Frenchtown Board of Education
Meeting Minutes
May 14, 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 6:45 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
Mrs. Laura Einhorn
Mrs. Amy Musolino
Ms. Laine Nauman
Mrs. Teresa Pearson
Mrs. Kate Nugent

Members Absent: None

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

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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
  - ✓ June 18, 2019 – Board Retreat/Goal Setting
  - ✓ June 25, 2019 – Action Meeting
- Correspondence
  - ❖ Helen Kovatch – Retirement Letter

Actions Items

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

- April 30, 2019 – Regular Session
- April 30, 2019 – Executive Session

Moved by Mr. Blackburn and seconded by Mrs. Einhorn. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

8. SUPERINTENDENT'S REPORT

Informational Items:

a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending May 14, 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					
TOTAL	7	1		1	

b. Short term suspension report: None
c. Safety and Security meeting
d. Superintendent Evaluation Process

Action Items:

HIB Report
BE IT RESOLVED, the Frenchtown Board of Education affirmed the HIB report submitted on April 30, 2019.

Moved by Mrs. Einhorn and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

Comprehensive Equity Plan
BE IT RESOLVED, the Frenchtown Board of Education approved the submission of the attached proposed Comprehensive Equity Plan for the years of 2019-2022 and BE IT RESOLVED, the Frenchtown Board of Education authorized the Affirmative Action Team to conduct the needs assessment and develop a Comprehensive Equity Plan.

Moved by Mrs. Einhorn and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

9. PRINCIPAL'S REPORT - None

10. BOARD PRESIDENT'S REPORT

a. Superintendent Evaluation and Self Evaluation Report complete by May 31, 2019

11. POLICY

Second Reading/Adoption
BE IT RESOLVED, the Frenchtown Board of Education approved the second reading and adoption of the following policy and regulation:

5141.4 - Policy	Missing, Abused, and Neglected Children
5141.4 - Regulation	Missing, Abused, and Neglected Children

Moved by Mrs. Einhorn and seconded by Mrs. Pearson. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

12. 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
__X__ 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 6:58 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: 7 ayes; nays, 0.

BE IT RESOLVED, the Frenchtown Board of Education approved to reconvene into regular session at 7:36 p.m.

Moved by Mrs. Campbell and seconded by Mrs. Einhorn. On a voice vote, resolution was adopted as follows: 7 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, the Frenchtown Board of Education approved the April 30, 2019 bills list as follows:

General Fund	$89,805.62
(Payroll check # 0430)	

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

BE IT RESOLVED, the Frenchtown Board of Education approved the May 14, 2019 bills list as follows:

General Fund:	$41,105.15
Special Revenue Fund:	$ 5,539.28
Total	**$46,644.43**

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Budget Transfers

BE IT RESOLVED, the Frenchtown Board of Education approved the list of the April 2019 Budget Transfers in the amount of $24,785.00.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 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 **April, 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 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: 7 ayes; nays, 0.

Technology Services 2019-2020
BE IT RESOLVED, the Frenchtown Board of Education approved the following resolution for the 2019/2020 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 the 2019/2020 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.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Facility Management Shared Services 2019/2020
BE IT RESOLVED, the Frenchtown Board of Education approved the following resolution for the 2019/2020 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 2019/2020 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.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Health Benefit Waiver
BE IT RESOLVED, the Frenchtown Board of Education approved to establish the 2019/2020 annual cash reimbursement in lieu of health benefits calculation for all staff members as follows:

> Compensation of twenty-five percent (25%) of the amount saved by the Board resulting from the Employee's waiver of coverage or Four Thousand Dollars ($4,000), whichever is less.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Substitute Rates 2019-2020
BE IT RESOLVED, the Frenchtown Board of Education approved the 2019-2020 substitute rates as follows:

Position	2019-2020 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

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

2019-2020 Child Study Team Shared Services
BE IT RESOLVED, the Frenchtown Board of Education approved shared services with Delaware Valley Regional High School for Child Study Team Services for the summer of 2019 and for the 2019-2020 school year on an as needed basis at a cost of $75.00 per hour.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

