

# Frenchtown Board of Education Meeting Minutes

December 19, 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 6:45 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. Jenifer Campbell  
Mrs. Laura Einhorn  
Mr. Chris Guglielmo  
Mrs. Teresa Pearson  
Mrs. Kate Nugent

Members Absent: Mr. Adam Blackburn  
Mrs. Amy Musolino

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

4. **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.

## 5. PRESENTATIONS AND RECOGNITIONS

### Presentation of the Fiscal Year 2017 Comprehensive Annual Finance Report – Mr. William Colantano, CPA

#### Comprehensive Annual Financial Report

BE IT RESOLVED, that the Frenchtown Board of Education approved the following resolution accepting June 30, 2017 CAFR:

BE IT RESOLVED that the Frenchtown Board of Education accepts the June 30, 2017 Comprehensive Annual Financial Report (CAFR) as presented.

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

#### Corrective Action Plan

BE IT RESOLVED, that the Frenchtown Board of Education approved the following resolution accepting the audit recommendations and corrective action plan:

BE IT RESOLVED that the Frenchtown Board of Education accepts the following Audit Recommendations and a negative Corrective Action Plan for fiscal year ending June 30, 2017:

#### Recommendations

- |   |                   |
|---|-------------------|
| 1. Administrative Practices & Procedures      | No recommendation |
| 2. Financial Planning, Accounting & Reporting | No recommendation |
| 3. School Purchasing Programs                 | No recommendation |
| 4. School Food Service                        | No recommendation |
| 5. Student Body Activities                    | No recommendation |
| 6. Application for State School Aid           | No recommendation |
| 7. Pupil Transportation                       | No recommendation |
| 8. Facilities and capital assets              | No recommendation |
| 9. Miscellaneous                              | No recommendation |
| 10. Follow-up on prior year findings          | No recommendation |

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

## Recognitions

- ❖ Belinda Brandt
- ❖ Peggy Button
- ❖ Student Performers

## 6. PUBLIC COMMENT

- Jessikah Humphrey – Strategic Plan Update

## 7. BOARD SECRETARY REPORT

### Informational Items

- Board Meeting Schedule
  - ✓ January 2, 2018 – Reorganization Meeting
- Correspondence
- 2018 Meeting Schedule

### Action Items

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

- November 28, 2017 Regular Session

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

## 8. REFERENDUM UPDATE - None

## 9. SUPERINTENDENT'S REPORT

### Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending December 19, 2017.

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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	2	1	X	X	N
Nov 29 – Dec 19	1	N	Y	N	
Dec 20 – Jan 23					
Jan 24 – Feb 27					
Feb 28 – Mar 27					
Mar 28 – April 24					
April 25 – May 8					
May 9 – June 26					
<b>TOTAL</b>	<b>3</b>	<b>1</b>			

Action Items:

HIB Report

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

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

2018-2019 School Calendar – Tabled until January 23, 2018 meeting

**10. PRINCIPAL’S REPORT**

- Literacy Coach started and it’s making a huge impact with the students she is working with

**11. BOARD PRESIDENT’S REPORT**

- ✓ The Strategic Plan Report has not been received yet.

**12. POLICY**

First Reading

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

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1250	Visitors
2130	Principal Evaluation-Policy
2130R	Principal Evaluation-Regulation
3240	Preschool Tuition Fees
5131.1	Harassment, Intimidation and Bullying

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 & Adoption

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

3542.2	School Meal Program Arrears
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Moved by Mrs. Einhorn and seconded by Mrs. Pearson. 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 December 19, 2017 bills list as follows:

General Fund:	\$302,091.84
Special Revenue Fund:	\$ 5,693.75
<b>Total</b>	<b>\$307,785.59</b>

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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### 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 **November, 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: 5 ayes; nays, 0.

### Public Service Announcement Project

BE IT RESOLVED, that the Frenchtown Board of Education approved the attached proposal from River Union Stage for Middle School Public Service Announcement Video Project for the 2017-2018 school year at a cost of \$55.00 per hour per RUS staff member not to exceed \$3,400 to be funded by Title IV funds.

