Frenchtown Board of Education
Meeting Minutes
August 27, 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 6:51 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 Ms. Laine Nauman Mrs. Teresa Pearson Mrs. Kate Nugent
Members Absent:	Mrs. Amy Musolino
Others Present:	Daria Wasserbach, Superintendent Teresa Barna, Business Administrator/Board Secretary James Hintenach, Principal

4. **PUBLIC COMMENT** - None

5. **2019/2020 BOARD and DISTRICT GOALS**

BE IT RESOLVED, the Frenchtown Board of Education approved the following 2019-2020 Frenchtown Board of Education District and Board Goals:

Frenchtown District Goals (2019- 2020)

1. Incorporate Community Service Learning into the educational program, including an 8th grade capstone community service project.

2. Expand current Personalized Student Learning Plan for students in grades 6 thru 8 to further differentiate and individualize instruction.

3. Consider new scheduling models for middle school.

4. Assess the needs and goals for technology, and anticipate any upcoming expenses. Create a five year technology plan.

Board Goals (2019- 2020)

1. Negotiate a new teachers' contract with the Frenchtown Education Association to replace the current contract which expires June 30, 2020.

2. By February 1st of 2020, create a three to five year feasibility plan for the district to explore options for dealing with cuts in state funding.

3. Create more opportunities to positively market our school, including participation in town events such as Riverfest and Bastille Day.

4. Assess the viability of Green Certification in our district.

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

6. PRESENTATIONS AND RECOGNITIONS

7. BOARD SECRETARY REPORT

Informational Items

- Board Meeting Schedule
  - ✓ September 24, 2019 – Action Meeting
  - ✓ October 15, 2019 – Action Meeting
- School Board's Convention – October 21-24, 2019
- Correspondence

Actions Items

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

- June 25, 2019 – Regular Session

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

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

- June 25, 2019 – Executive Session

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

8. PROJECT UPDATE

- ✓ Arbitration Scheduled – October 15th, 16th and 17th, 2019

9. SUPERINTENDENT'S REPORT

- Regional Articulation

Action Items:

HIB Report
BE IT RESOLVED, the Frenchtown Board of Education affirmed the HIB report submitted on June 25, 2019.

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

Professional Development Plan
BE IT RESOLVED, the Frenchtown Board of Education acknowledged receipt of the 2019/2020 District Professional Development Plan developed in accordance with all regulations as specified in N.J.A.C. 6A:9C-4.2 and approves the fiscal impacts of the plan.

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

Statement of Assurance
BE IT RESOLVED, the Frenchtown Board of Education acknowledged receipt of the Statement of Assurances (SOA) for the requirements of the District Professional Development Plan and the District Mentoring Plan. The Superintendent shall submit the SOA to the Hunterdon County Department of Education by September 1, 2019.

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

NJ Principal Evaluation
BE IT RESOLVED, the Frenchtown Board of Education change the Administrator (Principal) Evaluation Tool from the Marshall to the New Jersey Principal Evaluation for Professional Learning Process (NJPEPL) effective, July 1, 2019.

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

2019/2020 District Goals Action Plan
BE IT RESOLVED, the Frenchtown Board of Education acknowledged receipt of the 2019/2020 District Goals Action Plan.

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

10. PRINCIPAL'S REPORT

- ESY Program
- Ice Cream Social

11. BOARD PRESIDENT'S REPORT

- ✓ Frenchtown Business and Professional Association
- ✓ Fill Vacant Board seat
- ✓ Appoint Negotiations Committee
- ✓ Table at Riverfest on September 1, 2019

Board Member Resignation
BE IT RESOLVED, the Frenchtown Board of Education accepts with regret the resignation of Board member, Amy Musolino effective August 26, 2019.