2019-2020 Child Study Team Services
BE IT RESOLVED, the Frenchtown Board of Education approved the attached contract with Hunterdon County ESC for Child Study Team Services for the 2019/2020 school year on an as needed basis.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Non-Public 192/193
BE IT RESOLVED, the Frenchtown Board of Education approved the attached nonpublic 192/193 services agreement with Hunterdon County ESC for the 2019-2020 school year.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Safety Grant
BE IT RESOLVED, the Frenchtown Board of Education approved the submission of the 2018/2019 Safety Grant application for Access and Controls for Exterior Doors in the amount of $2,000.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Copier Lease

BE IT RESOLVED, the Frenchtown Board of Education approved to award a contract to United Business Systems for the purchase of three (3) Canon multifunction copier/printer/scanner devices as per GSA contract#GS-03F-046DA effective July 1, 2019 and to be financed through Leaf Commercial Capital, Inc. for 60 months at an interest rate of .018 for a total monthly payment of $367.23.

BE IT FURTHER RESOLVED, the Frenchtown Board of Education enter into a maintenance agreement for the equipment for which the lease payment includes 22,000 black and white copies per month with overage charges as follows:

Black/White $.0044 per page

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Facilities

Transportation

Personnel

Non-Tenured Teachers

BE IT RESOLVED, the Frenchtown Board of Education approved to offer an employment contract to the following list of non-tenured teachers for the 2019-2020 school year at an annual salary determined by the 2016-2020 collective bargaining agreement.

Teacher	FTE	Step / Column	2019-2020 Salary Guide
Paige Ahrens	1.00	Step 5 / BA+30	$55,725.00
Peggy Button	.50	Step 9 / BA	$28,257.50
David deWolfe	1.00	Step 11 / MA	$66,945.00
Cristina Doyle	1.00	Step 6 / BA+30	$57,115.00
Staci Kane	1.00	Step 1 / BA+30	$54,935.00
Amanda Matlee	1.00	Step 8 / MA	$61,915.00
Katelynn Yard	1.00	Step 6 / BA	$53,715.00

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 1.

Tenured Teachers

BE IT RESOLVED, the Frenchtown Board of Education approved to offer an employment contract to the following list of tenured teachers for the 2019-2020 school year at an annual salary determined by the 2016-2020 collective bargaining agreement.

Teacher	FTE	Step / Column	2019-2020 Salary Guide
Brandi Bontempo	1.00	Step 11 / BA	$60,145.00
Tricia Hurley	1.00	Step 11 / MA	$66,945.00
Marjorie Leuschner	.80	Step 20 / BA	$60,628.00
Elizabeth McCann	1.00	Step 14 / MA	$69,325.00
Peter Moran	1.00	Step 20 / MA	$84,580.00
Alicia Parker	1.00	Step 14 / MA	$69,325.00
Ashley Seneca	1.00	Step 7 / BA	$55,115.00
Brittney Shurts	1.00	Step 5 / BA	$52,325.00
Holly Siock	1.00	Step 10 / MA	$64,715.00
Kendra Sullivan	1.00	Step 10 / MA	$64,715.00
Susan Valle	.40	Step 21 / MA	$34,170.00
Thomas Wollert	.80	Step 17 / MA	$62,892.00

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 1.

Instructional Aides

BE IT RESOLVED, the Frenchtown Board of Education approved to offer an employment contract to the following list of Instructional Aides for the 2019-2020 school year, FTE and salary to be determined upon finalization of the schedule:

Name	Position	FTE	Salary
Heather Critelli	Instructional Aid	1.00	$20,724.00
Emily O'Connell	Pre-School Aide (PM)	.71	$15,006.61
Kathy Skerbetz	Pre-School Aide (AM)	.65	$13,738.45
Julia Smith	Instructional Aide	.75	$15,852.06

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 1.

Non-FEA Staff

BE IT RESOLVED, the Frenchtown Board of Education approved to offer an employment contract to the following list of non-FEA staff for the 2019-2020 school year.

