

# Frenchtown Board of Education Regular Meeting Agenda

April 26, 2022 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 13, 2022. 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. Kara Bobrowski  
Mr. Michael Dermody

Ms. Erinn Nakahara  
Ms. Laine Nauman  
Mr. Hugo Rodriguez

Mrs. Kate Nugent

4. **PRESENTATIONS AND RECOGNITIONS**

- Public Hearing on the 2022/2023 Budget

5. **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.

6. **2021/2022 BOARD and DISTRICT GOALS**

### **Frenchtown District Goals (2021-2022)**

1. Provide continued management of the Covid 19 crisis as it relates to the district.
2. Continue to explore opportunities with Kingwood Township School for our middle school students.

# Frenchtown Board of Education Regular Meeting Agenda

April 26, 2022 6:45 p.m.

3. Review Math opportunities for our students, especially at the middle school level, to ensure that our students' math skills transition well to the high school curriculum.

## Board Goals

1. Support a focus on diversity, equity and inclusion in our classroom environment through board policy, curriculum, and professional development.
2. Provide support for needed equipment, communication, and community engagement during the extended Covid 19 crisis.
3. Develop a new mission statement with input from students, staff, and members of the public.

## 7. **BOARD SECRETARY REPORT**

### Informational Items

- Board Meeting Schedule
  - ✓ May 10, 2022 – Action Meeting
  - ✓ June 21, 2022 – Action Meeting
  - ✓ August 23, 2022 – Action Meeting
- School Board Candidate Kits and Petitions available – Due July 25, 2022
- Enrollment – April 22, 2022

Grade	Student Enrollment	Choice In	Choice Out
Pre K	9		
Kindergarten	13	0	0
Grade 1	10	4	2
Grade 2	17	2	1
Grade 3	5	0	0
Grade 4	13	1	1
Grade 5	15	2	3
Grade 6	8	0	1
Grade 7	3	0	2
Grade 8	11	0	0
Out of Dist.	1		
Total	105	9	10

# Frenchtown Board of Education Regular Meeting Agenda April 26, 2022 6:45 p.m.

## Action Items

### Meeting Minutes

7.1 Motion to approve the following minutes:

- March 22, 2022 – Regular Session

## 8. SUPERINTENDENT’S REPORT

### Informational Items:

a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending April 26, 2022.

Month/Year	# of Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed (Y/N)
Sept 1- Sept 28	0				
Sept 29 – Oct 19	0				
Oct 20– Nov 23	0				
Nov 24 – Dec 21	1	0		Yes	
Dec 22 – Jan 25	0				
Jan 26 – Feb 22	0				
Feb 23 – Mar 22	0				
Mar 23 – April 26	0	0			
April 27 – May 10					
May 11 – June 21					
TOTAL	1	0			

b. Short term suspension report:

Student ID	Violation of Student Code of Conduct	Level of Infraction	Terms of Suspension and Dates	Clearance Required
469	Yes	Level 3	3/30/22	No

c. Security and Fire Drills

Drill	Date Completed
Security Drill	4-22-2022
Fire Drill	4-13-2022

# Frenchtown Board of Education Regular Meeting Agenda

April 26, 2022 6:45 p.m.

**Action Items:**

HIB Report

8.1 Motion to affirm the HIB report submitted on March 22, 2022.

**9. PRINCIPAL’S REPORT**

**10. BOARD PRESIDENT’S REPORT**

**11. POLICY**

First Reading

11.1 Motion to approve the first reading of the following policies:

5131	Conduct/Discipline
5141.10	Face Coverings

**12. 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

12.1 Motion to approve the April 26, 2022 bills list as follows:

General Fund:	\$267,598.09
Special Revenue Fund:	<u>\$ 7,737.43</u>
<b>Total</b>	<b><u>\$275,335.52</u></b>

Budget Transfers

12.2 Motion to approve the list of the March 2022 Budget Transfers in the amount of \$1,305.00.

# Frenchtown Board of Education Regular Meeting Agenda

April 26, 2022 6:45 p.m.

Board Secretary/Treasurer Reports

12.3 Motion to approve and acknowledge receipt of the monthly certification of the Board Secretary and after review of the **March, 2022** 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).

Professional Services

12.4 Motion to approve the following professional services for the 2022-2023 school year:

<b>Professional Service</b>	<b>Professional</b>	<b>Rate</b>
Auditor	Bedard Kurowicki & Co., CPA	\$14,675/\$220/Hour
Attorney	Cleary, Giacobbe, Alfieri	\$155/hr
School Physician	Delaware Valley Health Assoc.	\$1,000 Retainer
Architect of Record	SSP Architectural Group	\$165/hr
Environmental Consultant	RK Environmental	\$125/hr
Occupational Therapy	Chris Cross Kids, LLC	\$85/hr
Physical Therapy	Chris Cross Kids, LLC	\$95/hr
Speech Therapy	Chris Cross Kids, LLC	\$90/hr

These contracts are awarded without public bidding for the reasons that the services to be rendered are recognized professions, licensed and regulated by law and their services are required by the Board of Education. The Board of Education used a deliberate process that considered cost and other relevant factors Fees per hour for Principal/Partner/Physician.

