

Frenchtown Board of Education Meeting Minutes

April 25, 2017 6:45 p.m.

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

The regular session of the Frenchtown Board of Education was called to order at 6:52 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: Mrs. Jennifer Campbell
Mrs. Laura Einhorn
Mrs. Amy Musolino
Mrs. Teresa Pearson
Mrs. Kate Nugent

Members Absent: Mr. Adam Blackburn
Mr. Chris Guglielmo

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

- Public Hearing in the 2017/2018 Budget

7. BOARD SECRETARY REPORT

Informational Items

- Board Meeting Schedule
 - ✓ May 9, 2017 – Action Meeting
 - ✓ June 20, 2017 – Board Retreat/Goal Setting
 - ✓ June 27, 2017 – Action Meeting

Actions Items

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

- March 21, 2017 – Work Session
- March 21, 2017 – Executive Session

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0 with Mrs. Musolino abstaining.

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

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

Moved by Mrs. Campbell and seconded by Mrs. Pearson. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

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8. REFERENDUM/PROJECT UPDATE

- Hale Built, Paving Contractor is refusing to make the corrections to the pitch of the parking lot. Board Attorney has been contacted to provide the required 7 day notice to respond.
- Boiler training is being scheduled.
- School Development Authority has acknowledged receipt of the request for payment on the window project.

9. SUPERINTENDENT’S REPORT

Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending April 25, 2017.

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	0	0	-	-	-
April 26 – May 9					
May 10 – June 27					
TOTAL	17	1	Y	Y	N

- b. Christian Bach, student won first place-District and is the Grand Prize winner of the Most Historic Place in My Town essay contest. He will be awarded the title of Junior County Historian, 2017 at the Hunterdon County Historic Courthouse on May 2, 2017.
- c. Retirees will be recognized at the May 9, 2017 meeting.

Action Items:

HIB Report

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

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Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Short term suspension report

BE IT RESOLVED, that the Frenchtown Board of Education approved the following short term suspension report:

Student ID	Violation of Student Code of Conduct	Level of Infraction	Terms of Suspension and Dates	Clearance Required
198	Habitual level 2 behaviors	Level 3	1 day - 4/12/17	No

Moved by Mrs. Pearson and seconded by Ms. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Job Description Manual

BE IT RESOLVED, that the Frenchtown Board of Education approved the following job descriptions:

A-1	Superintendent or CSA
A-2	Business Administrator/Board Secretary
A-4	Attorney
A-5	Auditor
A-6	Treasurer of School Monies
A-8	Confidential Secretary
B-5	Buildings and Grounds Supervisor
B-2	Affirmative Action Officer
B-16	AntiBullying Coordinator
B-15	AntiBullying Specialist
C-9	Director of District Facilities
C-6	Bookkeeper
C-5	Secretary
C-4	Custodian
C-3	Head Custodian
D-23	Music Teacher
D-22	Substitute Teacher
D-20	Art Teacher
D-18	Lead Teacher
D-11	Reading Specialist
D-12	Early Childhood Education Teacher
D-9	Health and Physical Education Teacher

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D-7	K-12 Subject Area Teacher
D-6	Special Education Teacher
D-3	School Library Media Specialist
D-1	Principal
E-10	School Physician Medical Inspector
E-8	School Psychologist
E-7	LDTIC
E-6	Guidance Counselor
E-3	School Social Worker
E-2	School Nurse Instructional
F-6	Volunteer Athletic Coach
F-5	Assistant Athletic Coach
F-3	Athletic Coach
F-1	Extra-Curricular Advisor
G-6	Special Education One on One Aide
G-5	Special Education Aide
G-4	Media Aide
G-3	Classroom Aide
G-2	Cafeteria Aide

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Policies and Procedures-IDEA Part B

BE IT RESOLVED, that the Frenchtown Board of Education approved the NJ Department of Education Office of Special Services Programs Board of Education Policies and Procedures for Eligibility Under Part B of the IDEA Statement of Assurances for 2016-17 and authorize submission to the Hunterdon County Department of Education.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

