

Frenchtown Board of Education

Regular Meeting Agenda

February 28, 2023 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 12, 2023. 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. **2022/2023 BOARD and DISTRICT GOALS**

Frenchtown District Goals (2022-2023)

1. Evaluate the success of blended classes and plan for transition back to additional middle school staff.
2. Evaluate the amount of time spent on screens for students and create goals to minimize that time if deemed necessary.
3. Create a climate survey to be used at the end of the school year.

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Frenchtown Board Goals (2022-2023)

1. Continue to support a focus on diversity, equity and inclusion in our classroom environment through board policy, curriculum, and professional development. Specifically, schedule DEI training for board members by the end of the calendar year.
2. Provide continued management of the administrative transition for a superintendent/principal model to a Chief School Administrator model.
3. Approve a new mission statement and create a list of district beliefs with input from students, staff, and members of the public.
4. Increase public recognition of students and staff.

6. **PRESENTATIONS AND RECOGNITIONS**

7. **BOARD SECRETARY REPORT**

Informational Items

- Board Meeting Schedule
 - ✓ March 14, 2023 – Action Meeting – Preliminary Budget Approval
 - ✓ April 25, 2023 – Action Meeting
 - ✓ May 9, 2023 – Action Meeting
- Personal and Financial Disclosure Forms due April 1st.
- Enrollment – February 24, 2023

Grade	Student Enrollment	Choice In	Choice Out
Pre K	17		
Kindergarten	7	2	0
Grade 1	13	0	2
Grade 2	11	3	0
Grade 3	16	2	2
Grade 4	6	0	1
Grade 5	10	2	4
Grade 6	14	2	3
Grade 7	7	0	1
Grade 8	6	0	0
Out of Dist.	1		
Total	108	11	13

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Discussion Items

- 2023/2024 Budget Development

Action Items

Meeting Minutes

7.1 Motion to approve the following minutes:

- ✓ January 24, 2023 - Regular Session
- ✓ January 24, 2023 - Executive Session

8. SUPERINTENDENT’S REPORT

Informational Items:

a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending February 28, 2023.

Month/Year	# of Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed (Y/N)
Aug 31- Sept 27	0	-	-	-	-
Sept 28 – Oct 18	0	-	-	-	-
Oct 19– Nov 22	1	0	Yes	Yes	N
Nov 23 – Dec 20	1	0	Yes	Yes	N
Dec 21 – Jan 24	0	0	-	-	-
Jan 25 – Feb 28	0	0	-	-	-
Mar 1 – Mar 14					
Mar 15 – April 25					
April 26 – May 9					
May 10 – June 27					
TOTAL	2	-			

b. Short term suspension report: None

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

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c. Security and Fire Drills

Drill	Date Completed
Security Drill	2-23-2023
Fire Drill	2-10-2023

Action Items:

HIB Report

8.1 Motion to affirm the HIB report submitted on January 24, 2023.

9. **PRINCIPAL'S REPORT**

10. **BOARD PRESIDENT'S REPORT**

11. **POLICY**

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 February 28, 2023 bill list as follows:

General Fund:	\$351,765.50
Special Revenue Fund:	\$ 18,482.99
Total	\$370,248.49

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Budget Transfers

12.2 Motion to approve the list of January 2023 budget transfers in the amount of \$84,108.87.

Board Secretary/Treasurer Report

12.3 Motion to approve and acknowledge receipt of the monthly certification of the Board Secretary and after review of the **January, 2023** 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).

Pre-School Tuition 2023-2024

12.4 Motion to accept preschool students into the Little Paws Preschool Program for the 2023/2024 school year, and to approve tuition contracts for the following students:

Student ID#	Amount
572	\$5,750.00
573	\$5,750.00
574	\$5,750.00
553	\$5,750.00
575	\$5,750.00
538	\$3,500.00 (W)
545	\$5,750.00
576	\$5,750.00
552	\$5,750.00
539	\$3,500.00 (W)

Comprehensive Financial Report

12.5 Motion to approve the following resolution accepting June 30, 2022 CAFR:

BE IT RESOLVED that the Frenchtown Board of Education accepts the June 30, 2022 Comprehensive Annual Financial Report (CAFR) as presented.

Audit Recommendations/Corrective Action Plan

12.6 Motion to approve the following resolution accepting the audit recommendations and corrective action plan:

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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, 2022:

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

SEMI Waiver

12.7 Motion to approve the following resolution requesting a waiver of requirements for the Special Education Medicaid Initiative (SEMI) Program

WHEREAS, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2023-2024; and

WHEREAS the Frenchtown Elementary School Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students 2023-2024 budget year;

NOW THEREFORE BE IT RESOLVED that the Frenchtown Elementary School Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2023-2024 school year.

