

# Frenchtown Board of Education

## Meeting Minutes

October 17, 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: Mr. Adam Blackburn  
Mrs. Jennifer Campbell (arrived at 6:55 p.m.)  
Mrs. Laura Einhorn  
Mrs. Amy Musolino  
Mrs. Teresa Pearson  
Mrs. Kate Nugent

Members Absent: Mr. Chris Guglielmo

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

### 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

#### Violence and Vandalism Report Public Hearing

BE IT RESOLVED that the Board of Education accepts the Public Report on Violence, Vandalism, Harassment, Intimidation, and Bullying:

WHEREAS, the Anti-Bullying Bill of Rights Act (P.L. 2010, c.122) requires that at a public hearing two times each year, the Superintendent of Schools provide a report to the board of education on all acts of violence, vandalism, and harassment, intimidation and bullying (HIB) which occurred in the school district during the previous reporting period;

WHEREAS, the Anti-Bullying Bill of Rights Act (P.L. 2010, c.122) designates October 2-6, 2017 as a "Week of Respect" in New Jersey;

WHEREAS, N.J.S.A. 18A:36-5.1 designates October 16-20, 2017 as School Violence Awareness Week in the state of New Jersey.

WHEREAS, the Frenchtown School District has observed the Week of Respect and School Violence Awareness Week by organizing activities to prevent school violence, vandalism, and HIB including, but not limited to, age appropriate opportunities for student discussion on conflict resolution, issues of student diversity and tolerance;

WHEREAS, law enforcement personnel were invited to join members of the teaching staff in the discussions;

WHEREAS, programs designated to help recognize warning signs of school violence, vandalism, and HIB and to instruct on recommended conduct during an incident of school violence, vandalism, and HIB were provided for school employees;

WHEREAS, this public hearing is specifically conducted to fulfill the district's legal obligation to present school violence, vandalism, and HIB information to the public and to conduct public hearings on the violence, vandalism, and HIB report;

WHEREAS, pursuant to the Anti-Bullying Bill of Rights Act (P.L. 2010, c.122) the Superintendent has provided a presentation to the Board of Education at the public

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hearing on all acts of violence, vandalism and HIB which occurred during the previous reporting period, including a report on the district's verified violence and vandalism data submitted under the Electronic Violence and Vandalism Reporting System (EVVRS) to the NJDOE for the previous school year (2016-2017)

THEREFORE, BE IT RESOLVED, that the Board of Education accepts the Superintendent's public report on Violence, Vandalism, Harassment, Intimidation and Bullying.

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

6.2 2016-2017 State Testing results

6.3 Career Cruising/Genius Hour

## 7. BOARD SECRETARY REPORT

### Informational Items

- Board Meeting Schedule
  - ✓ November 28, 2017 – Action Meeting
  - ✓ December 19, 2017 – Action Meeting
- NJSBA Convention – October 23-26
  - ✓ Administrators – Mrs. Wasserbach and Mrs. Barna
  - ✓ Board Members – Mrs. Campbell and Mrs. Einhorn
- School Election – November 8, 2017
- Correspondence
- Board Member Required Training

### Action Items

#### Minutes

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

- September 26, 2017 Regular Session

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

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**8. REFERENDUM UPDATE - None**

**9. SUPERINTENDENT'S REPORT**

Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending October 17, 2017.

Month/Year	# of Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed (Y/N)
Sept 1- Sept 26	0				
Sept 27 – Oct 17	0				
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					
<b>TOTAL</b>	<b>0</b>				

- b. Short term suspension report:

Student ID	Violation of Student Code of Conduct	Level of Infraction	Terms of Suspension and Dates	Clearance Required

- c. Preschool Tuition Tiering

Action Items:

HIB Report

BE IT RESOLVED, that the Frenchtown Board of Education affirmed the HIB report submitted on September 26, 2017.

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

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### QSAC SOA (Statement of Assurance)

BE IT RESOLVED, that the Frenchtown Board of Education approved the 2017/2018 NJ Quality Single Accountability Continuum (QSAC) Statement of Assurance and authorize its submission to the NJ Department of Education.

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

### Health Office Standing Orders

BE IT RESOLVED, that the Frenchtown Board of Education approve the attached Health Procedures and Protocols for the 2017-2018 school year.

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

## 10. PRINCIPAL'S REPORT

- Breakfast and Physical Activity Program
- Ski Club

## 11. BOARD PRESIDENT'S REPORT

- ❖ Strategic Planning Meeting – October 18, 2017 at 7:00 p.m.
- ❖ Regional Shared Services – Ad-Hoc Committee

## 12. POLICY

### Second Reading/Adoption

BE IT RESOLVED, that the Frenchtown Board of Education approved the second reading and adoption of the following revised policies (2017 Alert 7):

3541.33	Transportation Safety
6114	Emergencies and Disaster Preparedness

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

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### 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 October 17, 2017 bills list as follows:

General Fund:	\$232,653.65
Special Revenue Fund:	\$ 6,848.75
<b>Total</b>	<b>\$239,502.40</b>

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. 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 approved the list of the September 2017 Budget Transfers in the amount of \$23,645.00.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. 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 approved and acknowledged receipt of the monthly certification of the Board Secretary and after review of the **September 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. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

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### Budget Development Calendar

BE IT RESOLVED, that the Frenchtown Board of Education approved the attached 2018/2019 Budget Development Calendar

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

### Time and Materials Bid

BE IT RESOLVED, that the Frenchtown Board of Education approved participation in the Time and Materials bids through Ed-Data as per the attached.

