

# Frenchtown Board of Education Regular Meeting Agenda

April 25, 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. **PRESENTATIONS AND RECOGNITIONS**

- Public Hearing on the 2023/2024 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. **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.

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3. Create a climate survey to be used at the end of the school year.

## 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.

## 7. **BOARD SECRETARY REPORT**

### Informational Items

- Board Meeting Schedule
  - ✓ May 9, 2023 – Action Meeting
  - ✓ June 27, 2023 – Action Meeting
  - ✓ August 22, 2023 – Action Meeting
- School Board Candidate Kits and Petitions available – Due July 31, 2023
- Enrollment – April 21, 2023

	Student Enrollment	Choice In	Choice Out
Pre K	17		
Kindergarten	7	2	0
Grade 1	13	0	1
Grade 2	11	3	2
Grade 3	16	2	2
Grade 4	6	0	1
Grade 5	10	2	4
Grade 6	14	2	4
Grade 7	7	0	1
Grade 8	6	0	0
Out of Dist.	1		
Total	108	11	15

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## Action Items

### Meeting Minutes

7.1 Motion to approve the following minutes:

- March 14, 2023 – Regular Session
- March 14, 2023 - Executive Session

## 8. CHIEF SCHOOL ADMINSTRATOR REPORT

### Informational Items:

a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending April 25, 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	1	0	-	-	-
Mar 15 – April 25	1	0	-	-	-
April 26 – May 9					
May 10 – June 27					
TOTAL	4	-			

b. Short term suspension report: None

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

c. Security and Fire Drills

Drill	Date Completed
Security Drill	3-30-2023
Fire Drill	3-9-2023

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- d. 2022-2023 School Calendar - 3 Snow Days - Discussion - We are proposing the following:

(1 day) Memorial Day Weekend: Friday, May 26, 2023 school will be off and now Thursday, May 25, 2023 an early dismissal at 12:30 p.m.

(2 days) End of School: Eliminate the Early Dismissals On June 12, 2023, Monday and June 13, 2023, Tuesday

To Thursday, June 8, 2023 12:30 dismissal and Graduation at 6:00 p.m. and Friday, June 9, 2023 12:30 dismissal (Last day of School)

**Action Items:**

HIB Report

- 8.1 Motion to affirm the HIB report submitted on March 14, 2023

Comprehensive Equity Plan - Statement of Assurance 2023-2024

- 8.2 Motion to approve the Comprehensive Equity Plan Statement of Assurance submission to the Hunterdon County Office of the NJ Department of Education.

Revised 2022/2023 School Calendar

- 8.3 Motion to approve the revised 2022/2023 School Calendar to reflect the changes for unused snow days.

9. **BOARD PRESIDENT'S REPORT**

10. **POLICY**

11. **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**

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Payment of Bills

11.1 Motion to approve the March 15, 2023 through March 31, 2023 bills list as follows:

General Fund:	\$264,840.69
Special Revenue Fund:	\$ 12,420.61
<b>Total</b>	<b>\$277,261.30</b>

11.2 Motion to approve the April 1, 2023 through April 25, 2023 bills list as follows:

General Fund:	\$161,018.19
Special Revenue Fund:	\$ 4,505.39
<b>Total</b>	<b>\$165,523.58</b>

Budget Transfers

11.3 Motion to approve the list of the March 2023 Budget Transfers in the amount of \$54,111.55.

Board Secretary/Treasurer Reports

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

Professional Services

11.5 Motion to approve the following professional services for the 2023-2024 school year:

Professional Service	Professional	Rate
Auditor	Bedard Kurowicki & Co., CPA	\$15,400
Attorney	Cleary, Giacobbe, Alfieri	\$165/hr
School Physician	Delaware Valley Health Assoc.	\$1,000 Retainer
Architect of Record	Gianforcaro AEP	\$100/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

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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.