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

12. POLICY

First Reading
BE IT RESOLVED, the Frenchtown Board of Education approved the first reading of the following policy and regulation:

5141.21	Administering Medication
5141.21 R	Administering Medication – Regulation

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

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

4240 Compensation and Related Benefits

Moved by Mrs. Einhorn and seconded by Ms. Nauman. 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 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 June 26, 2019 to June 30, 2019 bills list as follows:

General Fund:	$38,562.16
Special Revenue Fund:	$ 90.56
Total	**$38,652.72**

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

BE IT RESOLVED, the Frenchtown Board of Education approved the July 1, 2019 to July 31, 2019 bills list as follows:

General Fund:	$296,209.77
Special Revenue Fund:	$ 848.62
Total	**$297,058.39**

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

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BE IT RESOLVED, the Frenchtown Board of Education approved the August 1, 2019 to August 27, 2019 bills list as follows:

General Fund:	$131,885.56
Special Revenue Fund:	$ 2,922.75
Total	**$134,808.31**

Moved by Mr. Blackburn and seconded by Mrs. Pearson. On a voice 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 June 2019 Budget Transfers in the amount of $47,666.66

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

BE IT RESOLVED, the Frenchtown Board of Education approved the list of the July 2019 Budget Transfers in the amount of $6,267.75

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

Board Secretary/Treasurer Reports –June 2019

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

Board Secretary/Treasurer Reports –July 2019

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

Payroll Agency Transfers
BE IT RESOLVED, the Frenchtown Board of Education approved the transfer of excess balances from the Payroll Agency Account to the General Fund in the amount of $6,534.69.

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

Transfers Greater than 10% 2018-2019
BE IT RESOLVED, the Frenchtown Board of Education approved transfers greater than 10% into the tuition account grouping for the 2018/2019 school year.

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

REAP Grant
BE IT RESOLVED, the Frenchtown Board of Education approved to accept the 2019/2020 REAP Grant Award and accept the funds in the amount of $13,007.

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

Non-Public Textbook Aid
BE IT RESOLVED, the Frenchtown Board of Education approved to accept Nonpublic Textbook Aid for the 2019/2020 school year in the amount of $158 for Secret Garden Montessori School as provided by the State of New Jersey.

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

Non-Public Technology Aid
BE IT RESOLVED, the Frenchtown Board of Education approved an Agreement with Secret Garden Montessori School for Nonpublic Technology Aid for the 2019/2020 school year in the amount of $108 as provided by the State of New Jersey.

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

Non-Public Security Aid
BE IT RESOLVED, the Frenchtown Board of Education approved to accept Nonpublic Security Aid for the 2019/2020 school year in the amount of $600 and to approve an Agreement with the Secret Garden Montessori School to provide hardware/software not to exceed the availability of funds provided by the State of New Jersey.

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

Non-Public Nursing Aid
BE IT RESOLVED, the Frenchtown Board of Education approved to accept Nonpublic Nursing Aid for the 2019/2020 school year in the amount of $388 for Secret Garden Montessori School as provided by the State New Jersey.

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

Non-Public Transportation
BE IT RESOLVED, the Frenchtown Board of Education approved to accept and appropriate Fiscal year 2019 Non-Public Transportation Aid in the amount of $870 into account #11-000-270-503 "AIL Non-Public"

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

Appropriate Extraordinary Aid
BE IT RESOLVED, the Frenchtown Board of Education approved to accept and appropriate Fiscal Year 2019 Extraordinary Aid into the following accounts:

11-190-100-320 "Instruction Purchased Prof Ed"	$ 2,111
11-000-223-500 "Staff Train Oth Purch Serv"	$ 5,000
11-000-263-610 "Grounds Supplies"	$ 1,500
11-000-219-500 "CST Other Purch Serv"	$ 1,000
11-000-262-500 "Custodial Oth PurchServ"	$ 3,112
Total	$12,723

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

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Cafeteria Bank Account
BE IT RESOLVED, the Frenchtown Board of Education approved to close out the cafeteria bank account and to transfer the ending balance in the amount of $4,916.89, to Delaware Regional High School as per the Food Service Consolidation Agreement approved at the April 30, 2019 Board meeting.

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

Facilities

Integrated Pest Management
BE IT RESOLVED, the Frenchtown Board of Education approved the Frenchtown Board of Education Integrated Pest Management Plan for the 2019-2020 school year.

