

# **Frenchtown Board of Education Meeting Minutes**

March 28, 2017 6:45 p.m.

1. **CALL TO ORDER – Opening Statement**

The regular meeting of the Frenchtown Board of Education was called to order at 6:49 p.m. by President Kate Nugent.

Mrs. Nugent, Board President, 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 on January 12, 2017. A copy of this notice has also been posted at the public school, at the municipal building and filed with the borough clerk.

2. **THE PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by all present.

3. **ROLL CALL**

Members Present: Mr. Adam Blackburn  
Mrs. Jennifer Campbell  
Mr. Chris Guglielmo  
Mrs. Amy Musolino  
Mrs. Teresa Pearson  
Mrs. Kate Nugent

Members Absent: Mrs. Laura Einhorn

Others Present: Daria Wasserbach, Superintendent  
Teresa Barna, Business Administrator/Board Secretary  
Christina Lauck, Principal

4. **PUBLIC COMMENT** – None

5. **2016/2017 BOARD and DISTRICT GOALS**

### **Frenchtown District Goals (2016- 2017)**

1. Systematically transition from traditional textbooks to electronic books.
2. Re-evaluate and adopt entire job description manual for the district.
3. Research and develop a plan for district wide Personalized Student Learning Plans for all students.

### **Board Goals (2016- 2017)**

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1. Research options, plan funding, and develop a timeline for a school district strategic plan.
2. Review and adopt all policies after New Jersey School Boards Association review.
3. Successfully negotiate a contract with the FEA.

## 6. **PRESENTATIONS AND RECOGNITIONS** - None

## 7. **BOARD SECRETARY REPORT**

### Informational Items

- Board Meeting Schedule
  - ✓ April 11, 2017 - Work Session Meeting-Board agrees to cancel meeting
  - ✓ April 25, 2017 – Action Meeting
- Correspondence

### Actions Items

BE IT RESOLVED, that the Frenchtown Board of Education approves the following minutes:

- February 28, 2017 – Regular Session
- February 28, 2017 – Executive Session

Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

## 8. **REFERENDUM/PROJECT UPDATE**

- Processing payment request for the window project in the amount of \$249,533.70
- Temporary Note is due on April 11, 2017
- Grading repair on parking lot may take place over spring break
- Still finalizing a few items with the boiler project

## 9. **SUPERINTENDENT'S REPORT**

### Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending March 28, 2017.

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Month/Year	# of Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed (Y/N)
Sept 1- Sept 27	2	0	Y	Y	N
Sept 28 – Oct 18	2	0	Y	Y	N
Oct 19 – Nov 22	5	0	Y	Y	N
Nov 23 – Dec 20	4	0	Y	Y	N
Dec 21 – Jan 24	3	1	1	3	N
Jan 25 – Feb 28	0	0	-	-	-
Mar 1 – Mar 28	1	0	Y	Y	N
Mar 29 – April 25					
April 26 – May 9					
May 10 – June 27					
<b>TOTAL</b>	<b>17</b>	<b>1</b>	<b>Y</b>	<b>Y</b>	<b>N</b>

Action Items:

BE IT RESOLVED, that the Frenchtown Board of Education affirms the HIB report submitted on February 28, 2017.

Moved by Mr. Blackburn and seconded by Mrs. Pearson. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

**10. PRINCIPAL'S REPORT**

- Sidewalk Art Project
- Articulation Session with the High School

**11. BOARD PRESIDENT'S REPORT - None**

**12. POLICY**

First Reading

BE IT RESOLVED, that the Frenchtown Board of Education approves the first reading of the following policy and regulation:

5118.2	Foster Care and Educational Stability
5118.2 R	Foster Care and Educational Stability-Regulation

Moved by Mrs. Campbell and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

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Second Reading – Series 5000 – Students

BE IT RESOLVED, that the Frenchtown Board of Education approves the second reading and adoption of the following policies, Exhibits and regulations:

