

Frenchtown Board of Education

Meeting Minutes

June 25, 2019 6:45 p.m.

1. **CALL TO ORDER – Opening Statement**

The regular meeting 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 10, 2019. 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 6:52 p.m.)
Mrs. Laura Einhorn
Ms. Laine Nauman
Mrs. Teresa Pearson (arrived at 7:43 p.m.)
Mrs. Kate Nugent

Members Absent: Mrs. Amy Musolino

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

4. **PUBLIC COMMENT** – None

5. **2018/2019 BOARD and DISTRICT GOALS**

Frenchtown District Goals (2018- 2019)

1. Expand current Personalized Student Learning Plan for students in grades 6 thru 8 to further differentiate and individualize instruction.
2. Conduct safety/security audit
3. Conduct survey and create school advisory council as described in long range plan

Frenchtown Board of Education Meeting Minutes

June 25, 2019 6:45 p.m.

Board Goals (2018- 2019)

1. Conduct interviews and hire full time principal to begin July 2019
2. Support the expansion of Personalized Student Learning Plans.
3. Implement plan for district sustainability/Green Certification.

6. PRESENTATIONS AND RECOGNITIONS

7. BOARD SECRETARY REPORT

Informational Items

- Board Meeting Schedule
 - ✓ August 27, 2019 – Action Meeting
 - ✓ September 24, 2019 – Action Meeting
- School Board Candidate Kits Available
 - ✓ 2 – Three-Year Seats Available
 - ✓ Petitions Due to the County Clerk – July 31, 2019
- NJSBA Annual Workshop
 - ✓ October 21-24, 2019 – Laura Einhorn will be attending Tuesday & Wednesday
- Correspondence

Actions Items

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

- May 14, 2019 – Regular Session
- May 14, 2019 – Executive Session

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

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

- June 18, 2019 – Goal Setting

Frenchtown Board of Education

Meeting Minutes

June 25, 2019 6:45 p.m.

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

8. CAPITAL PROJECT UPDATE

- Mediation has been scheduled for October 15, 16 & 17th. A board representative is requested to participate.

9. SUPERINTENDENT'S REPORT

Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending June 25, 2019.

Month/Year	# of Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed (Y/N)
Sept 1- Sept 25	0	-	-	-	-
Sept 26 – Oct 16	1	0	Y	N	-
Oct 17– Nov 27	1	0	N	N	-
Nov 28 – Dec 18	0	0	-	-	-
Dec 19 – Jan 22	1	0	Y	N	-
Jan 23 – Feb 26	0	0	-	-	-
Feb 27 – Mar 26	1	0	Y	N	-
Mar 27 – April 30	2	1	Y	1	-
May 1 – May 14	1	0	Y	N	-
May 15 – June 25	0	0	-	-	-
TOTAL	7	1		1	

- b. Short term suspension report: None

- c. Report on Frenchtown School NJ Quality NJQSAC Placement 2019.

- The New Jersey **Quality Single Accountability Continuum** (NJQSAC) is the Department of Education's monitoring and district self-evaluation system for public school districts. The system shifts the monitoring and evaluation focus from compliance to assistance, capacity-building and improvement.

Action Items:

BE IT RESOLVED, the Frenchtown Board of Education affirmed the HIB report submitted on May 14, 2019

Frenchtown Board of Education Meeting Minutes

June 25, 2019 6:45 p.m.

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

Teacher Mentor Plan

BE IT RESOLVED, the Frenchtown Board of Education approved the attached 2019/2020 Teacher Mentor Plan.

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

10. PRINCIPAL'S REPORT - None

11. BOARD PRESIDENT'S REPORT

Draft of Goals was shared with the Board

District and Board Goals 2019-2020

BE IT RESOLVED, the Frenchtown Board of Education approved the Frenchtown Board of Education's District and Board Goals for the 2019-2020 school year.

