

Frenchtown Board of Education Organization Meeting Minutes

April 27, 2010 6:30 p.m.

I. CALL TO ORDER – OPENING STATEMENT

The Organization meeting of the Frenchtown Board of Education was called to order on April 27, 2010 at 6:30 p.m. by the Board Secretary who then led the flag salute.

Ms. Schaffner, Board Secretary, 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. Oath of Office

Ms. Schaffner administered the Oath of Office to Mrs. Jodi DenBleyker

IV. Roll Call

Members Present: Dr. Petivan
Mrs. Buxton
Mrs. DenBleyker
Dr. Eckel
Mrs. Huey
Mrs. Nugent

Members Absent: Ms. Herb

Also Present: Mr. Rick Falkenstein, C.S.A., Ms. Schaffner, B.A./B.S.
Members of the Public

V. Elect Board President

A motion was made by Dr. Petivan and seconded by Mrs. DenBleyker to nominate Mrs. Nugent as Board President.

There were no further nominations

The motion was carried unanimously on a voice vote.

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VI. Elect Board Vice-President

A motion was made by Dr. Petivan and seconded by Mrs. DenBleyker to nominate Mrs. Huey as Board Vice President.

There were no further nominations.

The motion was carried unanimously on a voice vote.

VII Results of School Election

A motion was made by Mrs. DenBleyker and seconded by Dr. Petivan to have the combined statement of the results of the April 20, 2010 School Board election made a part of the reorganization meeting minutes.

2010-2011 Tax Levy: \$1,609,119

Yes: 168

No: 127

Duly Elected Members of the Board of Education

186 Jodi DenBleyker - 3 year term

165 Jeanne Herb - 3 year term

The motion was carried unanimously on a voice vote.

Mr. Falkenstein said it was total community support which makes Frenchtown special and contributed to passing the school budget. He said everyone works together.

VIII Committee Appointments by the President

Mrs. Nugent made the following appointments:

Classroom – Victoria Petivan-Chairperson, Barbara Huey and Jodi DenBleyker

Business – Jeanne Herb-Chairperson, Laura Buxton and Craig Eckel

IX. Public Participation – **None**

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- X. Presentations – Miss Bruner – Music Program
Mrs. Toone – Art Program

Miss Bruner and Mrs. Toone presented an informative talk about their programs. The Board asked questions from both teachers about their programs.

- XI. Appointments

A motion was made by Mrs. Huey and seconded by Dr. Petivan to adopt the following appointments as a slate:

Board Secretary: Susan Schaffner
Treasurer of School Monies: Raymond Krov
Auditor: William Colantano, CPA
Medical Inspector: Delaware Valley Health Center
Attorney: Scarinci & Hollenbeck, LLC
Pest Management Coordinator: Larry Whitman
504 Officer: Melanie Ryan
Truant Officer: Rick Falkenstein
AHERA Representative: Larry Whitman
Asbestos Management Officer: Larry Whitman
Attendance Officer: Rick Falkenstein
Liaison to town council: Kate Nugent
Legislative Liason: Jeanne Herb
Affirmative Action Officer: Rick Falkenstein
Public Agency Compliance Officer: Susan Schaffner
Purchasing Agent: Susan Schaffner
Custodian of Records: Susan Schaffner
Gender Equity Officer: Rick Falkenstein
Right to Know Coordinator: Larry Whitman
School Insurance Agents: Wells Fargo Insurance
BSI Contact Person: Rick Falkenstein
BSI Representative: Rick Falkenstein
Architect of Record: SSP Architects
Boiler Contractor of record: Hobbie Heat and Power
Electrician of Record: Motto Electric/ Mt. Salem Electric
NJSBA Delegate: Kate Nugent
Hunterdon County School Boards Association: Kate Nugent
Hunterdon County ESC: Rick Falkenstein

The motion was carried unanimously on a voice vote.