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

Facility Use
BE IT RESOLVED, the Frenchtown Board of Education approved the following facility use:

Borough of Frenchtown Council 9-4-2019 7:00 p.m. to 10:00 p.m.

Girl Scouts Brownie Troop of Frenchtown 6:00 p.m. to 7:30 p.m.

For the following dates:
September 16, 2019
October 7th and 21st, 2019
November 4th and 18th, 2019
December 2nd and 16th, 2019
January 6th and 20th, 2020
February 3rd and 24th, 2020
March 2nd and 16th, 2020
April 6th and 20th, 2020
May 4th and 18th, 2020

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

Transportation

Personnel

Travel/Staff Development

BE IT RESOLVED, 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 accordance with NJ Statute, Code and NJ Department of Treasury Guidelines. OMB Mileage Reimbursement Rate: $0.35.

Employee/ BOE Member	Program Title/ Location	Date(s)	Cost	Mileage	Lodging (per diem)	Meals (per diem)
James Hintenach	Danielson Refresher for Administrators, Galloway, NJ	8-15-19	$106.00	$71.40	N/A	N/A
James Hintenach	School Safety Specialist Training, Hamilton, NJ	8-6-19 to 8-9-19	$0.00	$115.64	N/A	N/A
Laura Einhorn	NJSBA Conference, Atlantic City, NJ	10-22-19 to 10-24-19	$375.00	$101.90 Mileage /Parking /Tolls	$200.00	$99.00

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

Employee Days Without Pay

BE IT RESOLVED, the Frenchtown Board of Education approved days without pay for the following employees:

Staci Kane - Nurse August 28, 2019 and August 29, 2019

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

Instructional Aides

BE IT RESOLVED, the Frenchtown Board of Education approved revision in hours for the following aides due to student enrollment and scheduling for the 2019-2020 school year as recommended by the Superintendent:

Aide	Previous FTE	Previous Salary	New FTE	New Salary 2019-2020
Emily O'Connell	.71	$15,006.61	.75	$15,852.06
Julia Smith	.75	$15,852.06	.78	$$16,486.14

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

Instructional Aides-New Hires
BE IT RESOLVED, the Frenchtown Board of Education approved to hire the following Instructional Aides as recommended by the Principal for the 2019-2020 school year:

Rose Poljevka-Hochenberger	FTE .71	$14,713.98
Tracy Folmar	FTE .58	$12,019.87

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

2019-2020 Substitutes
BE IT RESOLVED, the Frenchtown Board of Education approved the following substitute for the 2019-2020 substitute list at a rate of $90.00 per day (Teacher), $120.00 day (School Nurse), $13.00 per hour (Custodian) or $80.00 per day (Secretary)

Rose Poljevka-Hochenberger Teacher $90.00 per day ($13.00/Hour)

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

Part-Time Custodians
BE IT RESOLVED, the Frenchtown Board of Education approved to hire the following part-time custodians as recommended by the Superintendent for the 2019-2020 school year:

Name	Hours	Rate
Richard Hoffman	25 hours per week (90 Days)	$17.00 per hour
Douglas Smith	12 hours per week	$17.00 per hour

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

Curriculum

Planning

14. **NEW BUSINESS**

FBPA Membership
BE IT RESOLVED, the Frenchtown Board of Education authorized a $50.00 membership to the FBPA.

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

NJCAP Grant
BE IT RESOLVED, the Frenchtown Board of Education approved to move the expenditure of $284.00 as the district responsibility of the NJCAP Grant.

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

15. PUBLIC COMMENT

- ✓ Hugo Rodriguez – 8th Grade Capstone Project

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;

__X__ 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
__X__ 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 8:08 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. Pearson. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

BE IT RESOLVED, the Frenchtown Board of Education approved to reconvene into regular session at 9:18 p.m.

Moved by Mr. Blackburn and seconded by Mrs. Pearson. 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 9:19 p.m. Moved by Mr. Blackburn and seconded by Mrs. Einhorn. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

Respectfully submitted:

Teresa Barna
Board Secretary

Attest:

Kate Nugent
Board President