

**Frenchtown Board of Education**  
**Regular Meeting Minutes**  
June 29, 2010 6:30 p.m.

**I. CALL TO ORDER – OPENING STATEMENT**

The regular meeting of the Frenchtown Board of Education was called to order at 6:40 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:     Dr. Petivan  
                              Mrs. DenBleyker  
                              Mrs. Buxton (leaves the meeting at 7:55)  
                              Ms. Herb  
                              Dr. Eckel  
                              Mrs. Huey  
                              Mrs. Nugent

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

Members Absent:     None

**IV. APPROVAL OF MINUTES – voice vote**

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

- Minutes of the May 25, 2010 regular session
- Minutes of the May 25, 2010 executive session.
- Minutes of the June 17, 2010 special meeting
- Minutes of the June 17, 2010 executive session

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The motion was carried on a voice vote with Mrs. Buxton abstaining on the June 17, 2010 special meeting and executive session.

Mr. Falkenstein announced that Mrs. Parker would continue as the Kindergarten Teacher and would received tenure this year.

**V. PRESENTATION – Mrs. Parker Kindergarten**

Mrs. Parker presented an informative program on the Kindergarten.

The Board asked Mrs. Parker questions about the program.

**VI. PUBLIC PARTICIPATION (all school-related topics)**

Mrs. Einhorn asked if the Kindergarten class would be moved to the Pre-School. Mr. Falkenstein said the County Office prefers the Pre-School have the toilet room. She asked about the number for Kindergarten and Pre-School.

Mrs. Fisher distributed to the Board a handout supporting returning Ms. Bruner to full time status. Mr. Falkenstein thanked Mrs. Fisher and Mrs. Tooker for their support of the Frenchtown Music program.

Mr. Brian Davidson spoke about the correlation between math and music. He expressed support for returning the music program to 5 days.

Mrs. Tooker expressed her agreement with Mrs. Fisher and Mr. Davidson. She urged the Board to reconsider cutting the music program one day. She asked the amount of funds budgeted for R.U.S.

Ms. Herb said the River Union Stage schedule was in progress and the goal is to provide the same level of instruction time in the music program.

Mr. Earhardt asked about the status of the Homework Club. Mrs. Nugent said it was reduced but not cut completely. Mr. Earhardt expressed his support for the program.

Mrs. Pearson asked about the schedule. Mrs. Nugent said the schedule is not a Board decision but an administrative one.

Mrs. Campbell asked about the status of the Chief School Administrator and plans for public input on this decision making process.

Mrs. Einhorn asked about sharing a Superintendent with Delaware Valley Regional High School.

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**VII. CORRESPONDENCE**

1. Letter from Mr. Rick Falkenstein

Mr. Falkenstein thanked the Board and community for their support.

Mrs. Nugent said she was impressed by Mr. Falkenstein's maturity and candor. She said he has helped the district and Board grow.

**VIII. CHIEF SCHOOL ADMINISTRATOR'S REPORT**

Mr. Falkenstein presented the attached report.

**IX. BOARD PRESIDENT'S REPORT**

Mrs. Nugent said Administrative items would be discussed in executive session.

**X. BOARD SECRETARY/TREASURER'S REPORT –roll call**

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

**May 2010**

Fund	Treasurer's Report	Secretary's Report
10	\$ 654,943.63	\$654,943.63
20	\$ (68,543.63)	\$(68,543.30)
40	<u>\$ 4,809.57</u>	<u>\$ 4,809.57</u>
	\$ 591,209.90	\$591,209.90

The motion was carried unanimously on a roll call vote.

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**XI. COMMITTEE REPORTS**

**A. Business Committee Report**

Ms. Herb presented the attached report.

Mrs. Buxton leaves the meeting at 7:55 p.m.

Mrs. Nugent said a young man is interested in doing his Eagle Scout project by building an outdoor classroom for the Frenchtown School.

**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 Ms. Herb and seconded by Dr. Petivan to approve the Finance committee consent agenda items A.1- A.12 with A.7 approved on a separate motion.

The motion was carried unanimously on a roll call vote.

**Finance**

**Payment of Bills**

\*A1. Motion to approve the May/June 2010 bills list check numbers 2042 to check number 2082, payroll checks #0528, 0615 and 623 and noncheck number#N0105 in the amount \$258,339.08.

**No Child Left Behind**

\*A2 Motion to accept the following grant:

NCLB 2010-11	
Title I Part A	\$12,851.00
Title II Part A	\$ 5,647.00
Title II Part D	<u>\$ 25.00</u>
Total	\$18,523.00

**Tuition Contracts**

\*A3 Motion to approve the following extended school year contracts for designated students:

Kingwood Township School	7/5-7/29/2010 \$1,000.00
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Budget Transfers

\*A4 Motion to approve the attached list of budget transfers from May 1, 2010 to June 1, 2010.

Close out the Year

\*A5 Motion to authorize the Chief School Administrator and Business Administrator to pay any invoices to close the 2009-2010 year (provided proper documentation is available).

