

Frenchtown Board of Education

Regular Meeting Minutes

May 9, 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 6:50 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
Mrs. Laura Einhorn
Mrs. Amy Musolino
Mrs. Kate Nugent
Mrs. Teresa Pearson

Members Present: Mr. Chris Guglielmo

Others Present: Daria Wasserbach, Superintendent
Christina Lauck, Principal

4. **PRESENTATIONS AND RECOGNITIONS**

Board Recognitions – Tonight, our Board of Education recognizes this year's retirees. On behalf of the Frenchtown Elementary School District and the entire community, we commend and thank these staff members for their many years of service to our district. Through the years, these dedicated professionals have served countless students and families, supported fellow faculty members, collaborated with their colleagues and contributed to our district's great success. Their experience, knowledge, skills and talents have helped to improve and enhance the education we provide our students. Over the years, they have taught, guided or cared for children with great pride, integrity and sincerity. Their hard work and devotion have helped our students grow, learn and achieve. It is because of their outstanding efforts that our district continues to provide all students with an excellent education and the foundation they need to succeed in the future. We thank these individuals for all that they have given to our district, including their commitment to children, passion for education and a lifelong love of learning. As

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each of them look toward their new beginning, we wish them much joy, good health and all the very best in the years to come. Please join the Board in congratulating and applauding this year's retirees:

Lynne Cucco, Special Educator and LDT/C
Roxanne Kloos, Educator, Grade 4
Jeanine Walck, Special Education
Lois Bondor, Educator, Grade 3
Hilde Kress-Berhalter, Educator, Middle School Science

5. **PUBLIC COMMENT**

Christina Lauck recognized the careers and contributions of each retiree. Recognition and thank you comments from Adam Blackburn, Daria Wasserbach, and members of the public.

6. **BOARD BREAK**

7:06 p.m. – 7:40 p.m. for refreshments and celebration in recognition of retirees

7. **2016/2017 BOARD and DISTRICT GOALS**

Frenchtown District Goals (2016- 2017)

- 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)

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.

8. **BOARD SECRETARY REPORT**

Informational Items

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

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Actions Items

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

- April 25, 2017 – Regular Session
- April 25, 2017 – Executive Session

Moved by Mrs. Campbell and seconded by Mrs. Musolino. On a voice vote, the resolution was adopted as follows 6, ayes; nays, 0

9. SUPERINTENDENT’S REPORT

Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending May 9, 2017.
- b. 2017-2018 School Calendar Revisions

Action Items:

BE IT RESOLVED that the Frenchtown Board of Education affirmed the HIB report submitted on 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	1	0	Y	Y	N
May 10 – June 27					
TOTAL	18	1	Y	Y	N

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

10. PRINCIPAL’S REPORT

- Update on hiring
- Update on end of year activities including evaluations

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11. BOARD PRESIDENT’S REPORT - none

12. POLICY

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

Moved by Mrs. Campbell and seconded by Mrs. Musolino. On a voice vote, the resolution was adopted as follows 6, ayes; nays, 0.

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

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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. Musolino and seconded by Mr. Blackburn. On a voice vote, the resolution was adopted as follows 6, ayes; nays, 0.

Second Reading – Series 4000-Personnel

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

4240	Compensation and Related Benefits
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Moved by Mrs. Einhorn and seconded by Mr. Blackburn. On a voice vote, the resolution was adopted as follows 6, ayes; nays, 0.

13. 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 7:52 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.

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Resulting action may or may not be taken following re-entry into regular session.

Moved by Mrs. Einhorn and seconded by Mr. Blackburn. On a voice vote, the resolution was adopted as follows 6, ayes; nays, 0.

BE IT RESOLVED, that the Frenchtown Board of Education approved to reconvene into regular session at 8:49 pm.

14. 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 May 9, 2017 bills list as follows:

General Fund:	\$141,179.84
Special Revenue Fund:	\$ 950.00
Total	\$142,129.84

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

Budget Transfers

BE IT RESOLVED, that the Frenchtown Board of Education approved the list of the April 2017 Budget Transfers in the amount of \$2,613.30.

Moved by Mrs. Campbell and seconded by Mrs. Einhorn. On a roll call vote, the resolution was adopted as follows 6, 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 **April, 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, which in total exceed the line-item appropriation in violation of N.J.A.C. 6A23-2.11(a).