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XI. Organizational Recommendations

Consent Agenda: Matters within the consent agenda (1.-20.) 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.

The following motions were made by Dr. Petivan and seconded by Dr. Eckel:

1. A motion to designate the Day, Time and Place for the 2010-2011 regular School Board Meeting of the Frenchtown Board of Education (Calendar as listed):

May 25, 2010	November 30, 2010
June 29, 2010	December 21, 2010
July 27, 2010	January 25, 2011
August 31, 2010	February 22, 2011
September 28, 2010	March 29, 2011
October 26, 2010	May 3, 2011

Meetings will begin at 6:30 p.m. in the library of the Edith Ort Thomas Elementary School on the last Tuesday of every month except December 2010 and May 2011. Action may or may not be taken at these meetings. Special meetings will be advertised.

2. A motion to approve the Board's official depositories of funds and to appoint approved Signers as listed:

Be it resolved that the PNC Bank be designated as the depositories of record for the Frenchtown Board of Education accounts and further resolved that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Banking Association and further resolved that all checks drawn against the following accounts have the designated number of the listed corresponding signatures:

Regular Acct.	President, Vice-president, Treasurer, Board Secretary (3)
Unemployment Acct.	President, Vice-president, Treasurer, Board Secretary (2)
Payroll Acct.	President, Vice-president, Treasurer, Board Secretary (2)
Payroll Agency Acct.	President, Vice-president, Treasurer, Board Secretary (2)
Student Activities Acct.	President, Principal, Treasurer, Board Secretary (2)
Cafeteria Acct.	President, Vice-president, Treasurer, Board Secretary (2)

3. A motion to authorize maintaining the following petty cash accounts and designate the Business Office Clerk as responsible for petty cash disbursements in amounts not to exceed \$50.00 per transaction with an account balance not to exceed \$200.00.

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Principal's Office petty cash \$200.00

4. Approve the Hunterdon County Democrat as the official newspaper of the district and the Express Times as the alternate.
5. A motion to re-instate all Board By-laws, Policies and Regulations.
6. A motion to authorize the Chief School Administrator and the School Business Administrator to implement the 2010-2011 school district budget pursuant to local and state policies and regulations.
7. A motion to designate School Funds Investor as School Business Administrator/Board Secretary pursuant to 17:12B-241.
8. A motion to approve current district curriculum and textbooks.
9. A motion to approve Roberts Rules of Order as the authorized parliamentary procedure.
10. A motion to approve cooperative bidding during the 2010-2011 school year with the Hunterdon County Educational Services Commission.
11. Motion to approve the chart of accounts.(available for perusal in the Business Office)
12. Motion to authorize the award of contracts up to the bid amount of \$29,000 and to set the quote threshold at \$4,350 pursuant to NJSA 18A:18A -2 and to appoint Susan Schaffner as qualified purchasing agent.
13. Motion to approve the payment of bills for the 2010-2011 year between Board meetings on an emergency basis provided proper documentation is available and upon review of the Chief School Administrator and Business Administrator.
14. Motion to adopt the Board Member Code of Ethics and the annual review of this code at the Organization meeting.
15. Motion to approve the following 2010-2011 tuition rates:

	09-10	10-11
PSH	\$9,000.00	\$9,000.00
Preschool Regular Education	\$3,000.00	\$3,000.00
Regular Education K-8	\$5,200.00	\$4,950.00

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16. Motion to approve the Travel limitation.

District Travel

Motion to approve the following district travel:

1. All travel for the Superintendent and Business Administrator to attend articulation, roundtable, county and state meetings for the 2010-2011 school year. Mileage reimbursement at the applicable IRS rate. Meal reimbursement not to exceed state levels.
2. All travel for staff as directed by the Chief School Administrator to attend articulations, roundtables, county and state meetings for the 2010-2011 school year. Mileage reimbursement at the applicable IRS rate. Meal reimbursement not to exceed state levels.
3. All travel for Board of Education members to attend board articulations, county, state and NJSBA sponsored meetings where the cost is \$75.00 or less.

