	2009-2010 year
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The motion was carried unanimously on a voice vote.

River Union Stage

A motion was made by Ms. Herb and seconded by Mrs. DenBleyker to approve a contract with River Union Stage in the amount of \$11,199.00 for the 2009-2010 school year.

The motion was carried unanimously on a roll call vote.

Frenchtown Board of Education
Regular Meeting Minutes
December 15, 2009 6:30 p.m.

Policy

Job Description

A motion was made by Dr. Petivan and seconded by Ms. Herb to approve the following job description:

Special Education & Preschool Aide

The motion was carried unanimously on a voice vote.

Personnel

2009-2010 Substitute List

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

Emily Krause (teacher)	Martha Kelly (teacher)
Isabel Braddock (teacher)	Anna Lacaillade (teacher)
Maryann Sajor (teacher)	

The motion was carried unanimously on a roll call vote.

Maternity Leave

A motion was made by Ms. Herb and seconded by Mrs. DenBleyker to approve the maternity leave of Allison Okolichany beginning on or about January 5, 2010 and ending prior to the end of the 2009-10 school year.

The motion was carried unanimously on a roll call vote.

Long Term Substitute

A motion was made by Mrs. DenBleyker and seconded by Ms. Herb to approve Elizabeth Eftoski as a Long Term substitute for maternity leave beginning on or about January 5, 2010 at a rate of \$92.50 per day on an as needed basis.

The motion was carried unanimously on a roll call vote.

Frenchtown Board of Education
Regular Meeting Minutes
December 15, 2009 6:30 p.m.

Professional Services

A motion was made by Ms. Herb and seconded by Mrs. Buxton approve the following professional services for the 2009-2010 school year:

Barbara Hofler, OTR/L Occupational Therapy \$ 80.00/hour

These contracts are awarded without public bidding for the reasons that the services to be rendered are recognized professions, licensed and regulated by law and their services are required by the Board of Education. The Board of Education used a deliberate process that considered cost and other relevant factors Fees per hour for Principal/Partner/Physician

The motion was carried unanimously on a roll call vote.

Finance/Transportation

Consent Agenda: Matters within the consent agenda (1.- 4.) have been referred to the members of the Board of Education and/or its standing committees, for reading and study and will be enacted by one motion. 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 following:

Debt Service Requisition

Motion to approve the following Debt Service Requisition:

RESOLVE, that the amount of district taxes needed for debt service payment to bondholders is \$119,286.27 total principal and interest due by March 1, 2010 and that the Borough of Frenchtown is hereby requested to place in the hands of the custodian of school moneys that amount in accordance with the statues related thereto.

School Audit and CAFR for the year ended June 30, 2009

Motion to accept the Annual School Audit and Comprehensive Annual Financial Report for the year ended June 30, 2009 with no audit recommendations

Jennie Haver Scholarship

Motion to approve a contribution of \$100.00 to the 2010 Jennie Haver Scholarship Fund.

Bus Rental

Frenchtown Board of Education
Regular Meeting Minutes
December 15, 2009 6:30 p.m.

Motion to approve rental of the Frenchtown school bus to Holland Board of Education at a rate of \$2.75 per mile pending a written agreement with Holland which includes that their auto liability coverage must be primary while they are in possession of the vehicle and that they are responsible for any deductible expense incurred by Frenchtown as a result of damage to the vehicle. Also that they carry at least \$10 million. in coverage for General Liability and Auto Liability and statutory Workers Compensation coverage for their driver. Times of use to be determined by the Chief School Administrator.

The motion was carried unanimously on a roll call vote.

Facilities

Facilities Use

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

Ballet Arts of Lambertville gym Jan.22 2010 to May 2010 Fee per hour \$20.00/hr

The motion was carried unanimously on a voice vote.

Planning

Administrative/Staff/Board Travel

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

A Okolichany	1/4/10	CAFE	independent study	no cost
H Berhalter	2/8/10	Teaching G&T	Allentown, PA	\$199.00
C Eckel	pending	Required training	pending	pending
L Buxton	pending	Required training	pending	pending
K Nugent	pending	Required training	pending	pending
10 staff members (K-6 plus one Special Ed Teacher)	Summer	Writers Workshop	NYCity	\$700.00 per person

The motion was carried unanimously on a roll call vote.

Administrative/Board/Staff Travel – Reports

Frenchtown Board of Education
Regular Meeting Minutes
December 15, 2009 6:30 p.m.

A motion was made by Ms. Herb and seconded by Mrs. Huey to approve the following staff travel reports:

Grimes NJ Vaccines 11/19/09

The motion was carried unanimously on a roll call vote.

XIII. Public Participation (all school-related topics; time limits: 30 min. total; 3 min. /person)

XIV. Executive Session

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 7:51 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.

The Board returned from executive session at 8:00 p.m.

Frenchtown Board of Education
Regular Meeting Minutes
December 15, 2009 6:30 p.m.

XV. Adjournment

A motion was made by Dr. Petivan and seconded by Mrs. Huey to adjourn the meeting at 8:01 p.m.

Respectfully submitted:

Attest:

Susan Schaffner
Business Administrator/
Board Secretary

Kate Nugent
Board Vice President