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

- ❖ Superintendent Evaluation
- ❖ Board Self-Evaluation

12. POLICY

First Reading – Tabled until after Executive Session

BE IT RESOLVED, the Frenchtown Board of Education approved the first reading of the following policy:

4240 Compensation and Related Benefits

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

13. CONSENT AGENDA

Matters listed within the consent agenda have been referred to members of the Board of Education 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.

Frenchtown Board of Education

Meeting Minutes

June 25, 2019 6:45 p.m.

Action Items:

Finance

Payment of Bills

BE IT RESOLVED, the Frenchtown Board of Education approved the May 15, 2019 through May 31, 2019 bills list as follows:

General Fund:	\$237,064.93
Special Revenue Fund:	\$ 551.16
Total	\$237,616.09

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

BE IT RESOLVED, the Frenchtown Board of Education approved the June 1, 2019 through June 25, 2019 bills list as follows:

General Fund:	\$235,308.62
Special Revenue Fund:	\$ 14,364.38
Total	\$249,673.00

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

Budget Transfers

BE IT RESOLVED, the Frenchtown Board of Education approved the list of the May 1, 2019 through May 31, 2019 Budget Transfers in the amount of \$24,361.64.

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

BE IT RESOLVED, the Frenchtown Board of Education approved the list of the June 1, 2019 through June 30, 2019 Budget Transfers in the amount of \$23,300.42.

Moved by Mrs. Campbell 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, the Frenchtown Board of Education approved and acknowledged receipt of the monthly certification of the Board Secretary and after review of the **May 2019** 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

Frenchtown Board of Education Meeting Minutes

June 25, 2019 6:45 p.m.

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

Close out the Year

BE IT RESOLVED, the Frenchtown Board of Education approved to authorize the Superintendent and Business Administrator to pay any invoices to close the 2018-2019 school year with approval by the board at the next regular action meeting.

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

List of Contracts for 2018-2019

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

Pursuant to PL 2015, Chapter 47 the Frenchtown Board of Education hereby approves a list of contracts previously awarded by the board of education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2 CFR, Part200.

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

FY20 IDEA Application

BE IT RESOLVED, the Frenchtown Board of Education approved the submission of the Fiscal Year 2020 Individuals with Disabilities and Education Act (IDEA) to the New Jersey Department of Education for review and approval and to accept the funds as follows:

Basic Ages 3-21	\$36,006
Preschool Ages 3-5	\$ 1,117
Total	\$37,123

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

FY20 ESEA Application

BE IT RESOLVED, the Frenchtown Board of Education approved the Fiscal Year 2020 ESSA Grant Application for submission to the State of New Jersey Department of Education and to accept the funds, as follows:

Frenchtown Board of Education

Meeting Minutes

June 25, 2019 6:45 p.m.

Title I	\$17,083
Title II	\$ 3,201
Title III	\$ 555
Title IV	\$10,000
Total	\$30,839

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

English as a Second Language

BE IT RESOLVED, the Frenchtown Board of Education approved the Interlocal Shared Services Agreement with Delaware Valley Regional High School in the amount of \$24,099.00 for English as a Second Language in the 2019/2020 school year.

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

Flexible Spending Plan

BE IT RESOLVED, the Frenchtown Board of Education approved Horizon Blue as Administrators for the Frenchtown Board of Education Flex Spend Plan from September 1, 2019 through August 31, 2020.

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

Pre-School Tuition Withdraw

BE IT RESOLVED, the Frenchtown Board of Education approved withdrawn applications in the Little Paws Preschool Program for the 2019-2020 school year of the following pre-school students:

Student ID#	Full Time / Part Time	Amount
00445	Full Time	\$5,500.00

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

Pre-School Tuition

BE IT RESOLVED, the Frenchtown Board of Education approved applications in the Little Paws Preschool Program for the 2019-2020 school year of the following pre-school students:

Student ID#	Full Time / Part Time	Amount
00453	Full Time	\$5,500.00
00454	Full Time	\$5,500.00

Frenchtown Board of Education Meeting Minutes

June 25, 2019 6:45 p.m.