Enrollment Adjustment

12.5 Enrollment Adjustment Approval

WHEREAS, N.J.A.C. 6A:23A-11.2(c) allows a district to request an adjustment to the tax levy for increases in enrollment that exceeds two percent of the prebudget year:

WHEREAS, the Frenchtown Board of Education has determined that there is a need to use the enrollment adjustment in the amount of \$20,514 for the purpose of supporting a thorough and efficient education which has become more difficult as a result of state aid reductions exceeding the 2% tax levy cap in the amount of \$89,958.

# Frenchtown Board of Education Regular Meeting Agenda

April 26, 2022 6:45 p.m.

THEREFORE, BE IT RESOLVED, that the Frenchtown Board of Education requests the approval of the enrollment adjustment in the amount of \$20,514.

2022-2023 School Budget Adoption

12.6 Adoption of the 2022-2023 School Budget:

WHEREAS, the 2022/2023 budget includes sufficient funds to implement the proposed planning process as described in this district’s Annual Report pursuant to N.J.S.A. 18A:7A -11 and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

WHEREAS, the 2022/2023 budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A;

THEREFORE, BE IT RESOLVED the Frenchtown Board of Education adopts the 2022/2023 budget in the amount of \$2,687,623 as follows:

<b>Fund</b>	<b>Appropriations</b>	<b>Tax Levy</b>
General Fund	\$2,687,623	\$2,236,065
Special Revenue Fund	\$ 56,465	
Debt Service Fund	\$ 111,869	\$ 110,869
<b>Total Budget</b>	<b>\$2,855,957</b>	<b>\$2,346,934</b>

Requisition for Taxes

12.7 **RESOLVED:** that the amount of district taxes needed to meet the obligations of the Board for the 2022-2023 school year is \$2,346,934, and that the Borough of Frenchtown is hereby requested to place in the hands of the Custodian of School Moneys that amount in accordance with the statutes relating thereto.

<b>Date Due</b>	<b>General Fund Levy</b>	<b>Debt Service Levy</b>	<b>Total Payment</b>
July 1, 2022	\$291,312.00	\$99,847.00	\$391,159.00
September 1, 2022	\$387,481.00	\$3,674.00	\$391,155.00
November 1, 2022	\$387,481.00	\$3,674.00	\$391,155.00
January 1, 2023	\$387,481.00	\$3,674.00	\$391,155.00
March 1, 2023	\$391,155.00		\$391,155.00
May 1, 2023	\$391,155.00		\$391,155.00
<b>Total</b>	<b>\$2,236,065.00</b>	<b>\$110,869.00</b>	<b>\$2,346,934.00</b>

Implementation of School Budget 2022/2023

12.8 Motion to authorize the Superintendent and Business Administrator to implement the 2022/2023 budget pursuant to federal, state and local policies and regulations.

**Frenchtown Board of Education  
Regular Meeting Agenda**

April 26, 2022 6:45 p.m.

Health Benefit Waiver

12.9 Motion to establish the 2022/2023 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.

Facility Management Shared Services 2022/2023

12.10 Motion to approve the following resolution for the 2022/2023 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 2022/2023 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 \$9,700 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 \$.35 per mile. Materials will be reimbursable at cost.

# Frenchtown Board of Education Regular Meeting Agenda

April 26, 2022 6:45 p.m.

## Non-Public Nursing Services

12.11 Motion to approve the attached contract with Hunterdon County ESC for Non-Public Nursing Services for the 2022/2023 school year.

## Non-Public 192/193

12.12 Motion to approve the attached nonpublic 192/193 services agreement with Hunterdon County ESC for the 2022-2023 school year.

## Dental Renewal for 2022-2023

12.13 Motion to approve the attached renewal rates for Delta Dental from July 1, 2022 to June 30, 2023 representing an increase of 3.31%.

## NJSIG Safety Grant

12.14 Motion to approve the following resolution:

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a school board insurance group authorized by J.J.S.A. 18A:18B-1 et seq. To provide insurance coverage and risk management services for its members;

WHEREAS, the Frenchtown Board of Education, herein after referred to as the “Educational Institution,” is a member of NJSIG; and,

WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.

