

Frenchtown Board of Education Meeting Minutes

September 26, 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
Mr. Chris Guglielmo
Mrs. Teresa Pearson
Mrs. Kate Nugent

Members Absent: Mrs. Amy Musolino

Others Present: Daria Wasserbach, Superintendent
Christina Lauck, Principal
Holly Siock, Public

4. PUBLIC COMMENT – None

5. 2017/2018 BOARD and DISTRICT GOALS

Frenchtown District Goals (2017- 2018)

1. Implement a Personalized Student Learning Plan for students in grades 6 thru 8 that will help to create a seamless transition to the high school.

2. Implement additional methods to show appreciation for staff and to welcome incoming staff members.

3. Engage in Strategic Planning Process.

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Board Goals (2017- 2018)

1. Create a long range strategic plan with input from all stakeholders.
2. Support the implementation of Personalized Student Learning Plans.
3. Research and develop a plan for district sustainability/Green Certification.

6. PRESENTATIONS AND RECOGNITIONS

- ❖ Mrs. Lauck recognized Mrs. Siock and Mrs. Seneca for their contributions to Frenchtown Elementary School Pre-School and Kindergarten program.
- ❖ Mr. Blackburn expressed his appreciation
- ❖ Mrs. Nugent shared personal story of the impact on Kindergarten student.

7. PUBLIC HEARING ON THE 2016/2017 HIB SELF- ASSESSMENT DATA – Presented by Christina Lauck, Principal

- Mrs. Lauck presented the Board of Education with summary
- Explained that number of initiatives had been completed that increased the score from 57 in previous years to 66 this period.
- Identified area for improvement will be to include non-parent community member in the school safety team.

8. BOARD SECRETARY REPORT

Informational Items

- Board Meeting Schedule
 - ✓ October 17, 2017 – Action Meeting
 - ✓ November 28, 2017 – Action Meeting
- Correspondence
 - Strategic Planning Invitations – Parent, Staff & Specific

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- It was noted that the next Strategic Planning Meeting is October 18, 2017 at 7:00 p.m.

Action Items

BE IT RESOLVED, that the Frenchtown Board of Education approve the following minutes with correction to the August 22, 2017 minutes:

- August 22, 2017 – Regular Session
- August 22, 2017 – Executive Session

Moved by Mr. Blackburn and seconded by Mrs. Einhorn. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0 with Mr. Guglielmo abstaining.

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

- September 20, 2017

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

9. REFERENDUM UPDATE - None

10. SUPERINTENDENT'S REPORT

Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending September 26, 2017.

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

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TOTAL	0			
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Action Items:

School Self-Assessment for Determining Grades

BE IT RESOLVED, that the Frenchtown Board of Education approve the 2016/2017 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act and to authorize submission to the NJ Department of Education.

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

Superintendent Professional Development Plan

BE IT RESOLVED, that the Frenchtown Board of Education acknowledges receipt of Superintendent's Professional Development Plan for the 2017/2018 school year.

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

11. PRINCIPAL'S REPORT

- Bus Evacuation drill completed
- River union provided overview to new staff and discussed videography project
- Crisis Team met and updated plan
- PTO has scheduled 4 assemblies
- New Club: Music, Art & Playground (MAP)
- Middle School Fun Fridays

12. BOARD PRESIDENT'S REPORT

- ✓ Requested that Board of Education members review BOW page on school website and provide feedback
- ✓ 2 more Strategic Planning Meetings

13. POLICY

First Reading

BE IT RESOLVED, that the Frenchtown Board of Education approve the first reading of the following revised policies (2017 Alert 7):

3541.33	Transportation Safety
6114	Emergencies and Disaster Preparedness

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

Second Reading

BE IT RESOLVED, that the Frenchtown Board of Education approve the second reading and adoption of the following policies and regulations with the removal of Policy 3542.2, School Meals Program Arrears:

5141.4R	Missing, Abused & Neglected Children – Regulation
3510	Operation & Maintenance of Plant
3516	Safety
1410R	Local units – Regulation
3515R	Smoking Prohibition – Regulation
4112.4 / 4212.4R	Employee Health – Regulation
5131.5 / 5131.7R	Violence & Weapons – Regulation
5131R	Code of Student Conduct – Regulation
5141.21R	Administering Medication - Regulation

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

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 approves the September 26, 2017 bills list as follows:

General Fund:	\$333,057.55
Special Revenue Fund:	\$ 6,624.29
Total	\$339,681.84

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

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Budget Transfers

BE IT RESOLVED, that the Frenchtown Board of Education approves the list of the August 2017 budget transfers in the amount of \$702.00.