17. State Contract Resolution

Whereas, Title 18A:18A-10 provides that, "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

Whereas, the Frenchtown Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

Whereas, the Frenchtown Board of Education desires to authorize its purchasing agent for the 2009-2010 school year to make any and all purchase necessary to meet the needs of the school district throughout the school year,

Now Therefore Be It Resolved, that the Frenchtown Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors.

18. Affirmative Action

1. Motion to authorize the Affirmative Action Officer, in conjunction with the Affirmative Action Team, to conduct a needs assessment and to develop a Comprehensive Equity Plan, to implement the plan over a three-year period and to submit an annual progress report in the Quality Assurance Annual Report.

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2. Motion to define the responsibility of the Affirmative Action Officer as to identify and correct all discriminatory and inequitable policies, programs, practices and conditions within or affecting their schools and to comply with Federal and State laws, require that the AAO be a certified staff person and to authorize any training as necessary to facilitate the AAO in handling the district's equity responsibilities.

3. Motion to authorize the AAO to conduct yearly training for all staff.

19. Internet Protection Act

Motion to state that the Frenchtown School District is in compliance with the Internet Protection Act and that a filtering device is in place on all district computers with internet connections.

20. Tax Sheltered Annuity Companies

Motion to approve the following Tax Shelter Annuity Companies and Brokers of Record:

Equitable Insurance Company
Morgan Stanley

John Lenihan
Greg Butler

The motions were carried unanimously on a roll call vote.

XII. APPROVAL OF MINUTES – voice vote

A. A motion was made by Dr. Petivan and seconded by Mrs. Huey to approve the following minutes:

- Minutes of the March 30, 2010 regular session
- Minutes of the March 30, 2010 executive session.

XIII. CORRESPONDENCE

- A. Thank you note from Mrs. Kathy Petro
- B. Thank you note from Mrs. Lisa Lubonty
- C. Thank you note from Ms. Susan Schaffner

XIV. CHIEF SCHOOL ADMINISTRATOR'S REPORT

Mr. Falkenstein reviewed his report and discussed the 2010-2011 school calendar.

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- Board of Education annual Ethics Discussion

Mrs. DenBleyker reviewed the Code of Ethics for Board Members

XV. BOARD PRESIDENT'S REPORT

Mrs. Nugent asked all Board of Education members to review their voter lists for additions and deletions. Mrs. DenBleyker commended Ms. Herb for all her hard work on the election.

Mrs. Nugent discussed her meeting with Kingwood Township Board of Education President.

She also said a meeting concerning shared services in the Delaware Valley Regional High School sending district was planned for next week. She also said the county meeting was scheduled for June.

XVI. BOARD SECRETARY/TREASURER'S REPORT –roll call

After review of the Secretary's and Treasurer's reports for the month of **February and March 2010** 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 Dr. Eckel and seconded by Dr. Petivan to approve the following Secretary's and Treasurer's reports:

February 2010

Fund	Treasurer's Report	Secretary's Report
10	\$ 494,678.58	\$494,678.58
20	\$ (54,201.48)	\$(54,201.48)
40	<u>\$ 119,286.27</u>	<u>\$ 119,286.27</u>
	\$ 559,763.37	\$559,763.37

March 2010

Fund	Treasurer's Report	Secretary's Report
10	\$ 622,188.97	\$622,188.97
20	\$ (57,008.23)	\$(57,008.23)
40	<u>\$ 4,809.57</u>	<u>\$ 4,809.57</u>
	\$ 569,990.31	\$569,990.31

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The motion was carried unanimously on a roll call vote.

XVII. COMMITTEE REPORTS

A. Business Committee Report

Mrs. Huey presented the attached report.