5020	Role of Parents, Guardian
5111	Admission
5113	Attendance, Absences and Excuses
5114	Suspension and Expulsion
5114E	Short Term Suspension Letter-Exhibit
5114E	Long Term Suspension Letter-Exhibit
5114R	Suspension & Expulsion-Regulation
5118	Nonresidents
5118.1	School Choice
5119	Transfers
5120	Assessment of Individual Needs
5124	Reporting to Parents, Guardians
5125R	Student Records-Regulation
5125	Student Records
5126	Awards for Achievement
5127	Commencement Activities
5131	Conduct Discipline
5131.1	Harassment, Intimidation and Bullying
5131.3	Student Vehicles
5131.5	Vandalism, Violence
5131.6R	Substance Abuse-Regulation
5131.6	Substance Abuse
5131.7	Weapons & Dangerous Instruments
5132	Dress & Grooming
5134	Pregnant Students
5136	Fund-Raising Activities
5141R	Health-AED-Regulation
5141R	Health-Exposure Control Plan-Regulation
5141E	Health-Administration Glucagon-Exhibit
5141	Health-Nursing Plan
5141E	Health-Supplement-Diabetes-Exhibit
5141	Health
5141.1	Accidents
5141.2	Illness
5141.3R	Health Examinations & Immunizations-Regulation
5141.3	Health Examinations & Immunizations
5141.3E	Health Examinations-Athletic-Exhibit
5141.3E	Health Examinations-Info Sheet-Exhibit
5141.3E	Health Examinations-Record-Exhibit
5141.3E	Health Examinations-Update-Exhibit

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5141.4R	Child Abuse & Neglect-Regulation
5141.4	Child Abuse & Neglect
5141.6R	Suicide & Self Destructive Behavior-Regulation
5141.6	Suicide & Self Destructive Behavior
5141.8	Sports Related Concussion & Head Injury
5141.9E	Head Lice-Parent Letters-Exhibit
5141.9	Head Lice
5141.20	Life Threatening Food Allergies
5141.21	Administering Medication
5141.21E	Administration of Medication-Exhibit
5141.22E	Medical Marijuana-Consent-Exhibit
5141.22	Medical Marijuana
5142	Pupil Safety
5145.4	Equal Educational Opportunity
5145.5	Photographs of Pupils
5145.6R	Student Grievance Procedure-Regulation
5145.6	Student Grievance Procedure
5145.11	Questioning & Apprehension
5145.12	Search & Seizure
5200	NonPublic School Pupils

Moved by Mr. Blackburn and seconded by Mr. Guglielmo. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

First Reading – Series 6000 – Instruction

BE IT RESOLVED, that the Frenchtown Board of Education approves the first reading of the following policies, regulations and exhibits:

6010	Goals and Objectives
6111	School Calendar
6112	School Day
6114	Emergencies and Disaster Preparedness
6115	Ceremonies and Observances
6121	Nondiscrimination, Affirmative Action
6122	Articulation
6140	Curriculum Adoption
6141	Curriculum Design, Development
6141.2	Recognition of Religious Beliefs and Customs
6142	Subject Fields
6142.1	Family Life Education
6142.2	ESL, Bilingual
6142.4	Physical Education and Health
6142.6	Basic Skills
6142.9	Arts

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6142.10	Internet Safety and Technology
6142.12	Career and Technical Education
6142.13	HIV Prevention Education
6143	Curriculum Guides
6143.1	Lesson Plans
6144	Controversial Issues
6145	Extracurricular Activities
6145.1 / 6145.2	Intramural, Interscholastic Competition
6145.3	Publications
6145.4	Public Performances and Exhibits
6145.5	Student Government
6146	Program Completion Requirements
6146.1	Acceleration K to 8
6146.2	Promotion, Retention
6147	Standards of Proficiency
6147.1	Evaluation of Individual Student Performance
6151	Class Size
6153	Field Trips
6154	Homework, Makeup Work
6156	Instructional Planning, Scheduling
6160	Instructional Services and Resources
6161	Materials, Equipment, Copyright
6161.1	Evaluation and Selection of Instructional Materials
6161.2	Complaints Regarding Instructional Materials-Form
6161.2 R	Complaints Regarding Instructional Materials-Regulation
6161.2	Complaints Regarding Instructional Materials
6161.3	Overdue, Damaged or Lost Instructional Materials
6162.4	Community Resources
6162.5	Research
6163.1	Media Center, Library
6164.1	Intervention and Referral
6164.2	Guidance Services
6164.4	Child Study Team
6171	Special Instructional Programs
6171.1	Remedial Instruction
6171.2	Gifted and Talented
6171.3	At-Risk and Title I
6171.6	Parent Involvement
6172	Alternative Education Programs
6173	Home Instruction
6178	Early Childhood Education, Preschool
6300	Evaluation of the Instructional Program

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Moved by Mrs. Campbell and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

## Second Reading – Series 6000 – Instruction

BE IT RESOLVED, that the Frenchtown Board of Education approves the second reading and adoption of the following policy and exhibit:

6171.4	Special Education
6171.4 E	Procedural Safeguard Statement

Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

### 13. **CONSENT AGENDA**

Matters listed within the consent agenda 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 Superintendent. If separate discussion is desired, the item may be removed from the consent agenda by Board action.

