

# **Frenchtown Board of Education Meeting Minutes**

March 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 6:46 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 March 3, 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  
Ms. Laine Nauman  
Mr. Hugo Rodriguez (arrived at 6:55 p.m.)  
Mrs. Kate Nugent

Members Absent: None

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

4. **PUBLIC COMMENT** - None

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.

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## 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.

6. **PRESENTATIONS AND RECOGNITIONS** - None

7. **BOARD SECRETARY REPORT**

Informational Items

- Board Meeting Schedule
  - ✓ April 26, 2022 – Action Meeting
  - ✓ May 10, 2022 – Action Meeting
  - ✓ June 21, 2022 – Board Retreat/Goal Setting/Action Meeting
- Enrollment – March 18, 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

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## Action Items

### Meeting Minutes

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

- February 22, 2022 – Regular Session

Moved by Mr. Blackburn and seconded by Ms. Nakahara. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0 and 1 abstention.

## 8. APPROVAL OF PRELIMINARY 2022/2023 BUDGET

### Enrollment Adjustment

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

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.

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

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

### 2022-2023 School Budget

BE IT RESOLVED, the Frenchtown Board of Education approved the 2022-2023 Preliminary School Budget:

WHEREAS, the 2022/2023 preliminary 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 preliminary 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 approves the 2022/2023 preliminary General Fund budget in the amount of \$2,687,623 and authorizes its submission to the Hunterdon County Superintendent of Schools for approval as follows:

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<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>

BE IT FURTHER RESOLVED that the maximum travel allowance for the 2022/2023 school year shall be established at \$5,000 and the maximum regular business travel amount shall not exceed \$1,500 per employee.

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

**9. SUPERINTENDENT'S REPORT**

Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending March 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 22	0				
Mar 23 – April 26					
April 27 – May 10					
May 11 – June 21					
<b>TOTAL</b>	<b>1</b>	<b>0</b>			

- b. Short term suspension report: None

<b>Student ID</b>	<b>Violation of Student Code of Conduct</b>	<b>Level of Infraction</b>	<b>Terms of Suspension and Dates</b>	<b>Clearance Required</b>

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c. Security and Fire Drills

Drill	Date Completed
Security Drill	TBD
Fire Drill	3-16-2022

- d. Report on Student Safety Data System (SSDS), Period 1 (September 1 - December 31, 2021) *Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. (N.J.A.C. 6A:16-5.3)*

Incidents (Violence, Vandalism, Substances, Weapons, and HIB Confirmed)	
Violence	0
Vandalism	0
Substances	0
Weapons	0
HIB Confirmed	0
False Public Alarm	0
<b>Total Incidents</b>	<b>0</b>
<b>Other Incidents Leading to Removal</b>	<b>0</b>
<b>HIB Alleged</b>	<b>1</b>
<b>HIB Programs</b>	<b>17</b>

**Action Items:**

HIB Report

BE IT RESOLVED, the Frenchtown Board of Education approved to affirm the HIB report submitted on February 22, 2022.

Moved by Ms. Nakahara and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

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## School Bus Emergency Bus Evacuation Drill

BE IT RESOLVED, the Frenchtown Board of Education approved to acknowledge receipt of evidence of completion of emergency exit transportation drill.

Moved by Mr. Blackburn and seconded by Ms. Nakahara. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

## 10. PRINCIPAL'S REPORT

This month's highlights as we are coming to the end of the third marking period:

- We are prepping for testing in May. The FES Team participated in training this month and will have more in early April with Testing Coordinator Mrs. Doyle.
- A big thank you to the PTO Family Fun Night on March 11<sup>th</sup>!
- Read Across America week was awesome and we created some safe opportunities for collaborations amongst students of all grades. Also, SEL Week from 3/7-3/11 spirit week was a success and K/ 1<sup>st</sup> grade won the Pizza Party for the best-spirited door! Thanks to all classrooms, students, and teachers that participated!
- Sketchbook Club: Sketchbook will run on Thursdays from April 21- June 2. 3:15-4:00.
- STEM Club: Had resumed on Thursdays!
- Tutor Time: Resumed and a new group will be formed to begin March 7<sup>th</sup>.
- Work-Family Connection registration is open and we are working on a plan to work with them next year based upon FES numbers/interest. We will update our current numbers at the next meeting.
- The FES Wellness Room Survey results on favorite item:
- Kindergarten & 1st Grade: Wellness boxes hub
- 2nd, 3<sup>rd</sup>, & 4th Grade: Bunjo chair/light optics and wellness boxes hub
- 5th-8th graders: Bean bag chairs
- FES saving the environment! Newly installed bottle-fill water fountains have now saved 406 bottles on the bottom floor and 997 bottles on the top to date!
- Strongman Assembly (Inspirational and Positive message) on 4/8!
- 8th-grade fundraiser "Egg Hunt" coming on April 13th at Dismissal. Please contact Ms. Yard for more information.
- Walk for Autism on Saturday 4/23 in conjunction with Frenchtown Police Department. Come out and support the event!

## 11. BOARD PRESIDENT'S REPORT

- ✓ Board Presidents will be meeting
- ✓ PTO Request for an Art Club Fundraiser

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**12. POLICY**

Second Reading/Adoption

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

9322	Public and Executive Sessions
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Moved by Mr. Blackburn and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 7 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 March 22, 2022 bills list as follows:

General Fund:	\$241,955.88
Special Revenue Fund:	\$ 61,117.98
<b>Total</b>	<b>\$303,073.86</b>

Moved by Mr. Dermody and seconded by Ms. Nauman. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Budget Transfers

BE IT RESOLVED, the Frenchtown Board of Education approved the list of the February 2022 Budget Transfers in the amount of \$86,300.26.

