

Frenchtown Board of Education

Regular Meeting Agenda

May 9, 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
 - ✓ June 27, 2023 – Action Meeting
 - ✓ August 22, 2023 – Action Meeting
 - ✓ September 26, 2023 – Action Meeting
- Enrollment – May 5, 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:

- April 25, 2023 – Regular Session

8. CHIEF SCHOOL ADMINISTRATOR REPORT

Informational Items:

a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending May 9, 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	0	0	-	-	-
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	4-27-2023
Fire Drill	4-19-2023

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Action Items:

8.1 Motion to affirm the HIB report submitted on April 25, 2023.

9. BOARD PRESIDENT’S REPORT

10. POLICY

11. 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.

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.

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Action Items:

Finance

Payment of Bills

12.1 Motion to approve the May 9, 2023 bills list as follows:

General Fund:	\$126,155.56
Special Revenue Fund:	\$ 3,261.81
Total	\$129,417.37

Budget Transfers

12.2 Motion to approve the list of the April 2023 Budget Transfers in the amount of \$16,869.00.

Board Secretary/Treasurer Reports

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

Technology Services 2023-2024

12.4 Motion to approve the following resolution for the 2023/2024 Time and Material Shared Services with Delaware Valley High School Board of Education for **Technology Services:**

WHEREAS FRENCHTOWN BOARD OF EDUCATION (hereinafter referred to as "FES") has received a proposal from DELAWARE VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION (hereinafter referred to as "DVRHS") to provide subcontracted Technology services; and

WHEREAS DVRHS and FES desire to enter into a joint agreement wherein DVRHS will provide the said Technology services; and

WHEREAS the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes public entities to enter into a contract with each other to subcontract any service which one of the parties to the agreement is empowered to render within its own jurisdiction including services incidental to the primary purposes of any of the participating entities; and

WHEREAS DVRHS and FES are by definition local units under the said law; and

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DVRHS is empowered by law to provide Technology services; and

WHEREAS the provision of Technology services by DVRHS is economically advantageous to FES;

NOW THEREFORE BE IT RESOLVED that DVRHS and FES hereby agree enter into the 2023/2024 time and material shared services arrangement for the provision of Technology services in accordance with N.J.S.A. 40A:65-1 et seq. at the following hourly rates:

IT Director: \$100.00
Network Specialist: \$90.00
Technician Level 2: \$70.00
Technician Level 1: \$60.00

Materials will be reimbursable at cost.

Substitute Rates 2023-2024

12.5 Motion to approve the 2023-2024 substitute rates as follows:

Position	2023-2024 Rate
Substitute Teacher	\$115.00 Per Day
Substitute School Nurse	\$175.00 Per Day
Substitute Custodian	\$16.00 Per Hour
Substitute Secretary	\$95.00 Per Day

2023-2024 Child Study Team Shared Services

12.6 Motion to approve shared services with Delaware Valley Regional High School for Child Study Team Services for the summer of 2023 and for the 2023-2024 school year on an as needed basis at a cost of \$75.00 per hour.

2023-2024 ESL Services Agreement

12.7 Motion to approve a shared services agreement with Delaware Valley Regional High School for .3 FTE ESL Instructional Services for the 2023-2024 school year for a total of \$29,000.

2023-2024 Custodial/Maintenance Agreement

12.8 Motion to approve a shared services agreement with Delaware Valley Regional High School for custodial/maintenance services for the 2023-2024 school year at the following rates:

Custodians: \$30 per hour
Maintenance: \$50 per hour

Materials will be reimbursable at cost

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Facilities

Transportation

Personnel

Notice of Retirement

12.9 Motion to accept with regret the retirement of Lawrence Whitman, effective September 1, 2023.

Resignation

12.10 Motion to accept the resignation of Michaela Schmatz from her position as instructional aide, effective June 30, 2023.