2023-2024 School Budget Adoption

11.6 Adoption of the 2023-2024 School Budget:

Whereas, the Frenchtown Board of Education has duly advertised the approved budget and conducted a public hearing on the 2023-2024 budget, and

Whereas, the 2023/2024 final budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A; and

Whereas, the Frenchtown Board of Education is applying for FY23 Supplemental Stabilization Aid that will be used to make the following changes in the 23/24 budget:

Revenues

Tax Levy	10-1210	(\$17,940)
Budgeted Fund Balance	10-303	\$49,840
Withdraw from Maint Reserve	10-310	(\$16,897)
<b>Total</b>		<b>\$15,003</b>

Appropriations

Co-curricular Salaries	11-401-100-100	\$9,000
Security Equipment	12-000-266-730	\$6,003
<b>Total</b>		<b>\$15,003</b>

THEREFORE, BE IT RESOLVED the Frenchtown Board of Education adopts the 2023/2024 budget in the amount of \$2,974,104 as follows:

Fund	Appropriations	Tax Levy
General Fund	\$2,839,276	\$2,279,074
Special Revenue Fund	\$ 36,587	
Debt Service Fund	\$ 113,244	\$ 113,242
<b>Total Budget</b>	<b>\$3,088,107</b>	<b>\$2,392,316</b>

Health Care Adjustment

11.7 Health Care Adjustment Approval

BE IT RESOLVED that the Board of Education applies for the Health Care Adjustment as a result of increased costs of health benefits in the amount of \$17,940 which is not

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included in the tentative budget but will become banked cap for the ensuing three year period.

Maximum Travel

11.8 Motion to approve the following resolution:

Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

Be It Resolved, that the Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$5,000 for the 2023-2024 school year. The maximum travel expenditure amount for the 2022-2023 school year is \$5000.00, of which, \$1,941.96 has been spent and \$313.96 is encumbered to date and the maximum regular business travel amount shall not exceed \$1,500 per employee.

Withdraw from Maintenance Reserve

11.9 Motion to approve the following resolution:

Be It Resolved that the Board of Education includes in the budget a maintenance reserve withdrawal in the amount of \$8,933 for the purpose of supporting required maintenance appropriations in 2023-2024 budget.

Requisition for Taxes

11.10 **RESOLVED:** that the amount of district taxes needed to meet the obligations of the Board for the 2023-2024 school year is \$2,410,256, 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, 2023	\$296,421.00	\$102,295.00	\$398,716.00
September 1, 2023	\$395,071.00	\$3,649.00	\$398,720.00
November 1, 2023	\$395,071.00	\$3,649.00	\$398,720.00
January 1, 2024	\$395,071.00	\$3,649.00	\$398,720.00
March 1, 2024	\$398,720.00		\$398,720.00
May 1, 2024	\$398,720.00		\$398,720.00
<b>Total</b>	<b>\$2,279,074.00</b>	<b>\$113,242.00</b>	<b>\$2,392,316.00</b>

Implementation of School Budget 2023/2024

11.11 Motion to authorize the Superintendent and Business Administrator to implement the 2023/2024 budget pursuant to federal, state and local policies and regulations.

Health Benefit Waiver

11.12 Motion to establish the 2023/2024 annual cash reimbursement in lieu of health benefits calculation for all staff members as follows:

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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.

Non-Public Nursing Services

11.13 Motion to approve the attached contract with Hunterdon County ESC for Non-Public Nursing Services for the 2023/2024 school year.

Non-Public 192/193

11.14 Motion to approve the attached nonpublic 192/193 services agreement with Hunterdon County ESC for the 2023-2024 school year.

Dental Renewal for 2023-2024

11.15 Motion to approve the attached renewal rates for Delta Dental from July 1, 2023 to June 30, 2024 representing an increase of .50%.

NJSIG Safety Grant

11.16 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 2022/2023 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.

2023-2024 Tuition Contract with Warren Glen Academy

11.17 Motion to approve a sending tuition contract with Warren Glen Academy for one (1) student for the 2023-2024 school year, at a rate of \$65,994.60, \$314.26 per diem for 210 days, July 2023 through June 2024.



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## Bond Disclosure Agent Services

11.18 Motion to enter into an agreement with Phoenix Advisors, LLC as Bond Continuing Disclosure Agent and Municipal Advisor of Record for the 2023-2024 school year in accordance with the attached contract for a base fee of \$1,350.00 for up to three outstanding issues, plus \$450 initial set up fee for each new bond issue set up during the year.