Name	Position	FTE	Salary
Lisa Lubonty	Assistant to the Business Administrator	.80	$35,117
Kathy Petro	School & CST Secretary	1.00	$66,390
Larry Whitman	Head Custodian	1.00	$62,506

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 1.

Shared World Language Teacher
BE IT RESOLVED, the Frenchtown Board of Education approved to continue the Inter-local Services Agreement with the Milford Board of Education for World Language Teacher Services from September 1, 2019 to June 30, 2020 at a cost of $46,705.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

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

WHEREAS the 2019/2020 school budget for the Frenchtown Elementary School was subjected to a 23.6% reduction in State Aide;

BE IT RESOLVED that the following positions be eliminated from the 2019/2020 school budget for reasons of economy:

Full Time Night Custodian
Middle School Teacher (Social Studies)

BE IT FURTHER RESOLVED that the following positions be reduced in the 2019/2020 school budget for reasons of economy:

Health and Physical Education Teacher (1.0 to .08 FTE)
Speech Therapist (0.5 to 0.4 FTE)

BE IT FURTHER RESOLVED that the termination of employment contracts related to all other positions shall be addressed thorough the annual renewal/non-renewal process for non-tenured employees.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Extra-Curricular Activities Job Descriptions
BE IT RESOLVED, the Frenchtown Board of Education approved the attached Job Descriptions of the following Extra-Curricular Activities for the 2019-2020 school year:

Co-Ed Soccer Coach
Boys Basketball Coach
Girls Basketball Coach
Student Council Advisor
Yearbook Advisor
8th Grade Coordinator
Ski Club Advisor
Testing Coordinator
Stem Club
Running Club (iRun4Life)
Sketchbook Club

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Guidance Practicum
BE IT RESOLVED, the Frenchtown Board of Education approved the request from Amanda Matlee to complete her Guidance Practicum as per the attached letter.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Curriculum

Field Trips
BE IT RESOLVED, the Frenchtown Board of Education approved the following field trips:

Frenchtown Park	Kindergarten, 1st and 2nd Grade	6-10-2019

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Daughters of the American Revolution (DAR) Award
BE IT RESOLVED, the Frenchtown Board of Education approved the Daughters of the American Revolution award for citizenship for the 8th grade.

Moved by Mrs. Pearson and seconded by Mrs. Einhorn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Planning

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14. NEW BUSINESS

Employee Resignation
BE IT RESOLVED, the Frenchtown Board of Education accepts with regret the resignation of Helen Kovatch effective July 1, 2019.

Moved by Mrs. Einhorn and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

15. PUBLIC COMMENT

- ✓ Laura Rivera – Concern from a Special Education perspective related to budget cuts. Parent concerned that Michelle Small is not being offered a contract for the 2019-2020 school year. Mrs. Wasserbach responded that although there will be a shift in staff assignments, there will remain 3 Special Education teachers in 2019-2020 school year.

- ✓ Carolyn Wolferman – Child school choices from Holland. Watchful about what is going on at the school. Concerned about Social Studies position being cut. Mrs. Wasserbach stated that the district will continue to provide all the required educational programs but we need to be creative and the way it's provided may look a little different. The middle school students will continue to have social studies. The homeroom teachers in each grade level will teach one section of social studies in 2019/2020.

- ✓ What is the plan for future budget cuts?

- ✓ Holly Low – Is there a possibility to petition the county for funding? Are there any discussions about regionalization?

- ✓ Mrs. Kate Nugent replied to the questions on regionalization. This is an on-going conversation with the Board Presidents. A study would be required. All districts would need to agree. Mrs. Nugent also stated that the board will be considering options and setting goals to deal with the projected state aid reductions at its goal setting meeting on June 18th.

16. ADJOURNMENT

BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 8:17 p.m. Moved by Mrs. Einhorn and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

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Respectfully submitted:

Teresa Barna
Board Secretary

Attest:

Kate Nugent
Board President