Non-Tenured Teachers

12.11 Motion to approve the 2023/2024 Employment contract for the following list of **Non-Tenured** teachers:

Teacher	FTE	Step / Column	Salary
Jennifer Ege	1.00	Step 12 / MA	\$69,345.00
Amy Gercie	1.00	Step 7 / BA	\$57,050.00
Erin Loeffler	1.00	Step 10 / MA	\$67,325.00
Michele Schwallie	.54	Step 13 / BA	\$34,838.10
Kristen Wirasnik	1.00	Step 9 / MA	\$65,465.00

Tenured Teachers

12.12 Motion to approve the 2023/2024 Employment contracts for the following list of **Tenured** teachers:

Teacher	FTE	Step / Column	Salary
Paige Ahrens	1.00	Step 9 / BA+30	\$61,965.00
Brandi Bontempo	1.00	Step 15 / BA	\$66,835.00
Cristina Doyle	1.00	Step 10 / BA+30	\$63,825.00
Tricia Hurley	1.00	Step 15 / MA	\$73,835.00
Peggy Ippolito	.50	Step 13 / BA	\$32,257.50
Marjorie Leuschner	.80	Step 22 / BA	\$63,104.00
Elizabeth McCann	1.00	Step 18 / MA	\$80,720.00
Peter Moran	1.00	Step 22 / MA	\$87,675.00
Alicia Parker	1.00	Step 18 / MA	\$80,720.00
Brittney Shurts	1.00	Step 9 / MA	\$65,465.00
Holly Siock	1.00	Step 14 / MA	\$73,835.00
Thomas Wollert	.80	Step 21 / MA	\$68,740.00
Katelynn Yard	1.00	Step 10 / MA	\$67,325.00

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Instructional Aides

12.13 Motion to approve the 2023/2024 Letter of Intent for the following list of **Instructional Aides**, FTE and salary to be determined upon finalization of the schedule:

Name	Position
Carol Bastow	Instructional Aide
Tracy Folmar	Instructional Aide
Heather Lorenzi	Special Ed Aide
Kenneth Nohe	Instructional Aide
Emily O'Connell	Special Ed Aide
Patricia Patrey	Special Ed Aide

Non-FEA Staff

12.14 Motion to approve the 2023/2024 Employment contracts for the following list of **Non-FEA** staff for the 2023-2024 school year.

Name	Position	FTE	Salary
Lisa Lubonty	Assistant to the Business Administrator	.80	\$38,895.00
Sandra Miller	Executive Secretary	1.00	\$69,525.00

Head Custodian

12.15 Motion to approve a 2 month Employment contract for the following employee from July 1, 2023 through August 31, 2023:

Name	Position	FTE	Salary
Lawrence Whitman	Custodian	1.00	\$11,538.00

Custodians

12.16 Motion to approve the following custodians for the 2023-2024 school year:

Name	Position	Salary
Estela Dominguez	Night Custodian	\$23.85 / Hour
Richard Kerr	Friday Nights / Substitute	\$18.50 / Hour
Helen Kovatch	Lunch / Substitute	\$16.00 / Hour
Emily Lubonty	Night Custodian	\$17.50 / Hour

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ESY Teachers and Instructional Aides

12.17 Motion to approve the following summer instruction Teachers and summer instructional aides from July 5, 2023– July 27, 2023 from 9:00am to 12:00pm:

Teacher/Aide	Position	Rate
Brandi Bontempo	Summer ESY Teacher	\$45.00 per hour
Kate Yard	Summer ESY Teacher	\$45.00 per hour
Heather Lorenzi	Summer ESY Instructional Aide	\$17.00 per hour
Emily O'Connell	Summer ESY Instructional Aide	\$17.00 per Hour

Summer Accelerated/ESY Substitute List

12.18 Motion to approve any employed FES Faculty Team members to be substitute teachers/aides for both programs.

Teacher \$45/hour
Aide- \$17/hour

Leave of Absence

12.19 Motion to approve a paid maternity medical leave of absence for Heather Lorenzi, beginning on or about August 25, 2023 through September 21, 2023 and to approve unpaid family leave from September 22, 2023 through December 13, 2023.

Travel/Staff Development

12.20 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: \$0.47.

Employee/ BOE Member	Program Title/ Location	Date(s)	Cost	Mileage	Lodging (per diem)	Meals (per diem)
Sandra Miller	PowerSchool User Group Meeting	5-17-2023	\$0.00	\$48.69	N/A	N/A

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Curriculum

Field Trip

12.21 Motion to approve the following field trips:

Destination	Grade	Date
Frenchtown Park	Kindergarten, 1 st and 2 nd	June 5, 2023 June 6, 2023 (Rain Date)
Frenchtown Park	3 rd & 4 th	May 31, 2023 June 1, 2023 (Rain Date)

Planning

13. NEW BUSINESS

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

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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. ADJOURNMENT