

Frenchtown Board of Education Meeting Minutes

February 22, 2022 6:45 p.m.

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

The regular meeting of the Frenchtown Board of Education was called to order at 6:47 p.m. by 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 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**

The Pledge of Allegiance was recited by all present.

3. **ROLL CALL**

Members Present: Mr. Adam Blackburn
Mrs. Kara Bobrowski
Mr. Michael Dermody
Ms. Erinn Nakahara
Mr. Hugo Rodriguez (arrived at 7:02 p.m.)
Mrs. Kate Nugent

Members Absent: Ms. Laine Nauman

Others Present: Daria Wasserbach, Superintendent
Teresa O'Brien, Business Administrator/Board Secretary
James Hintenach, Principal

4. **PRESENTATIONS AND RECOGNITIONS**

- ✓ Start Strong Fall 2021 Testing results – Mr. James Hintenach

5. **PUBLIC COMMENT** - None

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.

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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
 - ✓ March 22, 2022 – Action Meeting – Preliminary Budget Approval
 - ✓ April 26, 2022 – Action Meeting
 - ✓ May 10, 2022 – Action Meeting
- Enrollment – February 18, 2022

Grade	Student Enrollment	Choice In	Choice Out
Pre K	10		
Kindergarten	14	0	0
Grade 1	10	4	2
Grade 2	17	2	1
Grade 3	6	0	0
Grade 4	13	1	1
Grade 5	15	2	3
Grade 6	9	0	1
Grade 7	3	0	2
Grade 8	11	0	0
Out of Dist.	1		
Total	109	9	10

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Discussion Items

- 2022/2023 Budget Development

Action Items

Meeting Minutes

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

- ✓ January 25, 2022 - Regular Session

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

Meeting Date Change

BE IT RESOLVED, the Frenchtown Board of Education approved to move the March business meeting from March 15, 2022 to March 22, 2022.

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

8. SUPERINTENDENT'S REPORT

Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending February 22, 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 15					
Mar 16 – April 26					
April 27 – May 10					
May 11 – June 21					
TOTAL	1	0			

- b. Short term suspension report: None

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c. Security and Fire Drills

Drill	Date Completed
Security Drill	TBD
Fire Drill	2-7-2022

Action Items:

HIB Report

BE IT RESOLVED, the Frenchtown Board of Education approved and affirmed the HIB report submitted on January 25, 2022.

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

2022-2023 School Calendar-Revision

BE IT RESOLVED, the Frenchtown Board of Education approved the attached 2022-2023 school calendar with the revision in the NJEA Convention dates in November 2022.

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

Job Descriptions

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

Location / File Code	Title
A-1 / 2131	Superintendent, Chief School Administrator
A-3 / Non Certificated	Executive Secretary
A-10 / Non Certificated	Receptionist

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

9. PRINCIPAL'S REPORT

- Honor Roll Announcement

5th grade: Levi, Anna, Hope, Penny, Eloise and Miles

High Honor Roll: Amelia

6th grade: Layla, Amara, Charlotte, and Mateo

7th grade: Jon

High Honor Roll: Max and Nya

8TH grade: Lira, Jeremy, and Allysa

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High Honor Roll: Vinny

-Safe Routes to School Winter Walk: The “Polar Bear Winter Walk to School” will be on February 25th. We will begin at Harrison and Bridge Street at 8:00 a.m. and proceed up Harrison Street, picking up students at each street until we arrive at school! This is a great way to stay active during the winter months and reinforce the goals of the Safe Routes to School Program! The school with the most walking activity will win the Polar Bear Trophy! Let’s go, Frenchtown!

-Black History Month (February 1st- March 1st):

Black History Month is designed to celebrate the achievements of African Americans and the important role they’ve played in shaping American history, arts, culture, science, and more.

Please visit the links below for more information:

- STEM Club: Resumes on Thursdays.

- Tutor Time: Resumed and a new group will be formed to begin March 7th.

- Intramural Basketball is coming to an end.

- Work-Family Connection registration is open and we are working on a plan to work with them next year based upon FES numbers/interest.

- PTO members are needed-Please email frenchtownpto@yahoo.com if you are interested.

- The FES Wellness Room is open and many students have now had a chance to be in the room a few times and we will share the results of our survey at the next meeting.

- Bottled water fill stations are in –131 bottles saved on the bottom floor and 111 on the top to date.

10. BOARD PRESIDENT’S REPORT

- ✓ Looking to revise the Mission Statement
- ✓ Meeting with Mayor
- ✓ Board President’s meeting is being considered to discuss the regionalization bill.

11. POLICY

First Reading

BE IT RESOLVED, the Frenchtown Board of Education approved the first reading of the following policy:

9322	Public and Executive Sessions
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Moved by Mr. Blackburn and seconded by Ms. Nakahara. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

12. CONSENT AGENDA

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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 February 22, 2022 bill list as follows:

General Fund:	\$215,335.13
Special Revenue Fund:	\$ 4,014.01
Total	\$219,349.14

Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Budget Transfers

BE IT RESOLVED, the Frenchtown Board of Education approved the list of January 2022 budget transfers in the amount of \$1,111.58.

Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Board Secretary/Treasurer Report

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 **January, 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).

Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Comprehensive Financial Report

BE IT RESOLVED, the Frenchtown Board of Education approved the following resolution accepting June 30, 2021 CAFR:

BE IT RESOLVED that the Frenchtown Board of Education accepts the June 30, 2021

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Comprehensive Annual Financial Report (CAFR) as presented and prepared by BKC, CPAs, PC.

Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Audit Recommendations/Corrective Action Plan

BE IT RESOLVED, the Frenchtown Board of Education approved the following resolution accepting the audit recommendations and corrective action plan:

BE IT RESOLVED that the Frenchtown Board of Education accepts the following Audit Recommendations and a negative Corrective Action Plan for fiscal year ending June 30, 2021:

Recommendations

- | | |
|---|-------------------|
| 1. Administrative Practices & Procedures | No recommendation |
| 2. Financial Planning, Accounting & Reporting | No recommendation |
| 3. School Purchasing Programs | No recommendation |
| 4. School Food Service | No recommendation |
| 5. Student Body Activities | No recommendation |
| 6. Application for State School Aid | No recommendation |
| 7. Pupil Transportation | No recommendation |
| 8. Facilities and capital assets | No recommendation |
| 9. Miscellaneous | No recommendation |
| 10. Follow-up on prior year findings | No recommendation |

Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Pre-School Tuition 2022-2023

BE IT RESOLVED, the Frenchtown Board of Education approved to accept preschool students into the Little Paws Preschool Program for the 2022/2023 school year, and to approve tuition contracts for the following students:

Student ID#	Amount
00514	\$5,750.00
00516	\$5,750.00
00518	\$5,750.00
00544	\$5,750.00
00545	\$5,750.00
00546	\$5,750.00
00547	\$5,175.00 (10% Sibling Discount)
00548	\$5,750.00

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Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Pre-School Tuition/Cancellation

BE IT RESOLVED, the Frenchtown Board of Education approved to accept a request to withdraw preschool students into the Little Paws Preschool Program for the 2021/2022 school year, effective February 1, 2022 and to withdraw tuition contracts for the following students:

Student ID#	Amount
00542	\$2,875.00
00543	\$2,587.50 (10% Sibling Discount)

Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Speech Language Evaluation

BE IT RESOLVED, the Frenchtown Board of Education approved Matheny Medical & Education Center for Speech Language Specialist at the rate of \$95.00 per hour for approximately 8-10 hours as per the attached contract.

Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

River Union Stage

BE IT RESOLVED, the Frenchtown Board of Education approved to accept the attached proposal from River Union Stage for the 2021-2022 Out Reach Program at a cost TBD based on student interest.

Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Apple Education

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

WHEREAS, the Frenchtown Board of Education has determined that iPads and iMacs sold only by Apple, Inc. are necessary products to fulfill the educational purpose of the district; and

WHEREAS, the Frenchtown Board of Education wishes to award a contract for proprietary Apple technology products pursuant to N.J.S.A. 18A:18A-4.1 (a); and

WHEREAS, the board has heavily invested time and funds into the acquisition and integration of Apple products in local operations,

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NOW THEREFORE, BE IT RESOLVED, that the Frenchtown Board of Education, hereby awards a proprietary contract to Apple, Inc. for the purchase of thirty 13 in. MacBook Pros with accessories in the amount of \$56,280.

Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Facilities

Facility Use

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

Organization	Date	Time / Place
River Ballet Co.	May 20, 2022 – Friday	4:30 – 8:00 p.m. / Auditorium

Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Transportation

Personnel

Extra-Curricular Activity

BE IT RESOLVED, the Frenchtown Board of Education approved the following extra-curricular appointment for the 2021-2022 school year:

Position	Teacher	Stipend Rate
River Union Stage Aide	Julia Faye Smith	\$16.50/hour

Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

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, 2022 to June 30, 2023 at a cost of \$43,168.00.

Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

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Curriculum

Cooperative Sports Program – Spring 2022

BE IT RESOLVED, the Frenchtown Board of Education approved Shared Services Agreement with Kingwood Township Board of Education for a Cooperative Sports Program for the Spring season at a cost of \$250 per student participant.

Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Field Trip

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

Destination	Grade	Date
Philadelphia, PA	8 th Grade	5-20-2022

Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Class of 2022

BE IT RESOLVED, the Frenchtown Board of Education approved a \$200.00 donation from the Frenchtown Board of Education to the Frenchtown class of 2022 for their annual 8th Grade field trip.

Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Planning

13. **NEW BUSINESS**

14. **PUBLIC COMMENT** - None

15. **EXECUTIVE SESSION** - None

16. **ADJOURNMENT**

BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 8:24 p.m. Moved by Ms. Nakahara and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

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Respectfully submitted:



Teresa O'Brien
Board Secretary

Attest:



Kate Nugent
Board President