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

### Maintenance Reserve

BE IT RESOLVED, that the Frenchtown Board of Education approved the withdraw of \$18,000 from Maintenance Reserve for the installation of a Building Automation System.

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

### A.M.E. Contract

BE IT RESOLVED, that the Frenchtown Board of Education approved to award a contract to A.M.E. for the purchase and installation of a Building Automation System through Educational Data Services bid# 7914 in the amount of \$ 17,300.

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

### Payroll Agency Transfers

BE IT RESOLVED, that the Frenchtown Board of Education approved the following transfers of unallocated balances as recommended by the district auditor:

Payroll Agency to the General Fund	=	\$9,199.49
Payroll Agency to Payroll	=	\$ 102.54
Payroll Agency to Unemployment Trust	=	\$ 299.25

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

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### **Facilities**

#### Comprehensive Maintenance Plan

BE IT RESOLVED, that the Frenchtown Board of Education approved the attached resolution approving submission of the 2017-2018 Comprehensive Maintenance Plan (attached) to the NJ Department of Education.

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

#### Form M-1

BE IT RESOLVED, that the Frenchtown Board of Education approved the submission of the attached 2017-2018 M-1 to the New Jersey Department of Education.

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

#### Facility Use

BE IT RESOLVED, that the Frenchtown Board of Education approved the following use of school facilities:

Frenchtown PTO    Monthly Meetings from 7:00 pm to 8:30pm

Frenchtown PTO                    10-4-2017                    7:00 p.m. to 8:00 p.m.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. 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 approved disposal of obsolete textbooks as per the attached list.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. 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 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



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accordance with NJ Statute, Code and NJ Department of Treasury Guidelines. OMB Mileage Reimbursement Rate: \$0.31.

<b>Employee/ BOE Member</b>	<b>Program Title/ Location</b>	<b>Date(s)</b>	<b>Cost</b>	<b>Mileage</b>	<b>Lodgin g (per diem)</b>	<b>Meals (per diem)</b>
<b>Amanda Matlee</b>	Safe Communities Coalition, Branchburg, NJ	10-25-17	N/A	\$16.12	N/A	N/A
<b>Peter Moran</b>	Law Fair & Adventure Teacher Workshop, New Brunswick, NJ	10-17-17	N/A	\$27.90	N/A	N/A
<b>Alicia Parker</b>	Developing Number Concept, Piscataway, NJ	12-8-17	\$205.00	\$26.23	N/A	N/A
<b>Brittney Shurts</b>	Developing Number Concept, Piscataway, NJ	12-8-17	\$205.00	\$26.23	N/A	N/A
<b>Holly Siock</b>	Developing Number Concept, Piscataway, NJ	12-8-17	\$205.00	N/A	N/A	N/A
<b>Kendra Sullivan</b>	Del-Val Reg. H.S. Articulation	11-3-17	N/A	\$3.29	N/A	N/A
<b>Kendra Sullivan</b>	How to Teach the Holocaust, New Brunswick, NJ	10-19-17	N/A	\$28.15	N/A	N/A
<b>Glenda Grimes</b>	Practical Strategies/Ch allenges	11-29-17	\$259.00	\$40.42	N/A	N/A

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	Today's School Nurse, Cherry Hill, NJ					
<b>Peggy Button</b>	Del-Val Reg. H.S. Articulation	11-3-17	\$107.43	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: 6 ayes; nays, 0.

### Curriculum

#### Field Trips

BE IT RESOLVED, that the Frenchtown Board of Education approved the following list of field trips for the 2017-2018 school year:

- |                        |                              |                 |
|------------------------|------------------------------|-----------------|
| Liberty Science Center | K, 1 & 2 <sup>nd</sup> Grade | Date: 4-18-2018 |
| Frenchtown Library     | Kindergarten                 | Date: TBD       |

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

### Planning

#### 14. NEW BUSINESS

- ✓ Food Service Program – Review by Bureau of Child Nutrition
- ✓ Breakfast Program – Corrective Action Plan

#### 15. PUBLIC COMMENT - None

#### 16. EXECUTIVE SESSION - None

#### 17. ADJOURNMENT

BE IT RESOLVED, that the Frenchtown Board of Education adjourned the meeting at 8:30 p.m. Moved by Mrs. Pearson and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

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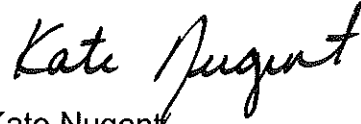
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Respectfully submitted:



Teresa Barna  
Board Secretary

Attest:



Kate Nugent  
Board President