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

### Title I & Title II Funds

BE IT RESOLVED, that the Frenchtown Board of Education approved the FY18 ESEA Grant Amendment Application to include carryover amounts as follows:

Title I	\$12,493
Title II	\$10

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

### Facilities

#### Facility Use

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

Secret Garden Montessori (Winter Sing along / Cafeteria)	12-15-2017	3:00 p.m. to 5:00 p.m.
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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.

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### Transportation

### Personnel

#### Extra-Curricular Activity Resignations

BE IT RESOLVED, that the Frenchtown Board of Education approved the resignation of Ashley Seneca from the Girls' Basketball Coach position 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: 5 ayes; nays, 0.

BE IT RESOLVED, that the Frenchtown Board of Education approved the resignation of Peter Moran from the Boys' Basketball Coach 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: 5 ayes; nays, 0.

#### Extra-Curricular Activity Appointment

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

Position	Teacher	Stipend Rate
Girls Basketball	Katelynn Yard	\$3,500.00
Boys Basketball	Brittney Shurts	\$3,500.00

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

#### Appoint Personnel

BE IT RESOLVED, that the Frenchtown Board of Education approved to hire a Part-Time Special Education Teacher effective December 18, 2017 as recommended by the Superintendent as follows:

Name	Step / Column	FTE	Salary
Meredith Schwartz	7 / MA	.70	\$42,360.00 Prorated

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 hire a Math Coach effective January 2, 2018, salary to be paid through Title I funds as recommended by the Superintendent as follows:

Name	Salary
Victoria Pagonis	\$45.00 per hour

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

Art Pilot Program

BE IT RESOLVED, that the Frenchtown Board of Education approved to authorize an advanced Art Pilot Program for the second half of the 2017-2018 school year under the direction of Tricia Hurley.

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

Pre-School Aide

BE IT RESOLVED, that the Frenchtown Board of Education approved a decrease in contracted hours for Emily O'Connell, afternoon Pre-School Aide, from FTE .60 to FTE.57 (4 hours 5 minutes per day, 5 days a week) at a rate of \$16.41 per hour from January 1, 2018 to June 30, 2018 prorated salary of \$12,047.56.

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

BE IT RESOLVED, that the Frenchtown Board of Education approved a contractual change for Kiele Eichlin from a .5 FTE to a .9 FTE at a rate of \$16.09 per hour effective January 2, 2018 to June 30, 2018 at a prorated salary of \$18,651.52.

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

Public Service Announcement Facilitators

BE IT RESOLVED, that the Frenchtown Board of Education approved the following personnel as facilitators for the Public Service Announcement project for the 2017-2018 school year, to be paid from Title IV Funding:

Teacher	Rate
Tricia Hurley	\$2,000.00 Max
Peggy Button	\$2,000.00 Max

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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## Post Master Course Approval

BE IT RESOLVED, that the Frenchtown Board of Education approved Post Master Level Courses for Christina Lauck, Principal, as follows:

School	Course	Date	Cost
Delaware Valley College	Leading Comprehensive Student Support Services	1-12-2018	\$2,214.00

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

## Curriculum

### Donation

BE IT RESOLVED, that the Frenchtown Board of Education approved to accept a donation from the Frenchtown-Milford VFW Post 7857, in the amount of \$100.00 to be used for the school Library.

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

The Board publicly thanked the Frenchtown-Milford VFW for their donation.

### Tuition Contract with Hampton Board of Education

BE IT RESOLVED, that the Frenchtown Board of Education approved a contract with Hampton Board of Education to place one student in the autism program beginning on January 2, 2018 through June 30, 2018 at a cost of \$16,050 including ancillary services.

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

## Planning

14. NEW BUSINESS

15. PUBLIC COMMENT – None

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### 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 Discipline 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 7:41p.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.

BE IT RESOLVED, that the Frenchtown Board of Education approved to reconvene into open session at 8:24 p.m.

Moved by Mrs. Einhorn and seconded by Mrs. Pearson. 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 8:26 p.m. Moved by Mrs. Campbell and seconded by Mrs. Pearson. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

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Respectfully submitted:



Teresa Barna  
Board Secretary

Attest:



Kate Nugent  
Board President