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

NJ CAP Grant

BE IT RESOLVED, the Frenchtown Board of Education approved Fiscal Year 2020 NJ CAP Grant Application for submission to the State of New Jersey Department of Education.

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

2019 ESY Speech Services

BE IT RESOLVED, the Frenchtown Board of Education approved the attached contract with Hunterdon County ESC for Speech Services from July 8, 2019 through August 1, 2019, 2 days per week, at a rate of \$95.00 per hour.

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

Facilities

Kindergarten Toilet

BE IT RESOLVED, the Frenchtown Board of Education approved submission of application for alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3(h) 4ii by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom.

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

Transportation

Bus Rental Agreement

BE IT RESOLVED, the Frenchtown Board of Education approved an agreement between the Frenchtown Board of Education and the Delaware Valley Regional High School Board of Education for the rental of the Frenchtown Bus to the Delaware Valley Regional High School Transportation Consortium for \$275.00 per month on a month to month basis for the 2019-2020 school year.

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

Personnel

Frenchtown Board of Education Meeting Minutes

June 25, 2019 6:45 p.m.

2019-2020 Substitute List

BE IT RESOLVED, the Frenchtown Board of Education approved the attached lists of substitutes for the 2019-2020 substitute list at a rate of \$90.00 per day (Teacher), \$120.00 per day (School Nurse), \$80.00 per day (Secretary) and \$13.00 per hour (Custodian).

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

Extra-Curricular Activities

BE IT RESOLVED, the Frenchtown Board of Education approved the following extra-curricular positions and appointments for the 2019-2020 school year, stipend rate per the 2016-2020 negotiated contract:

Position	2019-2020 Stipend Rate
Co-Ed Soccer (2 Split)	\$3,500.00
Boys Basketball	\$3,500.00
Girls Basketball	\$3,500.00
Student Council (1)	\$1,500.00
Yearbook	\$1,500.00
Eighth Grade Coordinator	\$1,500.00
Ski Club Coordinator (1)	\$1,365.03 (To be paid by Participants)
Testing Coordinator	\$45.00 / Hour Max 15 Hours
Home Instruction	\$45.00 per hour

- Extra-Curricular Appointments

Position	Teacher	Stipend Rate
Co-Ed Soccer	Brittney Shurts	\$1,750.00
Co-Ed Soccer	Katelynn Yard	\$1,750.00
Boys Basketball	Brittney Shurts	\$3,500.00
Girls Basketball	Katelynn Yard	\$3,500.00
Student Council	Brandi Bontempo	\$1,500.00
Yearbook Advisor	Brittney Shurts	\$1,500.00
Eighth Grade Coordinator	Katelynn Yard	\$1,500.00
Ski Club	Cristina Doyle	\$1,365.03 (To be paid by Participants)
Testing Coordinator	Cristina Doyle	\$45.00 / Hour Max 15 Hours

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

Frenchtown Board of Education

Meeting Minutes

June 25, 2019 6:45 p.m.

BE IT RESOLVED, the Frenchtown Board of Education approved the following club proposals and club advisor appointments:

- Club Proposals– Budget availability \$3,000

Club	Frequency	# of hours	Maximum Fee
iRun4Life	1 x per week	15 hours	\$525.00 x 2 = \$1,050.00
S.T.E.M. Club	1 x per week	7.5 hours	\$262.50
Sketchbook Club	1 x per week	7.5 hours	\$262.50
Total Clubs			\$2,030.00

- Club Advisor Appointments

Club	Advisor
iRun4Life	Alicia Parker
iRun4Life	Ashley Seneca
Sketchbook Club	Tricia Hurley

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

Shared Superintendent

BE IT RESOLVED, the Frenchtown Board of Education approved to appoint Mrs. Daria Wasserbach as the District Superintendent for the 2019-2020 school year under the shared services agreement with Delaware Valley Regional High School.