Moved by Mrs. Einhorn and seconded by Mrs. Campbell. 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 **August 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).

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

REAP Grant

BE IT RESOLVED, that the Frenchtown Board of Education approves to accept the 2017/2018 REAP Grant Award and accept the funds in the amount of \$20,713.

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

Non-Public Textbook Aid

BE IT RESOLVED, that the Frenchtown Board of Education approves to accept Nonpublic Textbook Aid for the 2016/2017 school year in the amount of \$219 as provided by the State of New Jersey.

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

Non-Public Technology Aid

BE IT RESOLVED, that the Frenchtown Board of Education approves an Agreement with Secret Garden Montessori School for Nonpublic Technology Aid for the 2017/2018 school year in the amount of \$37 as provided by the State of New Jersey.

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

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Non-Public Security Aid

BE IT RESOLVED, that the Frenchtown Board of Education approves to accept Nonpublic Security Aid for the 2017/2018 school year in the amount of \$600 and to approve an Agreement with the Secret Garden Montessori School to provide hardware not to exceed the availability of funds provided by the State of New Jersey.

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

Procurement of Food Service Management Contracts

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

Cost Reimbursement for Food Service Management Services works best for Frenchtown Elementary School

Whereas, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the National School Lunch program announcing a significant change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools, and

Whereas, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a "Cost Reimbursement Basis" to a "Fixed Price Basis" for contract awards, and

Whereas, the Frenchtown Board of Education has engaged staff and the community year after year to provide a local food service program that addresses and meets the needs of our children, and

Whereas, the Frenchtown Board of Education credits the current "Cost Reimbursement" procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its children, and

Whereas, the Frenchtown Board of Education declares that the "Fixed Price" procurement system would dramatically reduce the school district's ability to change or alter its food service operations without the need to rebid for food service management services, and

Whereas, the Frenchtown Board of Education further declares that the "Fixed Price" procurement method would impact the quality of the meals served to its children and therefore impact the participation of children in our breakfast and lunch program, and

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Whereas, the Frenchtown Board of Education further declares that the "Fixed Price" procurement method may limit the number of competitive proposals received by boards of education, and

Whereas, the Frenchtown Board of Education rejects the Department of Agriculture's underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place, and

Whereas, the Frenchtown Board of Education prefers an optional procurement system for securing Food Service Management Companies whereby the district could choose either "Cost Reimbursement" or "Fixed Price" as the basis for contract awards.

Now Therefore be it Resolved, that the Frenchtown Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a "Fixed Price" basis and allow the option of continuing to use a "Cost Reimbursement procurement model; or in the alternative, a "Fixed Price" procurement method, and

Be It Further Resolved, that copies of this resolution shall be forward to:
New Jersey Association of School Business Officials
New Jersey Secretary of Agriculture (369 S Warren St, Trenton, NJ 08608)
Local Legislators
NJ School Boards, NJ School Superintendents, NJ Principals and Supervisors, NJ PTA,

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

Facilities

Facility Use

BE IT RESOLVED, that the Frenchtown Board of Education approves the following use of School facilities:

Del-Val Wildcats Wrestling 10-17-17, 10-18-17 & 10-19-17 6:00 p.m. to 7:00 p.m.

Girl Scout Daisy Troop# 80213 1st and 3rd Mondays each month 6:00 p.m. to 7:00 p.m.

October 2 and 16 February 5 and 26

November 2 and 20 March 5 and 19

December 4 and 18 April 9 and 23

January 8 and 22 May 7 and 21

Frenchtown Presbyterian Church Thursday Nights 5:00 p.m. to 7:00 p.m.

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

Textbook Disposal

BE IT RESOLVED, that the Frenchtown Board of Education approves disposal of obsolete textbooks as per the attached list.