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

Technology Services 2017-2018

BE IT RESOLVED, that the Frenchtown Board of Education approved the following resolution for the 2017/2018 Time and Material Shared Services with Delaware Valley High School Board of Education for **Technology** Services:

WHEREAS FRENCHTOWN BOARD OF EDUCATION (hereinafter referred to as "FES") has received a proposal from DELAWARE VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION (hereinafter referred to as "DVRHS") to provide subcontracted Technology services; and

WHEREAS DVRHS and FES desire to enter into a joint agreement wherein DVRHS will provide the said Technology services; and

WHEREAS the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes public entities to enter into a contract with each other to subcontract

any service which one of the parties to the agreement is empowered to render within its own jurisdiction including services incidental to the primary purposes of any of the participating entities; and

WHEREAS DVRHS and FES are by definition local units under the said law; and DVRHS is empowered by law to provide Technology services; and

WHEREAS the provision of Technology services by DVRHS is economically advantageous to FES;

NOW THEREFORE BE IT RESOLVED that DVRHS and FES hereby agree enter into the 2017/2018 time and material shared services arrangement for the provision of Technology services in accordance with N.J.S.A. 40A:65-1 et seq. at the following hourly rates:

IT Director: \$80.00 Network
Specialist: \$70.00
Technician Level 2: \$60.00
Technician Level 1: \$50.00

Materials will be reimbursable at cost.

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

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Annual Cash Reimbursement

BE IT RESOLVED, that the Frenchtown Board of Education approved to establish the 2017/2018 annual cash reimbursement in lieu of health benefits calculation for all staff members as follows:

Compensation of twenty-five percent (25%) of the amount saved by the Board resulting from the Employee's waiver of coverage or Five Thousand Dollars (\$5,000), whichever is less.

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

Substitute Rates 2017-2018

BE IT RESOLVED, that the Frenchtown Board of Education approved the 2017-2018 substitute rates as follows:

Position	2017-2018 Rate
Substitute Teacher	\$90.00 Per Day
Substitute School Nurse	\$120.00 Per Day
Substitute Custodian	\$13.00 Per Hour
Substitute Secretary	\$80.00 Per Day

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

Food Service Management Contract

BE IT RESOLVED, that the Frenchtown Board of Education approved award the Food Service Management Company contract to Maschio's Food Service, Inc. for the 2017-2018 school year for an annual management fee of \$6,428.00 and a loss guarantee of \$4,000.00.

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

Safety Grant

BE IT RESOLVED, that the Frenchtown Board of Education approved the submission of the 2016/2017 Safety Grant application for pre-recorded emergency notification announcement system in the amount of \$1,350.

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

Facilities

Discussion

- a. Maintenance Agreement 2017-2018

Transportation

Personnel

Principal

BE IT RESOLVED, that the Frenchtown Board of Education approved Christina Lauck as Principal from July 1, 2017 through June 30, 2018.

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

Non-Tenured Teachers

BE IT RESOLVED, that the Frenchtown Board of Education approved to offer an employment contract to the following list of non-tenured teachers for the 2017-2018 school year at an annual salary to be determined by the settlement of the 2016-2019 collective bargaining agreement.

Teacher	Position	FTE	Step / Column	2015-2016 Salary Guide
Brandi Bontempo	Special Education Teacher	1.00	Step 7 / BA	\$53,620.00
Kellen Bradley	Math-6 th – 8th Grade Teacher	1.00	Step 1 / MA	\$55,820.00
Amanda Matlee	Social Worker	1.00	Step 5 / MA	\$58,220.00
Brittney Shurts	2 nd Grade Teacher	1.00	Step 1 / BA	\$49,020.00
Michelle Small	Special Education Teacher	1.00	Step 10 / MA	\$61,820.00

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

Tenured Teachers

BE IT RESOLVED, that the Frenchtown Board of Education approved to offer an employment contract to the following list of tenured teachers for the 2017-2018 school year at an annual salary to be determined by the settlement of the 2016-2019

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collective bargaining agreement.