Moved by Mr. Dermody and seconded by Ms. Nauman. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Board Secretary/Treasurer Reports

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 **February 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

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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 Ms. Nauman. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

2022/2023 Tuition Rates

BE IT RESOLVED, the Frenchtown Board of Education approved the following tuition rates for the 2022/2023 school year:

K-8 (Employees and Out of State Residents)	\$ 6,500
K-8 (All Others)	\$20,000
Preschool Disabilities	\$45,000

Moved by Mr. Dermody and seconded by Ms. Nauman. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Bond Disclosure Agent Services

BE IT RESOLVED, the Frenchtown Board of Education approved to enter into an agreement with Phoenix Advisors, LLC as Bond Continuing Disclosure Agent and Municipal Advisor of Record for the 2022-2023 school year in accordance with the attached contract for a base fee of \$1,000.00 for up to three outstanding issues, plus \$200 initial set up fee for each new bond issue set up during the year.

Moved by Mr. Dermody and seconded by Ms. Nauman. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Food Service Consolidation Agreement

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

WHEREAS, the Delaware Valley Regional High School Board of Education, the Frenchtown Board of Education and the Milford Board of Education, hereinafter referred to as "School Food Authorities", participate in the Child Nutrition Programs sponsored by the United States Department of Agriculture, and

WHEREAS, the School Food Authorities have determined that it is beneficial both operationally and financially for all districts to continue to consolidate the food service operations for the 2022/2023 school year, and

WHEREAS, the School Food Authorities have also determined that Milford Board of Education and Frenchtown Board of Education will transfer and relinquish its authority, duties and obligations associated with the programs to Delaware Valley Regional High School, and



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WHEREAS, the Delaware Valley Regional High School Board of Education agrees to be the Sponsor School Food Authority and accepts authority, duty and obligation for Frenchtown Board of Education and Milford Board of Education as it relates to the School Nutrition Programs,

NOW THEREFORE BE IT RESOLVED, that the Frenchtown Board of Education renews and approves the Agreement for School Food Authorities Consolidation of School Nutrition Programs effective July 1, 2022.

Moved by Mr. Dermody and seconded by Ms. Nauman. On a roll call vote, resolution was adopted as follows: 7 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
00513	\$5,750.00
00515	\$5,750.00
00549	\$5,750.00
00550	\$5,750.00
00551	\$5,750.00

Moved by Mr. Dermody and seconded by Ms. Nauman. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

### Facilities

#### Transportation

##### Warren County Special Services

BE IT RESOLVED, the Frenchtown Board of Education approved a participation agreement with Warren County Special Services for coordinated transportation services for the 2022-2023 school year with an administrative fee of 4%.

Moved by Mr. Dermody and seconded by Ms. Nauman. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

### Personnel

#### ESY Teacher and Instructional Aide

BE IT RESOLVED, the Frenchtown Board of Education approved the following summer instruction Teachers and summer instructional aide from July 5, 2022– July 28, 2022

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from 9:00am to 12:00pm:

Teacher/Aide	Position	Rate
TBD	Summer ESY Teacher	\$45.00 per hour
TBD	Summer ESY Teacher	\$45.00 per hour
TBD	Summer ESY Instructional Aide	\$16.50 per hour
TBD	Summer ESY Instructional Aide	\$16.50 per hour

Moved by Mr. Dermody and seconded by Ms. Nauman. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

### Post Master Course

BE IT RESOLVED, the Frenchtown Board of Education approved the following Post Master Course for the **2022-2023** school year:

Katelynn Yard	Rowan University	LDTC-Clinical & Field Exp. 18650	\$2,055.00
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Moved by Mr. Dermody and seconded by Ms. Nauman. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

### Employee Resignation

BE IT RESOLVED, the Frenchtown Board of Education approved to accept with regret a letter of resignation for Chelsea Valderas effective June 9, 2022 or after the conclusion of the ESY 2022 if needed.

Moved by Mr. Dermody and seconded by Ms. Nauman. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

### Highly Effective Option

BE IT RESOLVED, the Frenchtown Board of Education approved the use of the highly effective option for teacher evaluations for the 2021/2022 school year.

Moved by Mr. Dermody and seconded by Ms. Nauman. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

### Curriculum

#### Fundraiser

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

Grade	Description	Date
8 <sup>th</sup> Grade	Egg Hunt Pre-K to 6 <sup>th</sup> Grade	4-14-2022

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Moved by Mr. Dermody and seconded by Ms. Nauman. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Field Trip

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

<b>Destination</b>	<b>Grade</b>	<b>Date</b>
Frenchtown Library	Kindergarten	TBD – May 2022

Moved by Mr. Dermody and seconded by Ms. Nauman. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Planning

**14. NEW BUSINESS**

- Hunterdon County Educational Services Commission meeting attended by Mr. Blackburn

**15. PUBLIC COMMENT - None**

**16. EXECUTIVE SESSION - None**

**17. ADJOURNMENT**

BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 7: 32 p.m. Moved by Ms. Nakahara and seconded by Ms. Nauman. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

Respectfully submitted:



Teresa O'Brien  
Board Secretary

Attest:



Kate Nugent  
Board President