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

Transportation

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)
Laura Einhorn	NJSBA Conference Atlantic City, NJ	10-23-17 to 10-26-17	\$300.00	\$119.90	\$119.00	\$96.00
Jennifer Campbell	NJSBA Conference Atlantic City, NJ	10-23-17 to 10-26-17	\$300.00	N/A	N/A	\$96.00
Kendra Sullivan	Rutgers Reading & Writing Conference, New Brunswick, NJ	10-27-17	\$180.00	\$27.03	N/A	N/A
Brittney Shurts	Rutgers Reading & Writing Conference, New	10-27-17	\$180.00	N/A	N/A	N/A

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	Brunswick, NJ					
Katelynn Yard	Rutgers Reading & Writing Conference, New Brunswick, NJ	10-27-17	\$180.00	\$27.03	N/A	N/A
Brandi Bontempo	WRS Introduction/ Applied Methods Califon, NJ	11-13-17, 11-14-17, 11-15-17	\$450.00	\$37.94	N/A	N/A

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

2017-2018 Substitutes

BE IT RESOLVED, that the Frenchtown Board of Education approves the following substitute for the 2017-2018 substitute list at a rate of \$90.00 per day (Teacher), \$120.00 day (School Nurse), \$13.00 per hour (Custodian) or \$80.00 per day (Secretary)

Peggy Button Teacher \$90.00 per day

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

Extra-Curricular Appointment

BE IT RESOLVED, that the Frenchtown Board of Education approves the following extra-curricular appointments for the 2017-2018 school year:

Position	Teacher	Stipend Rate
Eighth Grade Coordinator	Katelynn Yard	\$1,200.00

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

Home Instruction

BE IT RESOLVED, that the Frenchtown Board of Education approves to authorize all active Frenchtown Elementary **Certificated Staff members to provide homebound instruction** in their areas of certification beginning September 1, 2017 through August 30, 2018 at the negotiated hourly rate of \$45.00/hr. *Salary to be determined upon settlement of the Negotiated Agreement.

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

Appoint Personnel

BE IT RESOLVED, that the Frenchtown Board of Education approves to hire a Part-Time Music Teacher effective August 30, 2017 as recommended by the Superintendent as follows:

Name	Step / Column	FTE	Salary
Peggy Button	7 / BA	.40	\$21,486.00

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

Teacher Mentoring

BE IT RESOLVED, that the Frenchtown Board of Education approves Holly Siock as a mentor for Erica Buckley at no cost to the district. Fee of \$550.00 to be paid by the Mentee to the Mentor.

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

BE IT RESOLVED, that the Frenchtown Board of Education approves Kendra Sullivan as a mentor for Alyssa Rodriguez at no cost to the district. Fee of \$550.00 to be paid by the Mentee to the Mentor.

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

HART Grant Coordinators

BE IT RESOLVED, that the Frenchtown Board of Education approves HART grant coordinators as follows:

Teacher	Rate	Maximum Hours
Peter Moran	\$45.00	20.5 hours
Holly Siock	\$45.00	20.5 hours

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

Scarecrow Club

BE IT RESOLVED, that the Frenchtown Board of Education approves the Scarecrow Club advised by Tricia Hurley at a stipend of \$140.00 funded by the PTO.

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

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

Music Curriculum Writing

BE IT RESOLVED, that the Frenchtown Board of Education approves Peggy Button to write the 7th & 8th grade Music Curriculum at a rate of \$45 per hour not to exceed 15 hours.

Moved by Mrs. Einhorn and seconded by Mrs. Campbell. 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:

Location	Grade	Date
West Portal Pumpkin Patch	Pre-School	10-27-2017
Bucks County Touch Museum	Pre-School	3-9-2018

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

Nursing Services Plan

BE IT RESOLVED, that the Frenchtown Board of Education approves the attached Nursing Services Plan for the 2017/2018 school year.

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

SCIP, DEAC and School Safety Committees

BE IT RESOLVED, that the Frenchtown Board of Education approves the following personnel for the SCIP, DEAC and School Safety Committees:

SCIP	DEAC	SCHOOL SAFETY
Holly Siock	Brittney Shurts	Glenda Grimes
Peter Moran	Marjorie Leuschner	Amanda Matlee
Kendra Sullivan	Peter Moran	Thomas Wollert
Christina Lauck	Christina Lauck	Katelynn Yard
	Daria Wasserbach	Cristina Doyle
		Tricia Hurley
		Christina Lauck

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

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

Planning

15. NEW BUSINESS

- Mrs. Nugent – Frenchtown 100 Year celebration will be this weekend; a town photo will be taken in front of school and there may be some parking on school grounds.
- Mr. Blackburn – IEP services reduction letter.

16. PUBLIC COMMENT - None

17. EXECUTIVE SESSION - None

18. ADJOURNMENT

BE IT RESOLVED, that the Frenchtown Board of Education adjourned the meeting at 7:48 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:



Teresa Pearson
Board Vice President

Attest:



Kate Nugent
Board President