#### **Action Items:**

#### **Finance**

##### Payment of Bills

BE IT RESOLVED, that the Frenchtown Board of Education approves the March 28, 2017 bills list as follows:

General Fund:	\$190,009.20
Special Revenue Fund:	\$ 4,607.82
<b>Total</b>	<b>\$194,617.02</b>

Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

##### Budget Transfers

BE IT RESOLVED, that the Frenchtown Board of Education approves the list of the February 2017 Budget Transfers in the amount of \$4,000.

Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

##### Board Secretary/Treasurer Reports

BE IT RESOLVED, that the Frenchtown Board of Education approves and acknowledges receipt of the monthly certification of the Board Secretary and after review of the **February 2017** Board Secretary's and Treasurer's Reports, certify no major account

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or fund has been over-expended in violation of N.J.A.C.6A:23 – 2.11(c) 3 and that sufficient funds are available to meet the District’s financial obligation for the remainder of the fiscal year and that no budgetary line-item account has been exceeded pursuant to N.J.S.A. 18A:22-8.1, and that no line-item account has encumbrances and expenditure, which in total exceed the line-item appropriation in violation of N.J.A.C. 6A23-2.11(a).

Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

## Tuition Receiving

BE IT RESOLVED, that the Frenchtown Board of Education approves a tuition receiving contract with Phillipsburg Board of Education for enrollment of 1 student effective January 24, 2017 to June 15, 2017 in the amount of \$14,000 prorated.

Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

## Pre-School Tuition

BE IT RESOLVED, that the Frenchtown Board of Education approves to amend the following preschool student from Full-Time to Part-Time in the Little Paws Preschool Program for the 2017/2018 school year and to approve the amended tuition contract for the following student:

Student ID#	Full Time / Part Time	Amount
00382	Part-Time	\$3,300.00

Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

## Pre-School Tuition

BE IT RESOLVED, that the Frenchtown Board of Education approves withdrawn applications in the Little Paws Preschool Program for the 2017/2018 school year of the following pre-school students:

Student ID#	Full Time / Part Time	Amount
00378	Full Time	\$5,500.00
00387	Full Time	\$5,500.00

Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

## Pre-School Tuition

BE IT RESOLVED, that the Frenchtown Board of Education approves to accept preschool students into the Little Paws Preschool Program for the 2017/2018 school year and to approve tuition contracts for the following students:



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Student ID#	Full Time / Part Time	Amount
00391	Full Time	\$5,500.00
00392	Part-Time	\$3,300.00

Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

### Personnel

#### Travel/Staff Development

BE IT RESOLVED, that the Frenchtown Board of Education approves the following requests for employee/board member travel in accordance with the School District Accountability Act and Board of Education Policy. Only overnight stays are eligible for meal reimbursement. Mileage, meals and lodging reimbursements shall be in accordance with NJ Statute, Code and NJ Department of Treasury Guidelines. OMB Mileage Reimbursement Rate: \$0.31.

Employee/ BOE Member	Program Title/ Location	Date(s)	Cost	Mileage	Lodging (per diem)	Meals (per diem)
<b>Amanda Matlee</b>	School Social Workers deal with Emerging Social Issues, Iselin, NJ	3-27-17	\$125.00	\$31.62	N/A	N/A
<b>Brittney Shurts</b>	Best Strategies for 2 <sup>nd</sup> Grade	5-19-17	\$245.00	\$40.42	N/A	N/A

Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

#### Employee Retirements

BE IT RESOLVED, that the Frenchtown Board of Education approves to accept the retirement of Lynne Cucco, Special Education Teacher, with regret, effective July 1, 2017.

Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

BE IT RESOLVED, that the Frenchtown Board of Education approves to accept the retirement of Lois Bondor, Grade 3 Teacher, with regret, effective July 1, 2017.

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Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

## 2016-2017 Substitutes

BE IT RESOLVED, that the Frenchtown Board of Education approves the following substitute for the 2016-2017 substitute list 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)

Kristin Mealha	Teacher	\$80.00 per day
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Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

## Curriculum

### Field Trips

BE IT RESOLVED, that the Frenchtown Board of Education approves the following field trips:

Bucks County Children's Museum	Pre-K	Rescheduled to 3-31-17
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Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

14. **NEW BUSINESS** - None

15. **PUBLIC COMMENT** - None

16. **EXECUTIVE SESSION**

BE IT RESOLVED, that the Frenchtown Board of Education approves 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;

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- 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 8:59 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.

Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

BE IT RESOLVED, that the Frenchtown Board of Education approves to reconvene into regular session at 9:25 p.m.

Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

**17. ADJOURNMENT**

BE IT RESOLVED, that the Board of Education adjourned the meeting at 9:26 p.m. Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Respectfully submitted:

Attest:

Teresa Barna  
Board Secretary

Kate Nugent  
Board President