

Frenchtown Board of Education

Regular Meeting Agenda

June 21, 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. **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. **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.
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

Frenchtown Board of Education

Regular Meeting Agenda

June 21, 2022 6:45 p.m.

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.

6. **PRESENTATIONS AND RECOGNITIONS**

- ❖ Health and Physical Education Presentation

7. **BOARD RETREAT**

- A. Superintendent Evaluation
- B. Board Self-Evaluation
- C. 22/23 Goal Setting

8. **BOARD SECRETARY REPORT**

Informational Items

- Board Meeting Schedule
 - ✓ August 23, 2022 – Action Meeting
 - ✓ September 27, 2022 – Action Meeting
- School Board Candidate Kits Available
 - ✓ 2 – Three-Year Seats Available
 - ✓ Petitions Due to the County Clerk – July 25, 2022
- NJSBA Annual Workshop
 - ✓ October 24-26, 2022 – In person
- Enrollment – June 17, 2022

Grade	Student Enrollment	Choice In	Choice Out
Pre K	9		
Kindergarten	13	0	0
Grade 1	10	4	2

Frenchtown Board of Education Regular Meeting Agenda June 21, 2022 6:45 p.m.

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

Action Items

8.1 Motion to approve the following minutes:

- May 10, 2022 – Regular Session
- May 10, 2022 – Executive Session

9. SUPERINTENDENT’S REPORT

Informational Items:

a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending June 21, 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				
April 27 – May 10	0				
May 11 – June 21	0				
TOTAL	1	0			

b. Short term suspension report: None

Student ID	Violation of Student Code of Conduct	Level of Infraction	Terms of Suspension and Dates	Clearance Required

Frenchtown Board of Education

Regular Meeting Agenda

June 21, 2022 6:45 p.m.

c. Security and Fire Drills

Drill	Date Completed
Security Drill	June 7, 2022
Fire Drill	June 2, 2022

Action Items:

- 9.1 Motion to affirm the HIB report submitted on May 10, 2022
- 9.2 Motion to approve the attached 2022/2023 Teacher Mentor Plan
- 9.3 Motion to accept the HIB Grade Report for FY21, as certified by the NJ Department of Education.

10. PRINCIPAL'S REPORT

11. BOARD PRESIDENT'S REPORT

12. POLICY

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 11, 2022 through May 31, 2022 bills list as follows:

General Fund:	\$258375.33
Special Revenue Fund:	\$ 15,200.26
Total	\$273,575.59

.

Frenchtown Board of Education

Regular Meeting Agenda

June 21, 2022 6:45 p.m.

13.2 Motion to approve the June 1, 2022 through June 21, 2022 bills list as follows:

General Fund:	\$218,666.34
Special Revenue Fund:	\$ 1,786.64
Total	\$220,452.98

Budget Transfers

13.3 Motion to approve the list of the May 1, 2022 through May 31, 2022 Budget Transfers in the amount of \$10,205.74.

13.4 Motion to approve the list of the June 1, 2022 through June 21, 2022 Budget Transfers in the amount of \$24,897.74.

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 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).

Close out the Year

13.6 Approval to authorize the Superintendent and Business Administrator to pay any invoices to close the 2021-2022 school year with approval by the board at the next regular action meeting.

List of Contracts for 2021-2022

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.

FY23 IDEA Application

13.8 Motion to approve the submission of the Fiscal Year 2023 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	\$37,357
Preschool Ages 3-5	\$ 1,249
Total	\$38,606

Frenchtown Board of Education

Regular Meeting Agenda

June 21, 2022 6:45 p.m.

FY23 ESEA Application

13.9 Motion to approve the Fiscal Year 2023 ESEA Grant Application for submission to the State of New Jersey Department of Education and to accept the funds, as follows:

Title II	\$2,326
Title III	\$1,371
Total	\$3,697

ESSA Title III

13.10 Motion to participate in the ESSA Title III Consortium and to approve the ESSA Title III Consortium Memorandum of Agreement for fiscal year 2023 whereby Readington Township School District will be the host district and Frenchtown School District will be a participant district. Districts with an allocation less than \$10,000 in Title III must join a consortium to receive the funds.

Flexible Spending Plan

13.11 Motion to approve Horizon Blue as Administrators for the Frenchtown Board of Education Flex Spend Plan from September 1, 2022 through August 31, 2023.

Year End Deposit

13.12 Motion to approve the year end deposit into the reserve accounts, not to exceed, as follows:

- Capital Reserve - \$130,000
- Maintenance Reserve - \$120,000

Business Services Subcontract Agreement

13.13 Approval of the attached Business Services Subcontract Agreement with Delaware Valley Regional High School in accordance with the contract from July 2022 through June 30, 2023 at a cost of \$50,000.00.

Substitute Rates 2022-2023

13.14 Motion to approve the 2022-2023 substitute rates as follows:

Position	2022-2023 Rate
Substitute Teacher	\$110.00 Per Day
Substitute School Nurse	\$175.00 Per Day
Substitute Custodian	\$14.00 Per Hour
Substitute Secretary	\$95.00 Per Day

Facilities

Kindergarten Toilet

Frenchtown Board of Education

Regular Meeting Agenda

June 21, 2022 6:45 p.m.

13.15 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

13.16 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 2022-2023 school year.

Personnel

2022-2023 Substitute List

13.17 Motion to approve the attached lists of substitutes for the 2022-2023 substitute list at a rate of \$110.00 per day (Teacher), \$175.00 per day (School Nurse), \$95.00 per day (Secretary) and \$14.00 per hour (Custodian).