10. PRINCIPAL'S REPORT - None

11. BOARD PRESIDENT'S REPORT

- a. Dates for Long Range Planning with New Jersey School Board Association are September 20, 2017 and November 6, 2017
- b. Superintendent and Board Evaluations are coming

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12. POLICY

Second Reading

BE IT RESOLVED, that the Frenchtown Board of Education approved the second reading and adoption 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. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Second Reading – Series 6000 – Instruction

BE IT RESOLVED, that the Frenchtown Board of Education approve the second reading and adoption 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
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

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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

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

First Reading – Series 7000 – Construction, Remodeling and Renovation
 BE IT RESOLVED, that the Frenchtown Board of Education approved the first reading of the following policies and regulations:

7110	Long Range Facilities Planning
7114.1	Alterations and Repairs
7115	Developing Educational Specification
7200	Designing, Architectural and Engineering Services
7400	Construction, Bids, Contracts
7440	Protections and Guarantees

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Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

First Reading – Series 9000 – Bylaws of the Board

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

9000	Role of the Board
9010	Role of the Member
9020	Public Statements
9110	Number of members and Terms of Office
9111	Qualification Background Checks
9112	Elections an Annual Appointments
9113	Filling Vacancies
9114	Resignation and Removal
9121	Election and Duties of the President
9122	Election and Duties of the Vice President
9123, 9124	BA, BS
9126	Board Attorney
9130	Committees
9200	Orientation and Training of Board Members
9250	Expenses, Travel Reimbursement
9270	Conflict of Interest
9271	Code of Ethics
9310	Governance Manual
9311	Formulation, Adoption, Amendment of Policies
9312	Formulation, Adoption, Amendment of Bylaws
9313	Formulation, Adoption, Amendment of Administrative Regulations
9314	Suspension of Policies, Bylaws and Regulations
9321	Time, Place, Notification of Meetings
9322	Public and Executive Sessions
9322.1	Organization Meeting
9323, 9324	Agenda Preparation, Advanced Delivery of Meeting Materials
9325.4	Voting Method
9326	Minutes
9340	Membership in Associations
9360	Legislative Program
9400	Board Self-Evaluation
9420	Recognition

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

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First Reading – Series 4000-Personnel

BE IT RESOLVED, that the Frenchtown Board of Education approved the first reading of the following policy:

4240	Compensation and Related Benefits
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Moved by Ms. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 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 approved the April 25, 2017 bills list as follows:

General Fund:	\$894,499.07
Special Revenue Fund:	\$ 600.00
Total	\$895,099.07

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Budget Transfers

BE IT RESOLVED, that the Frenchtown Board of Education approved the list of the March 2017 Budget Transfers in the amount of \$77,815.84.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Board Secretary/Treasurer Reports

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

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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 Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Professional Services

BE IT RESOLVED, that the Frenchtown Board of Education approved the following professional services for the 2017-2018 school year:

Professional Service	Professional	Rate
Auditor	Bedard Kurowicki & Co., CPA's	\$12,500 \$200/hr.
Attorney	Cleary, Jacobbe, Alfieri	\$150/hr.
School Physician	Delaware Valley Health Assoc.	\$1,000 Retainer
Architect of Record	SSP Architectural Group	\$165/hr.
Environmental Consultant	RK Environmental	\$110/hr.
Occupational Therapy	Chris Cross Kids, LLC	\$85/hr.
Physical Therapy	Chris Cross Kids, LLC	\$115/hr.

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.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

2017-2018 School Budget Adoption

BE IT RESOLVED, that the Frenchtown Board of Education approved the adoption of the 2017-2018 School Budget:

WHEREAS, the 2017/2018 budget includes sufficient funds to implement the proposed planning process as described in this district's Annual Report pursuant to N.J.S.A. 18A:7A -11 and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

WHEREAS, the 2017/018 budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A;

THEREFORE, BE IT RESOLVED the Frenchtown Board of Education adopts the 2017/2018 budget in the amount of \$2,926,633 as follows:

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Fund	Appropriations	Tax Levy
General Fund	\$2,781,763	\$1,907,948
Special Revenue Fund	\$ 74,728	
Debt Service Fund	\$ 112,869	\$ 112,869
Total Budget	\$2,969,360	\$2,020,817

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Requisition for Taxes

BE IT RESOLVED, that the Frenchtown Board of Education approved the following resolution:

RESOLVED: that the amount of district taxes needed to meet the obligations of the Board for the 2017-2018 school year is \$2,020,817.00, 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.

