

# Frenchtown Board of Education Meeting Minutes

May 8, 2018 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 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 11, 2018. 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 – arrived at 7:03 p.m.  
Mrs. Jennifer Campbell  
Mr. Chris Guglielmo  
Mrs. Kate Nugent  
Mrs. Teresa Pearson

Members Absent: Mrs. Laura Einhorn  
Mrs. Amy Musolino

Others Present: Daria Wasserbach, Superintendent  
Kelly Morris, Board Secretary  
Christina Lauck, Principal  
2 Members of the 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 - None**

**7. BOARD SECRETARY REPORT**

Informational Items

- Board Meeting Schedule
  - ✓ June 19, 2018 – Board Retreat/Goal Setting
  - ✓ June 26, 2018 – Action Meeting
- Correspondence

Actions Items

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

- April 24, 2018 – Regular Session

Motion by Mrs. Campbell and seconded by Mrs. Pearson. On a voice vote, resolution was adopted as follows: 5 ayes, 0 nays

**8. REFERENDUM UPDATE - None**

**9. SUPERINTENDENT’S REPORT**

Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending May 8, 2018.

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

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Oct 18 – Nov 28	2	1	N	0	N
Nov 29 – Dec 19	1	0	Y	0	N
Dec 20 – Jan 23	2	0	1	0	N
Jan 24 – Feb 27	0	-	-	-	-
Feb 28 – Mar 27	2	0	2	0	N
Mar 28 – April 24	2	0	1	0	N
April 25 – May 8	0	-	-	-	-
May 9 – June 26					
<b>TOTAL</b>	<b>9</b>	<b>1</b>	<b>4</b>	<b>N</b>	<b>N</b>

Action Items:

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

- HIB report submitted on April 24, 2018

Motion by Mr. Guglielmo and seconded by Mrs. Campbell. On a voice vote, resolution was adopted as follows: 5 ayes, 0 nays

**10. PRINCIPAL'S REPORT**

Mrs. Lauck reported on the following:

- Internet Safety presentations to grades K-8 grades
- Middle school articulation with Delaware Valley Regional High School teachers
- Non-tenured teacher summative conferences

**11. BOARD PRESIDENT'S REPORT - None**

**12. POLICY**

Second Reading / Adoption

12.1 BE IT RESOLVED that the Frenchtown Board of Education approved the second reading and adoption of the following 2018 Policy Alert 4 revisions:

5131	Conduct / Discipline
5131.1	Harassment Intimidation and Bullying
5131.5	Violence / Vandalism
5131.6	Substance Abuse
5145.4	Equal Educational Opportunity
6171.4	Special Education

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

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### 13. EXECUTIVE SESSION

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.

Motion by Mr. Guglielmo and seconded by Mrs. Pearson. On a voice vote, resolution was adopted to move to Executive Session at 6:56 p.m. to discuss Terms and conditions of employment. 5 ayes, 0 nays

Motion by Mrs. Campbell and seconded by Mr. Guglielmo. On a voice vote, resolution was adopted to return to Open Public Session at 8:11 p. m. 5 ayes, 0 nays.

### 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.

BE IT RESOLVED that the Frenchtown Board of Education approved Consent Agenda Items 14.1 to 14.9 and 14.11 to 14.17 as written, with removal of item 14.10.

Motion by Mrs. Campbell and seconded by Mr. Guglielmo to move Consent Agenda Items 14.1 to 14.9 and 14.11 to 14.17, with removal of item 14.10 which is to be tabled until a Special Meeting on May 14, 2018 at 6:45 p.m. On a roll call vote, resolution was adopted as follows: 5 ayes, 0 nays.

#### Action Items:

#### Finance

#### Payment of Bills

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14.1 Motion to approve the May 8, 2018 bills list as follows:

General Fund:	\$105,450.40
Special Revenue Fund:	\$ 863.75
<b>Total</b>	<b>\$106,314.15</b>

### Budget Transfers

14.2 Motion to approve the list of the April 2018 Budget Transfers in the amount of \$8,452.24.

### Board Secretary/Treasurer Reports

14.3 Motion to approve and acknowledge receipt of the monthly certification of the Board Secretary and after review of the **April, 2018** 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).

### Technology Services 2018-2019

14.4 Motion to approve the following resolution for the 2018/2019 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

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the 2018/2019 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: \$75.00

Technician Level 2: \$60.00

Technician Level 1: \$50.00

Materials will be reimbursable at cost.

### Facility Management Shared Services 2018/2019

14.5 Motion to approve the following resolution for the 2018/2019 Time and Material Shared Services with Delaware Valley High School Board of Education for **Maintenance 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 Maintenance services; and

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

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

**NOW THEREFORE BE IT RESOLVED** that DVRHS and FES hereby agree enter into the 2018/2019 time and material shared services arrangement for the provision of Maintenance services in accordance with N.J.S.A. 40A:65-1 et seq. at a fixed rate of \$17,500.00 and an hourly rate of \$30.00 per hour for Custodian and \$40.00 per hour for Maintenance plus mileage to and from the site or to acquire any needed supplies at a rate of \$.31 per mile. Materials will be reimbursable at cost.

### Health Benefit Waiver

14.6 Motion to establish the 2018/2019 annual cash reimbursement in lieu of health benefits calculation for all staff members as follows:

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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.

Substitute Rates 2018-2019

14.7 Motion to approve the 2018-2019 substitute rates as follows:

Position	2018-2019 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

Safety Grant

14.8 Motion to approve the submission of the 2017/2018 Safety Grant application for Collaborative Response Graphics in the amount of \$1,600.