ESY General Education & Special Education

13.18 Motion to approve Jocelyn Romano (School Counselor and Social Worker) and all General Education and Special Education Teachers to come in as needed for IEP meetings or special education related planning during the 2022 summer at the professional rate of \$45.00 per hour.

Curriculum Writing

13.19 Motion to approve the following teachers for 2022 Summer curriculum writing:

Teacher	Subject	Maximum Hours	Rate
Current FES Teachers as needed per the discretion of the Principal	Subject as needed and determined by code/compliance	15 Hours per identified teacher and subject area	\$45.00 / Hour

Travel/Staff Development

13.20 Motion to approve 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.

Frenchtown Board of Education

Regular Meeting Agenda

June 21, 2022 6:45 p.m.

Employee/ BOE Member	Program Title/ Location	Date(s)	Cost	Mileage	Lodging (per diem)	Meals (per diem)
James Hintenach	Handle with Care Instructor Recertification Program, Hamilton, NJ	9-16-2022	\$475.00	0.00	N/A	N/A

2022-2023 Master Course Prepayment Reimbursement

13.21 Motion to approve the following Master Course Prepayment Reimbursement for the 2022-2023 school year:

Brittney Shurts	Clemson University	Learning Motivation in Context 8-22-2022	\$1,573.00
-----------------	--------------------	--	------------

2022-2023 Master Course Reimbursement

13.22 Motion to approve the following Master Course Reimbursement for the 2022-2023 school year:

Brittney Shurts	Clemson University	STEAM Enacted & Evaluated 10-17-2022	\$927.00
-----------------	--------------------	--	----------

Appoint Preschool Teacher

13.23 Motion to hire a new Preschool Teacher for the 2022-2023 school year as recommended by the Superintendent as follows:

Name	Step / Column	FTE	Salary (2022/2023)
Erin Loeffler	9 / MA	1.00	\$64,900.00

Appoint Special Education/Basic Skills Teacher

13.24 Motion to hire a new Special Education/Basic Skills Teacher for the 2022-2023 school year as recommended by the Superintendent as follows:

Name	Step / Column	FTE	Salary (2022/2023)
Michele Sullivan Schwallie	12 / BA	.54	\$33,628.50

Frenchtown Board of Education

Regular Meeting Agenda

June 21, 2022 6:45 p.m.

Family Medical Leave

13.25 Motion to approve a paid Family Medical Leave of Absence for Pete Moran effective May 13, 2022 until further notice.

Leave of Absence

13.26 Motion to approve a maternity medical leave of absence for Cristina Doyle for approximately 22 weeks, beginning on or about October 17, 2022 through March 27, 2023.

Principal's Employment Contract 2022-2023

13.27 Motion to approve the Employment Contract for Mr. James Hintenach for the 2022-2023 school year at a salary of \$124,500.00 and as per the other terms and conditions of the employment contract.

Interim Superintendent

13.28 Motion to approve Michael Hughes as Interim Superintendent, effective July 1, 2022 through June 30, 2023 at a rate of \$250, not to exceed \$15,500.

ESY/Summer Accelerated Substitutes

13.29 Motion to approve the following additional substitutes to the ESY/Summer Accelerated Programs as follows:

Substitute	Rate
Erin Loeffler – Teacher	\$45.00 Per Hour
Michele Schwallie – Teacher	\$45.00 Per Hour
Kathadin Brown - Nurse	\$45.00 Per Hour

Art & Science Camp

13.30 Motion to approve the following Teacher and Aide to support Art & Science Day Camp to be funded by a Grant:

Name	Duration	Hours	Rate
Tricia Hurley – Teacher	July 11-15, 2022	Monday-Thursday 12:00-3:00 pm Friday 9:00am-12:00pm	\$45.00 / Hour Max 15 Hours
Chelsea Valderas	July 11-15, 2022	Monday-Thursday 12:00-3:00 pm Friday 9:00am-12:00pm	\$16.50 / Hour Max 15 Hours

Frenchtown Board of Education

Regular Meeting Agenda

June 21, 2022 6:45 p.m.

Special Education Aides

13.31 Motion to approve the following aides and scheduling for the 2022-2023 school year as recommended by the Superintendent:

Aide	FTE	Salary 2022-2023
Heather Critelli	1.00	\$21,896.00 (\$17.00 per Hour)
Emily O'Connell	1.00	\$21,896.00 (\$17.00 per Hour)

Curriculum

Art and Science Camp

13.32 Motion to approve an Art and Science Camp to be held during the 2022 Summer as follows:

Activity	Dates	Time/Day	Maximum Number of Students
Art and Science Camp for Grade 2-8	July 11-15, 2022	Monday – Thursday 12:00 pm – 3:00 pm Friday 9:00 am – 12:00 pm	20 Students with a Teacher and Aide

Field Trips

13.33 Motion to approve the following field trips:

Destination	Grade	Date
Frenchtown Park	K, 1 st & 2 nd Grade	June 6, 2022
Frenchtown Park	Preschool	June 3, 2022

Danielson Curriculum

13.34 Motion to approve the evaluation models to be used in the 2022/2023 school year in accordance with AchieveNJ as follows:

Danielson Model ----- Teachers

Kim Marshall Model ----- Administrators

14. NEW BUSINESS

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

Frenchtown Board of Education

Regular Meeting Agenda

June 21, 2022 6:45 p.m.

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.

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
- 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