# Frenchtown Board of Education
# Regular Meeting Agenda
June 25, 2019 6:45 p.m.

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

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**

**3. ROLL CALL**

| | | |
|---|---|---|
| Mr. Adam Blackburn | Mrs. Amy Musolino | Mrs. Kate Nugent |
| Mrs. Jennifer Campbell | Ms. Laine Nauman | |
| Mrs. Laura Einhorn | Mrs. Teresa Pearson | |

**4. PUBLIC COMMENT (all school-related topics; time limits: 30 min. total; 3 min. /person)**

At this time, comment is invited on any matter relating to the school district.

Anyone wishing to speak before the board may do so during the public commentary portion of the agenda. The presenter shall give his/her name and address and make the presentation as brief as possible. Unless an extension of time is given, each speaker shall be limited to 3 minutes.

Speakers may offer suggestions or express their concerns. However, in public session, the board will not discuss concerns about individual students or staff members. Other, more appropriate, channels are available for expressing concerns about individual students or staff members.

**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
  - ✓ 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
- Correspondence

Actions Items

7.1 Motion to approve the following minutes:

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

7.3 Motion to approve the following minutes:

- June 18, 2019 – Goal Setting

## 8. CAPITAL PROJECT UPDATE

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

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## 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:

9.1 Motion to affirm the HIB report submitted on May 14, 2019

9.2 Motion to approve the attached 2019/2020 Teacher Mentor Plan

## 10. PRINCIPAL'S REPORT

## 11. BOARD PRESIDENT'S REPORT

## 12. POLICY

First Reading

12.1 Motion to approve the first reading of the following policy:

4240 Compensation and Related Benefits

## 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.

**Action Items:**

**Finance**

Payment of Bills

13.1 Motion to approve 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** |

13.2 Motion to approve 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** |

Budget Transfers

13.3 Motion to approve the list of the May 1, 2019 through May 31, 2019 Budget Transfers in the amount of $24,361.64.

13.4 Motion to approve the list of the June 1, 2019 through June 30, 2019 Budget Transfers in the amount of $23,300.42.

Board Secretary/Treasurer Reports

13.5 Motion to approve and acknowledge 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 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).

Close out the Year

13.6 Approval 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.

List of Contracts for 2018-2019

13.7 Motion to approve 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.

FY20 IDEA Application

13.8 Motion to approve 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** |

FY20 ESSA Application

13.9 Motion to approve 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:

| | |
|---|---|
| Title I | $17,083 |
| Title II | $ 3,201 |
| Title III | $ 740 |
| Title IV | $10,000 |
| **Total** | **$31,024** |

English as a Second Language

13.10 Motion to approve 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.

Flexible Spending Plan

13.11 Motion to approve Horizon Blue as Administrators for the Frenchtown Board of Education Flex Spend Plan from September 1, 2019 through August 31, 2020.

Pre-School Tuition Withdraw

13.12 Motion to approve 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 |

Pre-School Tuition

13.13 Motion to approve 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 |

NJ CAP Grant

13.14 Motion to approve Fiscal Year 2020 NJ CAP Grant Application for submission to the State of New Jersey Department of Education.

2019 ESY Speech Services

13.15 Motion to approve 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.

**Facilities**

Kindergarten Toilet

13.16 Motion to approve 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.

**Transportation**

Bus Rental Agreement

13.17 Motion to approve 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.

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**Personnel**

2019-2020 Substitute List

13.18 Approval of 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).

Extra-Curricular Activities

13.19 Motion to approve 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 |

13.20 Motion to approve 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 |

Shared Superintendent

13.21 Motion 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.

ESY Child Study Team Services

13.22 Motion to approve Amanda Matlee for 2019 summer Child Study Team services on a as needed basis at a rate of $43.22 per hour.

ESY General Education & Special Education

13.23 Motion to approve 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.

Curriculum Writing

13.24 Motion to approve 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 |

Interim Principal

13.25 Motion to approve 3 days for Katherine Griffith in the month of July 2019 at a rate of $450.00 a day for transitioning.

2019 Revised Appointments

13.26 Motion to approve 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.

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AHERA Representative .....Mattie O'Brien
Architect of Record..... SSP Architectural Group
Asbestos Management Officer .....Mattie O'Brien
Attendance Officer.....James 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 Officer.....Mattie 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 Record.....Brown & Brown Metro
Integrated Pest Management (IPM) Coordinator….....Mattie O'Brien
Official Newspapers .....Hunterdon County Democrat
Star-Ledger, Express Times
Payroll Services ..... R&L Payroll Services, Inc.
Personnel Software System .....CDK Systems
Policy Service Provider .....NJSBA
Public Agency Compliance Officer ..... Teresa E. Barna
Public Records Custodian ..... Teresa E. Barna
Qualified Purchasing Agent ..... Teresa E. Barna
Right-to-Know Training and Compliance .....RK Occupational & Environmental, Inc.
Right to Know Officer .....Mattie O'Brien
School Choice Contact.....James Hintenach
School Physician..... Del-Val Family Health Center
School Safety Specialist.....Daria Wasserbach
Security Monitoring Services.....Quantum Security Systems/B SAFE, Inc.
Truant Officer .....James Hintenach

**Curriculum**

Danielson Curriculum

13.27 Motion to approve the evaluation models to be used in the 2019/2020 school year in accordance with AchieveNJ as follows:

Danielson Model ----- Teachers

Kim Marshall Model ----- Administrators

Accept Donations
13.28 Motion to accept the following donations:

| From | Amount | Purpose |
|---|---|---|
| Kathleen Bernhardt | $3,161.00 | Plays/Theatre |
| Delaware Valley Regional High School | 6 Microscopes | Science Department |

## 14. NEW BUSINESS

## 15. PUBLIC COMMENT (all school-related topics; time limits: 30 min. total; 3 min. /person)

At this time, comment is invited on any matter relating to the school district.
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Speakers may offer suggestions or express their concerns. However, in public session, the board will not discuss concerns about individual students or staff members. Other, more appropriate, channels are available for expressing concerns about individual students or staff members.

The Board President may terminate the remarks of any individual, when they do not adhere to the rules established above.

## 16. EXECUTIVE SESSION

Motion to approve 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 _____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.

## 17. ADJOURNMENT