CONSENT AGENDA – Roll Call

Matters listed within the consent agenda (designated by *) has 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. DenBleyker and seconded by Dr. Petivan to approve the Finance committee consent agenda items A.1- A.12

The motion was carried unanimously on a roll call vote.

Finance

Payment of Bills

*A1. Motion to approve the April 2010 bills list check numbers 1977 to check number 2007, payroll checks #0331 and 0415 and nonchecks number#N0102 & N0103 in the amount \$240,994.34.

Budget Transfers

*A2 Motion to approve the attached list of budget transfers from February 28, 2010 to March 31, 2010.

Professional Services

*A3 Motion to approve the following professional services for the 2010-2011 school year:

Auditor	William Colantano, CPA	\$135.00/hour
Attorney	Scarinci & Hollenbeck, LLC	\$135.00/hour
Medical Inspector	Delaware Valley Health Associates	\$250.00/hour
Architect of Record	SSP Architects	\$135.00/hour
Caroline Beidelman, OTR	Occupational Therapy	\$ 70.00/hour
Children's Therapy Services	Physical Therapy	\$100.58/session
Barbara Hofler	Occupational Therapy	\$80.00/hour

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RK Environmental Environmental Service \$110.00/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

2010-2011 School Budget

*A4. Motion to approve the following resolutions.

RESOLVED, the Frenchtown Board of Education hereby adopts the 2010/2011 school district budget as follows:

General Fund	\$2,337,460
Capital Outlay	\$ 10,908.
Special Revenue	\$ 67,458.
Debt Service	<u>\$ 143,948.</u>
Total Base Budget	\$2,559,774

BE IT FURTHER RESOLVED, that the District's tax requirements to support the proposed 2010/2011 general fund budget is as follows:

General Fund	<u>\$1,609,119</u>
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2010-2011 State Aid

*A5. Motion to accept the following state aid:

Equalization Aid	\$513,323.00
Special Education Aid	<u>\$ 14,633.00</u>
Total	\$527,956.00
Less Debt Service SDA	<u>(\$10,408.00)</u>
Total Aid	\$517,548.00

HCESC Member Services 2010-2011

*A6 Motion to approve the attached list of rates for member services for the 2010-2011 school year with the Hunterdon County Educational Services Commission

Requisition for Taxes

*A7. **RESOLVED**: that the amount of district taxes needed to meet the obligations of the Board for the 2010-2011 school year is \$1,609,119. 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 statutes relating thereto.

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<u>Date Due</u>	<u>Amount Due</u>
July 1, 2010	\$268,186.50
September 1, 2010	268,186.50
November 1, 2010	268,186.50
January 1, 2011	268,186.50
March 1, 2011	268,186.50
May 1, 2011	<u>268,186.50</u>
Total	\$1,609,119.00

Board Donation

*A8 Motion to approve a donation of \$200.00 from the Board of Education for the 2010 Eighth Grade trip to New York City.

Rescind Additional Insured

Motion to rescind the following motion made at the March 18, 2010 special meeting:

Frenchtown/Milford Music Patrons

*A9 A motion was made by Dr. Petivan and seconded by Mrs. Huey to include the Frenchtown /Milford Music Patrons as additional insured under the insurance policies of the Frenchtown Board of Education.

Appeal of 2010-11 State Aid

*A10 Motion to approve submission of an appeal of the allocation of 2010-11 State Aid to the Commissioner of Education.

Facilities

*A10 Motion to approve the following use of facilities:

Downtown Performing Arts	auditorium	6/4, and 6/5/2010
River Ballet	auditorium	6/13/2010

Transportation-none

Policy

*A11. Motion to approve the second reading and adoption of the:

6144 Controversial Issues

*A12 Motion to approve the first reading of the following policies:

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3000/3010	Business and Noninstructional Operations
3327	Relations with Vendors
3510	Operation and Maintenance of Plant
9270	Conflict of Interest

Personnel-after executive session

B. Curriculum Committee Report

CONSENT AGENDA – Roll Call

Matters listed within the consent agenda (designated by *) has 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. DenBleyker to approve the committee consent agenda items B.1- B.7.