Date Due	General Fund Levy	Debt Service Levy	Total Payment
July 1, 2016	\$308,584.00	\$28,218.00	\$336,802.00
September 1, 2016	\$308,586.00	\$28,217.00	\$336,803.00
November 1, 2016	\$308,586.00	\$28,217.00	\$336,803.00
January 1, 2017	\$308,586.00	\$28,217.00	\$336,803.00
March 1, 2017	\$336,803.00		\$336,803.00
May 1, 2017	\$336,803.00		\$336,803.00
Total	\$1,907,948.00	\$112,869.00	\$2,020,817.00

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Business Services Subcontract Agreement

BE IT RESOLVED, that the Frenchtown Board of Education approved the attached Business Services Subcontract Agreement with Delaware Valley Regional High School in accordance with the contract from July 2017 through June 30, 2018 at a cost of \$45,000.00.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Non-Public 192/193

BE IT RESOLVED, that the Frenchtown Board of Education approved the attached nonpublic 192/193 services agreement with Hunterdon County ESC for the 2017-2018 school year.

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Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Child Study Team Services

BE IT RESOLVED, that the Frenchtown Board of Education approved a contract with Hunterdon County ESC for Child Study Team Services for the 2016/2017 school year on an as needed basis.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Non-Public Nursing

BE IT RESOLVED, that the Frenchtown Board of Education approved a Non-Public Nursing Services contract with the Hunterdon County Educational Services Commission from July 1, 2017 to June 30, 2018.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Vended Meals 2017-2018

BE IT RESOLVED, that the Frenchtown Board of Education approved the vended meals contract with Milford Board of Education for the 2017-2018 school year at the rate of \$3.185 per meal and a \$.335 cents per meal credit for commodities

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Facilities

BE IT RESOLVED, that the Frenchtown Board of Education approved the Lead Drinking Water Testing Sampling Plan dated April 24, 2017.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Personnel

2017-2018 Referee Stipends

BE IT RESOLVED, that the Frenchtown Board of Education approved the following stipends for athletic referees for the 2017-2018 school year:

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

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

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Pre-School Aide

BE IT RESOLVED, that the Frenchtown Board of Education approved Sarah Terentiev as a Pre-School Aide, effective April 3, 2017 to June 15, 2017 at a rate of \$16.09 per hour as recommended by the Superintendent.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Travel/Staff Development

BE IT RESOLVED, that the Frenchtown Board of Education approved 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)
Glenda Grimes	School Nurses- Better Response to Medical Emergencies, Cherry Hill, NJ	4-27-17	\$229.00	N/A	N/A	N/A

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

2016-2017 Substitutes

BE IT RESOLVED, that the Frenchtown Board of Education approved 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)

Amanda Shiarappa Teacher \$80.00 per day

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Curriculum

Field Trips

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

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Fairview Lakes YMCA	7 th Grade	10-4-17 to 10-6-17
Frenchtown Street Corners (From School to Bridge Street)	Middle School (Student Council)	5-2-17
Robert Hunter School	4 th Grade	6-8-17

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

14. NEW BUSINESS

a. Special Education Program

15. PUBLIC COMMENT - None

16. EXECUTIVE SESSION

BE IT RESOLVED, that the Frenchtown Board of Education approved 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 8:07 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 Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

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BE IT RESOLVED, that the Frenchtown Board of Education approved to reconvene into regular session at 8:27 p.m.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

17. ADJOURNMENT

BE IT RESOLVED, that the Frenchtown Board of Education adjourned the meeting at 8:28 p.m. Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Respectfully submitted:

Attest:

Teresa Barna
Board Secretary

Kate Nugent
Board President