**Facilities**

Use of Facilities Form

\*A6 Motion to approve the attached use of facilities form

Facility Use

A7 A motion was made by Ms. Herb and seconded by Dr. Petivan to approve the following use of facilities:

Ivy Insiders                      classroom                      (see attached list)

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

**Transportation -none**

**Policy**

\*A8 Motion to approve the second reading and adoption of the following policies:

3451	Petty Cash Funds
3600	Evaluation of Business and Non-Instructional Operations
6153	Field Trips
5145.12	Search & Seizure
3000/3010	Business and Noninstructional Operations
3327	Relations with Vendors
3510	Operation and Maintenance of Plant
9270	Conflict of Interest

\*A9 Motion to approve the first reading of the following policies:

PLEASE RETAIN FOR SECOND READING IN JULY

4112.8	Nepotism
4212.8	Nepotism
3516	Safety
6114	Emergencies and Disaster Preparedness
6114-A	Lockdown Procedures (regulation)

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**Personnel**

\*A10 Shared Service – Califon 2010-11

Motion to approve the extension of the contract for Business Administrator and Office services with the Califon Board of Education from July 1, 2010 to June 30, 2011 at an annual cost of \$43,500. (estimated)

Shared Service – Milford 2010-11

Motion to approve the extension of the contract for Business Administrator services with the Milford Board of Education from July 1, 2010 to June 30, 2011 at an annual cost of \$43,500.00. (estimated)

**Planning**

**Staff Development**

\*A11 Motion to approve the following district staff development/travel:

S Schaffner	Business Law for Accountants	self study	\$119.50
S Schaffner	Internal Controls for Non Profits	8/26/10	\$199.00
G Grimes	Issues in Children’s Health	10/27/10	\$175.00

\*A12 Motion to approve the following travel reports:

S Schaffner	Accounting for Non Profits	6/22/10
H Berhalter	Middle School Conference	3/19/10

**B. Curriculum Committee Report**

Dr. Petivan presented the attached report.

**CONSENT AGENDA – Roll Call**

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A motion was made by Ms. Herb and seconded by Dr. Eckel to approve the committee consent agenda items B.1- B.13 with B9 approved on a separate motion.

The motion was carried unanimously on a roll call vote.

**Policy**

\*B1. Motion to approve second reading and approval of the following policies:

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- 1. Non-Residents
- 5127 Commencement Activities
- 6173 Home Instruction

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

- 5113 Attendance

**Personnel**

\*B3. Non-Tenured Teachers

Motion to offer an employment contract to the following non-tenured teachers for the 2010-2011 school years at an annual salary pending contract settlement.

Tricia Toone	.	.60 FTE	MA,1-2	Pending
Alicia Parker (tenure 9/1/2010)		1.0 FTE	MA 3-4	Contract Settlement

2010-2011 Substitute List

\*B4 Motion to approve the attached 2010-2011 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):

Staff Resignations

\*B5

- 1. Motion to approve the resignation of Rick Falkenstein effective September 9, 2010.

Interlocal Services Agreement

\*B6 Motion to approve the first reading of an Inter Local Service Agreement with Kingwood Township Board of Education for Chief School Administrator services from July 28, 2010 to September 8, 2010.

Summer Instruction

\*B7 Motion to approve the following summer instruction:

Jeanine Walck 4 weeks 10 hours/wk \$45.64/hour

**Planning**

Comprehensive Equity Plan

\*B8 Motion to approve submission of the 2010-2011 Comprehensive Equity Plan Annual Statement of Assurance.

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Staff Development

\*B9 A motion was made by Dr. Petivan and seconded by Ms. Herb to approve the following staff development:

Teacher's College	Connie Gilmore	New York City
Teacher's College	Deborah Fiebig	New York City
Teacher's College	Lois Bondor	New York City
Teacher's College	Roxanne Kloos	New York City
Teacher's College	Elizabeth McCann	New York City

The motion was carried unanimously on a roll call vote.

Professional Development Plan

\*B10 Motion for final approval of the Professional Development Plan for the 2010-2011 year.

Special Education Program

\*B11 Motion to approve submission of application to establish a special education program.

**Curriculum**

Field Trips

\*B12. Motion to approve the following field trips:

6,7	Kress, McCann	Frenchtown Park	6/18/10
3	Fishbourne	Frenchtown Park	6/15/10
8	Baker	Jimmy's Milford	6/18/10

Summer School Application(Rescind)

\*B13 Motion to rescind the below resolution approved at the May 25, 2010 meeting:

approve submission of application to operate a summer school program to the New Jersey Department of Education.

**D. P.D.I.C. REPORT**

**XII. NEW BUSINESS**

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**XIII. PUBLIC COMMENT (all school-related topics)**

Mrs. Einhorn said the PTO was the heart of the school community. She said all the money raised goes to the school. She discussed the silent auction and the benefits to the entire school. She suggested using resources in the community for the school. She said many people care but cannot attend the Board meetings.

Mrs. Nugent said the Board had many factors to consider when making decisions.

Mrs. Huey said the Board was trying to be as open as possible but policies must be followed.

Mrs. Pearson added that seeking input for goals from the public should be considered. She suggested multiple channels of information.

Mrs. Campbell thanked Dr. Petivan for listening to parent opinion. Dr. Petivan said the entire Board was listening to the community.

Mr. Earhardt asked about the security for Googleapps. Mr. Falkenstein said the application was designed by schools and was as secure as possible.

Mrs. Einhorn asked if Mrs. Leuschner was qualified to teach Spanish. Mr. Falkenstein said yes.

**XIV. EXECUTIVE SESSION**

A motion was made by Ms. Herb and seconded by Dr. Eckel 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.

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NOW THEREFORE BE IT RESOLVED that the Board of Education adjourn to executive session at 8:50p.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.

Ms. Herb leaves the meeting at 9:56 p.m.

**XV. RECONVENE**

**XVI. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Dr. Petivan and seconded by Dr. Eckel to adjourn at 10:00 p.m.

Respectfully submitted:

Attest:

Susan Schaffner  
Business Administrator/  
Board Secretary

Kate Nugent  
Board President