Curriculum

Field Trips

*B1 Motion to approve the following field trips:

Student Council	Six Flags	Baker/Kloos	5/13/10
7 th grade	Frenchtown Cemetery	Kress	4/20/10
K	Lehigh Valley Zoo	Parker	5/18/10
K	Frenchtown Library	Parker	5/10/10
1 ST	Northlandz	Fiebig	5/19/10
2 nd	Echo Hill	Okolichany	6/2/10
5 th	Bridgewater Commons/ Apple Store	Kloos	5/24/10

Policy

*B2. Motion to approve the first reading of the following policies:

5127	Commencement Activities
6173	Home Instruction

Planning

*B3. Motion to approve the following district staff development/travel:

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S Schaffner	Annual School Law & Policy Seminar Lincroft, NJ	6/11/10	N/C
S Schaffner	CDK Seminar Hackettstown, NJ	5/13/10	N/C

*B4 Motion to approve the following district travel reports:

K Nugent	Legal Update Training	webinar
J Baker	Middle School Meeting	3/19/10

*B5 Motion to approve the attached 2010-2011 School Calendar.

*B6 Motion to approve the 2010-2013 Technology Plan and approve submission to the New Jersey Department of Education.

Mr. Falkenstein described the innovative ways the school was using technology at a low cost.

*B7 Motion to accept the QSAC monitoring results and review of results at the April 27, 2010 Board of education meeting.

D. P.D.I.C. REPORT

XVIII. NEW BUSINESS

Mr. Falkenstein updated the Board on the Hunterdon County Charter School. Mrs. Nugent noted we are now at the official number of 7 with a quorum now being 4.

XIX. PUBLIC COMMENT - None

XX. EXECUTIVE SESSION (if needed)

A motion was made by Dr. Petivan and seconded by Mrs. DenBleyker 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 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.

XXI. RECONVENE

The Board reconvened into regular session at 9:45 p.m.

XXII Personnel

Consent Agenda

Matters listed within the consent agenda (Items 1.-8) has 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. All 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.

The following motions were made by Dr. Eckel and seconded by Mrs. DenBleyker:

Tenured Teachers

1. Motion to offer employment contracts to all tenured teachers (list to be handed out at the meeting) for the 2010-2011 school year at an annual salary to be determined following settlement of the 2010-2013 agreement.

Non-Bargaining Unit Staff

2. Motion to offer employment contracts to the non-bargaining unit staff for the 2010-2011 school year (list to be handed out at the meeting).

Non-Tenured Teachers

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3. Motion to offer an employment contract to the attached list (list to be handed out at the meeting) of non-tenured teachers for the 2010-2011 school at an annual salary to be determined following settlement of the 2010-2013 agreement.

Reduction In Force

4. Motion to approve a list of the attached reductions in force.

Security Services

5. Motion to contract with Officer Paul Murphy for security services on an as needed basis at a cost of \$35.00 per hour.

2010-2011 Referee Stipends

6. Motion to approve the following stipends for athletic referees for the 2010-2011 school year:

\$52.50 per game
\$26.25 B Game
\$78.75 Sole Referee

7. 2009-2010 Substitute List

Motion to approve the following additions to the 2009-2010 substitute list as recommended by the Chief School Administrator 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):

Ashley DiLorenzo (teacher)

8. Authorization to Hire

Motion to authorize the Chief School Administrator to hire staff as needed to meet Special Education needs for the 2009-2010 school year.

The motions were carried unanimously on a roll call vote.

XXIII. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mrs. Huey and seconded by Dr. Eckel to adjourn at 9:50 p.m.

Respectfully submitted:

Attest:

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Susan Schaffner
Business Administrator/
Board Secretary

Kate Nugent
Board president