Internet Consortium

12.8 Motion to approve the following resolution:

BE IT RESOLVED, that the Frenchtown Board of Education Board of Education approves a three-year service agreement for the period beginning July 1, 2023 through June 30, 2026 between Delaware Valley Regional Consortium (Delaware Valley Regional High School Board of Education shall serve as the Lead Education Authority and Host District) and Service Electric Cable TV, Inc. (Service Provider), Bethlehem, PA, to provide 2Gbps (2000Mbps) Internet Bandwidth with 1Gbps (1000Mbps) point to point transfer for Alexandria Township School District, Holland Township School District, Kingwood

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Township School District and 100Mbps point to point transfer for Frenchtown Elementary School District and Milford Public School at a monthly cost of \$3,913.00

<u>Monthly Cost per District</u>	<u>%</u>	<u>Monthly Cost</u>	<u>E-rated</u>
Alexandria	13.0%	\$793.00	\$475.80
Frenchtown	0%	\$279.00	\$167.40
Holland	13.0%	\$793.00	\$475.80
Kingwood	13.0%	\$793.00	\$475.80
Milford	0%	\$279.00	\$167.40
DVRHS	61%	\$976.00	\$585.60
Total Monthly Cost	100%	\$3,913 .00	\$2,347.80

Homebound Instruction

12.9 Motion to approve an agreement with Silvergate Prep for 1 student to receive homebound instruction at a rate of \$47.00 per hour for a total of 10 hours per week at an estimated length of stay of 30 days or 4-6 weeks.

Apple Education

12.10 Motion to approve the following resolution:

Whereas, the Frenchtown Board of Education made a decision to enter into a technology initiative to integrate technology into the education program for all students, and

Whereas, the Frenchtown Board of Education has invested countless hours in the training of its staff as well as invested funds to build a network infrastructure that supports MAC/Apple products, and

Whereas, the Frenchtown Board of Education has heavily invested time and funds into the acquisition and integration of Apple products into the local operations that will be wasted if non-Apple products were used to supplement the existing technology; and

Whereas, the use of non-Apple products would require the wholesale replacement of the technology currently used which would cause an undue financial hardship on the district, therefore

BE IT RESOLVED, that it has been determined that the purchase of Apple technology products meets the definition of “Proprietary” as defined in N.J.S.A. 40A:11-2(39) or N.J.S.A. 18A:18A-2cc, and there is a need to purchase Apple devices to upgrade the computer lab, and

BE IT FURTHER RESOLVED, that the Frenchtown Board of Education, hereby awards a contract to Apple, Inc. for the purchase of 13 in MacBook Airs in the amount of \$29,036 which are solely available to education customers through Apple, Inc.

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School Climate Change Grant

12.11 Motion to approve the submission of the School Climate Change Grant and to accept funds in the amount of \$6,660.

Accept PILOT Revenues

12.12 Motion to accept the calendar year 2022 Frenchtown Borough PILOT Revenues in the amount of \$50,204.38 in accordance with the Shared Services Agreement for the Sharing of Payments in Lieu of Taxes.

Facilities

Facility Use

12.13 Motion to approve the following Facility use:

Organization	Date	Time / Place
*PTO-Family Night Out	March 31, 2023	6:00-8:00 pm Cafeteria

*Pending updated insurance certificate

ROD Grant Submission

12.14 Motion to approve the submission of a capital project application to the NJ Department of Education, Office of School Facilities, for a project entitled "Chiller Replacement at Frenchtown Elementary School" in the amount of \$450,000, whereby, the District is seeking funding through the Regular Operating District (ROD) Grant Program.

Transportation

Personnel

Chief School Administrator

12.15 Motion to appoint James Hintenach as Chief School Administrator of the Frenchtown School District and to approve the employment contract, as approved by the Hunterdon Interim Executive County Superintendent at an annual salary of \$133,500 prorated and as per the other terms and conditions of the employment contract effective February 1, 2023 through June 30, 2027.

Interim Superintendent

12.16 Motion to terminate the contract with Michael Hughes as Interim Superintendent, effective March 1, 2023.

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Shared World Language Teacher

12.17 Motion to continue the Inter-local Services Agreement with the Milford Board of Education for World Language Teacher Services from September 1, 2023 to June 30, 2024 at a cost of \$40,552.00.

Travel/Staff Development

12.18 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: \$0.47.

Employee/ BOE Member	Program Title/ Location	Date(s)	Cost	Mileage	Lodging (per diem)	Meals (per diem)
Tricia Hurley	NJAGC Conference	3-17-2023	\$224.00	\$34.96	N/A	N/A
Jennifer Ege	NJPSA-Anti Bullying Specialist Certification	Self- Paced (Online)	\$500.00	N/A	N/A	N/A

Club Advisor Appointment 2022-2023

12.19 Motion to approve the following club advisor appointment for the 2022-2023 school year at a rate of \$35.00 per hour:

Club	Maximum hours	Maximum # of students	Advisor
Tutor Time	2 hours per week	10 students per tutor	Paige Ahrens

2022-2023 Master Course Reimbursement

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

Amy Gercie	Rowan University	School/Family Issues for Children May 9, 2023	\$1,519.74
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2023-2024 Master Course Reimbursement

12.21 Motion to approve the following Master Course Reimbursement for the 2023-2024 school year:

Amy Gercie	Rowan University	School Heath Services July 4, 2023	\$1,519.74
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Additional Hours

12.22 Motion to approve Michelle Schwallie for an extra 3 hours a day 2 days a week on an as needed basis at her contractual rate of \$46.00 per hour.

Curriculum

Field Trip

12.23 Motion to approve the following field trip:

Destination	Grade	Date
Philadelphia, PA	8 th Grade	6-1-2023

Class of 2023

12.24 Motion to approve a \$200.00 donation from the Frenchtown Board of Education to the Frenchtown class of 2023 for their annual 8th Grade field trip.

Planning

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.

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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. Contract / 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.

16. ADJOURNMENT