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

ESY Child Study Team Services

BE IT RESOLVED, the Frenchtown Board of Education approved Amanda Matlee for 2019 summer Child Study Team services on a as needed basis at a rate of \$43.22 per hour.

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

ESY General Education & Special Education

BE IT RESOLVED, the Frenchtown Board of Education approved all General Education and Special Education Teachers to come in as needed for IEP meetings during the 2019 summer at the professional rate of \$45.00 per hour.

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

Frenchtown Board of Education Meeting Minutes

June 25, 2019 6:45 p.m.

Curriculum Writing

BE IT RESOLVED, the Frenchtown Board of Education approved the following teachers for Summer curriculum writing:

Teacher	Subject	Maximum Hours	Rate
David deWolfe	Math	8 Hours	\$45.00
Alicia Parker	Report Card Template	7 Hours	\$45.00

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

Interim Principal

BE IT RESOLVED, the Frenchtown Board of Education approved 3 days for Katherine Griffith in the month of July 2019 at a rate of \$450.00 a day for transitioning.

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

2019 Revised Appointments

BE IT RESOLVED, the Frenchtown Board of Education approved the following revised 2019 appointments:

- 504 Coordinator Amanda Matlee
- Accounting Software System CDK Systems
- Affirmative Action Officer.....James Hintenach
- AHERA Consultant.....RK Occupational & Environmental, Inc.
- AHERA RepresentativeMattie O'Brien
- Architect of Record..... SSP Architectural Group
- Asbestos Management OfficerMattie O'Brien
- Attendance OfficerJames Hintenach
- Auditor.....Bedard, Kurowicki & Co.
- Board Attorney Cleary Giacobbe Alfieri & Jacobs
- Bond Counsel.....Wilentz, Goldman & Spitzer
- BSI Representative/Contact James Hintenach
- Business Administrator/Board Secretary..... Teresa E. Barna
- Chemical Hygiene OfficerMattie O'Brien
- Financial Advisory Services Phoenix Advisors, LLC
- Health Insurance Broker Brown & Brown Benefit Advisors
- Homeless Liaison.....James Hintenach
- HIB Specialist..... TBD
- HVAC Contractor Mechanical Preservation Associates
- Indoor Air Quality Designee.....Mattie O'Brien
- Insurance Agent of RecordBrown & Brown Metro

Frenchtown Board of Education Meeting Minutes

June 25, 2019 6:45 p.m.

14. NEW BUSINESS

- ✓ Girls Softball Team – Fund Raise to cover expenses
- ✓ Science Teacher

Science Teacher Employment

BE IT RESOLVED, the Frenchtown Board of Education approved to hire Kristen Wirasnik as a Science Teacher at a Step 5, Column MA at a salary of \$59,125.00 for the 2019-2020 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.

15. PUBLIC COMMENT - None

16. EXECUTIVE SESSION

BE IT RESOLVED, 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 8:05 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. Resulting action may or may not be taken following re-entry into regular session.

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

Frenchtown Board of Education

Meeting Minutes

June 25, 2019 6:45 p.m.

BE IT RESOLVED, the Frenchtown Board of Education approved to reconvene into regular session at 8:52 p.m.

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

Action Items

Employment Contracts

BE IT RESOLVED, the Frenchtown Board of Education approved to amend the employment contracts of the following employees to add language that would allow the maximum carry over of vacation time to be 20 days.

Lisa Lubonty
Kathleen Petro
Lawrence Whitman

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

Assistant to the Business Administrator Employment Contract

BE IT RESOLVED, the Frenchtown Board of Education approved to amend the employment contract for Lisa Lubonty to include paid time off during Winter recess without charging against vacation time.

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

17. ADJOURNMENT

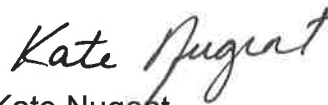
BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 8:54 p.m. Moved by Mrs. Einhorn and seconded by Mrs. Campbell. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

Respectfully submitted:



Teresa Barna
Board Secretary

Attest:



Kate Nugent
Board President