Teacher	Position	FTE	Step / Column	2015-2016 Salary Guide
Glenda Grimes	School Nurse	1.00	Step 15 / BA	\$64,910.00
Tricia Hurley	Art / G&T Teacher	1.00	Step 7 / MA	\$60,420.00
Marjorie Leuschner	World Language Teacher	.70	Step 16 / BA	\$47,243.00
Elizabeth McCann	Grade 3 Teacher	1.00	Step 10 / MA	\$61,820.00
Peter Moran	6-8 Social Studies/Technology Teacher	1.00	Step 16 / MA	\$74,290.00
Alicia Parker	Grade 1 Teacher	1.00	Step 10 / MA	\$61,820.00
Ashley Seneca	Pre-School Teacher	1.00	Step 3 / BA	\$50,620.00
Holly Siock	Kindergarten Teacher	1.00	Step 6 / MA	\$59,020.00
Kendra Sullivan	Grades 6-8 Language Arts	1.00	Step 6 / BA	\$52,220.00
Susan Valle	Speech Teacher	.50	Step 19 / MA	\$40,872.50
Thomas Wollert	PE/Health Teacher	1.00	Step 13 / MA	\$66,850.00

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

Instructional Aides

BE IT RESOLVED, that the Frenchtown Board of Education approved to offer an employment contract to the following list of Instructional Aides for the 2017-2018 school year:

Name	Position	FTE	Salary
Emily O'Connell	Pre-K Aide (PM)	.60	\$12,681.65
Kathy Skerbetz	Pre-K Aide (AM)	.65	\$13,738.45
Julia Smith	Instruction Support Aide	.75	\$15,542.94
Sarah Terentiev	Instructional Support Aide	.25	\$5,183.23

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

Non-FEA Staff

BE IT RESOLVED, that the Frenchtown Board of Education approved to offer an employment contract to the following list of non-FEA staff for the 2017-2018 school year.

Name	Position	FTE	Salary
Helen Kovatch	Night Custodian	1.00	\$43,322
Lisa Lubonty	Assistant Business Administrator	.80	\$32,133
Kathy Petro	School & CST Secretary	1.00	\$63,173
Larry Whitman	Head Custodian	1.00	\$59,476

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

ESY Teacher

BE IT RESOLVED, that the Frenchtown Board of Education approved the following summer instruction Teacher from July 10, 2017 – August 3, 2017 from 9:00am to 12:00pm:

Summer ESY Teacher Brandi Bontempo \$45.00 per hour

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

ESY Child Study Team

BE IT RESOLVED, that the Frenchtown Board of Education approved the following teachers as Child Study Team from July 1, 2017 to August 31, 2017 on a as needed basis:

Teacher	Position	Hourly Rate
Amanda Matlee	School Social Worker	\$33.26
Holly Siock	General Education Teacher	\$45.00
Brandi Bontempo	Special Education Teacher	\$45.00

Moved by Mrs. Campbell and seconded by Mrs. Einhorn. On a roll call vote, the resolution was adopted as follows 6, 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 Health Conference 2017 Somerset, NJ	10-18-17	\$150.00	\$20.00	N/A	N/A

Moved by Mrs. Campbell and seconded by Mrs. Einhorn. On a roll call vote, the

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resolution was adopted as follows 6, ayes; nays, 0.

Curriculum

Shared World Language Teacher

BE IT RESOLVED, that the Frenchtown Board of Education approved to continue the Inter-local Services Agreement with the Milford Board of Education for World Language Teacher Services from September 1, 2017 to June 30, 2018 at a cost of \$32,445.

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

Volunteer

BE IT RESOLVED, that the Frenchtown Board of Education approved Sam Aiello as a volunteer assistant for the Mural Club.

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

Observation

BE IT RESOLVED, that the Frenchtown Board of Education approved Jessikah Humphrey and Barbette Robillard for a morning of observation on May 23, 2017 in the preschool through 1st Grade.

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

Leave of Absence

BE IT RESOLVED, that the Frenchtown Board of Education approve a maternity medical leave of absence and an extended child care leave for Ashley Seneca for approximately 18 weeks, beginning on or about September 12, 2017 through January 16, 2018.

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

Planning - none

15. **NEW BUSINESS**
 - o Club approvals – June agenda
16. **PUBLIC COMMENT** -None

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17. **ADJOURNMENT**

BE IT RESOLVED, that the Frenchtown Board of Education adjourned the meeting at 9:30 p.m. Moved by Mrs. Einhorn and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows 6 ayes; nays, 0.

Respectfully submitted by:

Attest:

Teresa Pearson
Board Vice-President

Kate Nugent
Board President