## School Climate Change Awareness Grant

11.19 Motion to accept the School Climate Change Awareness Grant, Grant number 23E00302 in the amount of \$6,660.

## Supplemental Stabilization Aid

11.20 Motion to approve the submission of a written plan to use FY 23 Supplemental Stabilization Aid in the 23/24 budget year and acceptance of aid in the amount of \$49,840.

## Behavior Consultation Services

11.21 Motion to approve the attached agreement with Success Across the Spectrum for Behavior Consultation Services at the rate of \$125.00 per hour for up to 10 hours per month from July 1, 2023 through June 30, 2024.

## Pre-School Tuition 2022-2023

11.22 Motion to accept the following preschool student into the Little Paws Preschool Program for the 2022/2023 school year from May 1, 2023 through June 9, 2023, and to approve a tuition contract for the following student:

Student ID#	Amount
572	\$19.44/Day (W) (\$544.32/28 Days)

## Facilities

### Facility Use

11.23 Motion to approve the following Facility use:

Organization	Date	Time / Place
Student Council - Dance	May 19, 2023 Friday	6:00-8:00 pm Gym

## Transportation

### Joint Transportation

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11.24 Motion to approve a joint transportation agreement where Delaware Valley Regional High School shall serve as the Lead Educational Authority and Host District effective 3/20/2023 as follows:

District	Route No.	Route Cost
Delaware Valley Regional	FBS01	\$13,310.00

## Personnel

### Travel/Staff Development

11.25 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)
Holly Siock	Helping Students Who Start School Behind	Recorded Version	\$279.00	N/A	N/A	N/A
Tricia Hurley	NJ Warming Climate	4-27-2023	\$150.00	\$37.31	N/A	N/A

### Summer Accelerated Learning Program

11.26 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 Appointments

11.27 Motion to appoint Holly Siock and Brittney Shurts as teachers in our Summer Accelerated Program at the professional rate of \$45.00 per hour.

### 2023 ESY / ESL Services

11.28 Motion to approve Debra Billman to work Summer ESY, for ESL Services in the Summer ESY Program. She will work 10 days, 3.5 hours a day, at \$40.00 an hour, not to exceed 35 hours, cumulative at the Del-Val Regional High School Professional rate.

### Art, Science and Music Camp

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11.29 Motion to approve the following Teachers to support Art, Science and Music Day Camp:

<b>Name</b>	<b>Duration</b>	<b>Hours</b>	<b>Rate</b>
Tricia Hurley	June 26 - August 3, 2023	Monday-Friday 9:00 am - 12:00 pm  Monday-Thursday 12:00 pm - 3:00 pm	Week 1: June 26-30, 2023 \$35.00/Hour  Week 2 -4 \$45.00/Hour
Peggy Ippolito	June 26 - August 3, 2023	Monday-Friday 9:00 am - 12:00 pm  Monday-Thursday 12:00 pm - 3:00 pm	Week 1: June 26-30, 2023 \$35.00/Hour  Week 2 -4 \$45.00/Hour

### Custodian

11.30 Motion to hire a custodian effective May 1, 2023 as recommended by the Superintendent as follows:

<b>Name</b>	<b>Hours</b>	<b>Rate</b>
Estela Dominguez	4 Hours per Day	\$23.85 per Hour

### Curriculum

#### Field Trip

11.31 Motion to approve the following field trip:

<b>Destination</b>	<b>Grade</b>	<b>Date</b>
Frenchtown Library	Kindergarten	May 11, 2023 May 18, 2023 - Rain Date
Del-Val Reg. H.S.	Tournament of Champions	April 25, 2023 April 27, 2023(Rain Date)
Art Yard/Studio	5 <sup>th</sup> - 7 <sup>th</sup>	4-27-2023

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Art, Science and Music Camps

11.32 Motion to approve an Art, Science and Music Camp to be held during the 2023 Summer as follows:

Activity	Dates	Time/Day	Maximum Number of Students
Art, Science and Music Camp for Grade 2-8	Week 1: June 26-30, 2023 Week 2: July 10 - 14, 2023 Week 3: July 17 - 21, 2023 Week 4: July 31 - August 3, 2023	Monday-Friday 9:00 am - 12:00 pm  Monday-Thursday 12:00 pm - 3:00 pm	15 Students with a Teacher

**12. NEW BUSINESS**

**13. 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.

**14. 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;

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- 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.

**15. ADJOURNMENT**