Facilities

Transportation

Warren County Special Services

14.9 Motion to approve a participation agreement with Warren County Special Services for coordinated transportation services for the 2018/2019 school year with an administrative fee of 4%.

Personnel

Principal

14.10 Motion to approve Christina Lauck as Principal from July 1, 2018 through June 30, 2019 as per the terms and conditions of the contract at a salary of \$110,240.

Item tabled until Special Meeting on May 14, 2018 at 6:45 p.m.

Non-Tenured Teachers

14.11 Approval to offer an employment contract to the following list of non-tenured teachers for the 2018-2019 school year at an annual salary determined by the 2016-2020 collective bargaining agreement.

Teacher	Position	FTE	Step / Column	2018-2019 Salary Guide
Paige Ahrens	4 <sup>th</sup> Grade Teacher	1.00	Step 4 / BA+30	\$54,930.00
Brandi Bontempo	Special Education	1.00	Step 10 / BA	\$57,915.00
Peggy Button	Vocal & Instrumental	.40	Step 8 / BA	\$22,046.00

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David deWolfe	Middle School Math Teacher	1.00	Step 10 / MA	\$64,715.00
Cristina Doyle	5 <sup>th</sup> Grade Teacher	1.00	Step 5 / BA+30	\$55,720.00
Geraldine Nugent	Middle School Language Arts Temporary Replacement	1.00	Step 1-2 / BA	\$51,030.00
Alyssa Rodriguez	Middle School Science Teacher	1.00	Step 3 / BA	\$51,530.00
Meredith Schwartz	Special Education Teacher	.70	Step 8 / MA	\$43,340.50
Brittney Shurts	2 <sup>nd</sup> Grade Teacher	1.00	Step 4 / BA	\$51,530.00
Michelle Small	Special Education Teacher	1.00	Step 12 / MA	\$66,945.00
Katelynn Yard	Special Education Teacher	1.00	Step 5 / BA	\$52,320.00

Tenured Teachers

14.12 Approval to offer an employment contract to the following list of tenured teachers for the 2018-2019 school year at an annual salary determined by the 2016-2020 collective bargaining agreement.

Teacher	Position	FTE	Step / Column	2018-2019 Salary Guide
Glenda Grimes	School Nurse	1.00	Step 18 / BA	\$73,045.00
Tricia Hurley	Art / G&T Teacher	1.00	Step 10 / MA	\$64,715.00
Marjorie Leuschner	World Language Teacher	.70	Step 19 / BA	\$52,325.00
Elizabeth McCann	Grade 3 Teacher	1.00	Step 13 / MA	\$66,945.00
Peter Moran	6-8 Social Studies/Technology Teacher	1.00	Step 19 / MA	\$83,545.00
Alicia Parker	Grade 1 Teacher	1.00	Step 13 / MA	\$66,945.00
Ashley Seneca	Pre-School Teacher	1.00	Step 6 / BA	\$53,715.00
Holly Siock	Kindergarten Teacher	1.00	Step 9 / MA	\$63,315.00
Kendra Sullivan	Grades 6-8 Language Arts	1.00	Step 9 / MA	\$63,315.00
Susan Valle	Speech Teacher	.50	Step 20 / MA	\$42,290.00
Thomas Wollert	PE/Health Teacher	1.00	Step 16 / MA	\$74,385.00

Instructional Aides

14.13 Approval to offer an employment contract to the following list of Instructional Aides for the 2018-2019 school year, FTE and salary to be determined upon finalization of the schedule:



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Name	Position
Kiele Eichlin	Pre-K Aide (PM)
Emily O'Connell	Pre-K Aide (PM)
Kathy Skerbetz	Pre-K Aide (AM)
Julia Smith	Instruction Support Aide
Sarah Terentiev	Instructional Support Aide

**Non-FEA Staff**

14.14 Approval to offer an employment contract to the following list of non-FEA staff for the 2018-2019 school year.

Name	Position	FTE	Salary
Helen Kovatch	Night Custodian	1.00	\$44,418
Lisa Lubonty	Assistant to the Business Administrator	.80	\$34,260
Kathy Petro	School & CST Secretary	1.00	\$64,771
Larry Whitman	Head Custodian	1.00	\$60,981

**ESY Teacher**

14.15 Motion to reapprove the following summer instruction Teacher from July 9, 2018 – August 2, 2018 amended from 9:00am to 12:00pm to 9:00 a.m. to 1:00 p.m.:

Summer ESY Teacher      Brandi Bontempo      \$45.00 per hour

**Shared World Language Teacher**

14.16 Motion to continue the Inter-local Services Agreement with the Milford Board of Education for World Language Teacher Services from September 1, 2018 to June 30, 2019 at a cost of \$43,491.

**Curriculum**

**Field Trips**

14.17 Motion to approve the following field trips:

Delaware River                      8<sup>th</sup> Grade                              5-30-2018

**15. FOOD SERVICE MANAGEMENT CONTRACT**

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

Award of Food Service Management Company contract to Maschio's Food Service, Inc. for the 2018-2019 school year for an annual management fee of \$6,428.00 and a loss guarantee of \$4,000.00.

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Motion by Mr. Campbell and seconded by Mrs. Blackburn. On a voice vote, resolution was adopted as follows: 5 ayes, 0 nays

16. **NEW BUSINESS** - None

17. **PUBLIC COMMENT** - None

18. **ADJOURNMENT**

BE IT RESOLVED that the Frenchtown Board of Education adjourned the meeting at 8:15 p.m. Moved by Mr. Guglielmo and seconded by Mrs. Pearson. On a voice vote, resolution was adopted as follows: 5 ayes, 0 nays.

Respectfully submitted:



Kelly Morris  
Board Secretary

Attest:



Kate Nugent  
Board President