NOW THEREFORE, BE IT RESOLVED, that:

1. The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2021/2022 fiscal year in the amount of \$2,000 for the purposes set forth in the safety grant application, which is attached hereto; and,
2. The Business Administrator is hereby authorized to take all action necessary to apply for and receive a safety grant award.

## Sustainable Jersey Grant

12.15 Motion to accept a Sustainable Jersey Grant in the amount of \$10,000.

## Pre-School Tuition/Cancellation

12.16 Motion to accept a request to withdraw preschool student from the Little Paws Preschool Program for the 2022/2023 school year and to rescind the tuition contract for the following student:

Student ID#	Amount
00548	\$5,750.00



**Frenchtown Board of Education  
Regular Meeting Agenda**

April 26, 2022 6:45 p.m.

Pre-School Tuition 2022-2023

12.17 Motion to accept preschool student into the Little Paws Preschool Program for the 2022/2023 school year, and to approve tuition contract for the following student:

Student ID#	Amount
00552	\$5,750.00

River Union Stage

12.18 Motion to accept the attached revised proposal from River Union Stage for the 2021-2022 Out Reach Program at a cost not to exceed \$5,060.00.

2022-2023 Tuition Contract with Warren Glen Academy

12.19 Motion to approve a sending tuition contract with Warren Glen Academy for one (1) student for the 2022-2023 school year, at a rate of \$64,900.50, \$309.05 per diem for 210 days, July 2022 through June 2023.

Memorandum of Agreement to form an ARP HCY II Consortium

12.20 Motion to approve the following resolution:

Whereas, the American Rescue Plan (ARP) of 2021 included federal funds for the ARP-Homeless Children and Youth (HCY) Program, and

Whereas, funding under this program must be used for the purposes of identifying homeless children and youth and providing homeless children and youth with (A) wrap-around services in light of the challenges of COVID-19; and (B) assistance needed to enable homeless children and youth to attend school and participate fully in school activities, and

Whereas, the Frenchtown Board of Education received an allocation of \$310 and districts must join a consortium to aggregate funds if the allocation is less than \$5,000, and

Whereas, Frenchtown Board of Education is part of the Region I consortium through Bergen County Educational Services Commission that includes the following counties: Bergen, Hunterdon, Passaic, Somerset, Sussex and Warren, now

Therefore Be It Resolved, that the Frenchtown Board of Education approve a Memorandum of Agreement to form an ARP HCY II Consortium and will serve as a "Member District" in the Region II Consortium.

**Facilities**

**Transportation**

**Frenchtown Board of Education**  
**Regular Meeting Agenda**  
April 26, 2022 6:45 p.m.

**Personnel**

2021-2022 Substitute List

- 12.21 Motion to approve the following lists of substitutes for the 2021-2022 substitute list at a rate of \$105.00 per day (Teacher), \$175.00 per day (School Nurse), \$95.00 per day (Secretary) and \$14.00 per hour (Custodian).

Cynthia Fasino - Teacher – Effective 3-23-2022

Employee Resignations

- 12.22 Motion to accept with regret a letter of resignation for Ashley Seneca as a Preschool Teacher effective at the conclusion of the 2021/2022 school year.
- 12.23 Motion to accept with regret a letter of resignation for Kathy Skerbetz as a Preschool Aide effective at the conclusion of the 2021/2022 school year.

Hire Executive Secretary

- 12.24 Motion to appoint Sandra Miller as the Executive Secretary effective July 1, 2022 and to offer Ms. Miller an employment contract at a salary of \$67,500, pending criminal background checks.

Additional Pay for Executive Secretary

- 12.25 Motion to approve additional pay for Sandra Miller for the purposes of transition into the position of Executive Secretary for up to 10 days at the daily rate of \$281.25.

Leave of Absence

- 12.26 Motion to approve a leave of absence for Marjorie Leuschner without pay effective 4-22-2022 until undetermined.

Summer Accelerated Learning Program

- 12.27 Motion to approve a summer accelerated learning program that will run concurrently with the ESY program and focus on learning loss in Math and ELA.

Summer Accelerated Learning Program

- 12.28 Motion to approve Holly Siock and Brittney Shurts as teachers in our Summer Accelerated Program.

**Curriculum**

Field Trip

- 12.29 Motion to approve the following field trip:

# Frenchtown Board of Education Regular Meeting Agenda

April 26, 2022 6:45 p.m.

Destination	Grade	Date
Bucks Children's Museum	Preschool	May 6, 2022
Canal Path	4 <sup>th</sup> Grade-Science	April 13, 2022

**13. NEW BUSINESS**

**14. 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.

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

**15. 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
- 8. Terms and conditions of employment
- 9. Deliberations involving imposition of specific civil penalty.

**Frenchtown Board of Education  
Regular Meeting Agenda**

April 26, 2022 6:45 p.m.

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.

**16. ADJOURNMENT**