

Frenchtown Board of Education Meeting Minutes

February 28, 2023 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 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 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**

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
Mrs. Kate Nugent

Members Absent: Mr. Hugo Rodriguez

Others Present: Teresa O'Brien, Business Administrator/Board Secretary

4. **PUBLIC COMMENT** - None

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 - None

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

	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

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

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

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

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

- c. Security and Fire Drills

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

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February 2023 Administrative Report:

Greetings FES Community,

Since we last met:

- Local superintendents met to collaborate and brainstorm some ideas for current and future planning. One topic was that many of our schools have not used a snow day (3 to return). We will be communicating updates in the near future.
- Also, we would like to Congratulate our own Teresa O'Brien on winning the NJASBO Distinguished Service Award! Teresa is instrumental in managing the FES budget and is always helpful in all matters related to keeping our school running smoothly so please congratulate her when you see her. We are proud of her efforts and want to send her our best wishes in the running for BA of the year!
- The Kindness Challenge has been successful with Mrs. Ege, Ms. Yard, and FES Team! Congrats to our students who won a pizza lunch with Mrs. E!
- Our 7th & 8th graders went on a field trip to Modern Fossils to collaborate on the Wayfinding Arch project!
- Congratulations to all of our Period 2 Honor Roll and High Honor Roll students! Thank you, PTO for the beautiful breakfast!

Grade	High Honor Roll	Honor Roll
5	Rosie	Shea, Hailey, and Zoe
6	Miles and Amelia	Charlie, Cassidee, Anna, Geric, Hope, Isabel, and Levi
7	None	Amara and Juliana
8	Nya, Max, and Dani	Jon

- **Clubs/After-school activities:** Tutor Time continues to roll with Ms. Siock. This last session (which started yesterday) will include Mrs. Ahrens to support a large number of students. The intramural basketball and volleyball club ended last week! River Union Stage continues to work with students in school (5th/6th) and after school (5th-8th). There are nearly 20 students in the after-school club! Mrs. Ippolito's music/drama club came to an end with a performance for all families! It was AWESOME! We continue to be proud of our many after-school activities this year!
- Lastly, we appreciate the big turnout for the Winter Walk last week! Thanks again to students, teachers, families, Mr. Ryan, and local police!

Action Items:

HIB Report

BE IT RESOLVED, the Frenchtown Board of Education approved to affirm the HIB report submitted on January 24, 2023.

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

9. BOARD PRESIDENT'S REPORT

- ✓ March Board Meeting - Gwen Thorton from New Jersey School Boards Association will be present to do a DEI Training.

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

Payment of Bills

BE IT RESOLVED, the Frenchtown Board of Education approved the February 28, 2023 bill list as follows:

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

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 2023 budget transfers in the amount of \$84,108.87.

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, 2023** Board Secretary's and Treasurer's Reports, certify no major account or fund has been

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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.

Pre-School Tuition 2023-2024

BE IT RESOLVED, the Frenchtown Board of Education approved 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)

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, 2022 CAFR:

BE IT RESOLVED that the Frenchtown Board of Education accepts the June 30, 2022 Annual Comprehensive Financial Report (ACFR) as presented and the Auditor's Management Report.

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:

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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

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

SEMI Waiver

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

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

Internet Consortium

BE IT RESOLVED, the Frenchtown Board of Education approved 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,

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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 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

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

Homebound Instruction

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

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 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

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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.

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

School Climate Change Grant

BE IT RESOLVED, the Frenchtown Board of Education approved the submission of the School Climate Change Grant and to accept funds in the amount of \$6,660.

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

Accept PILOT Revenues

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

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
*PTO-Family Night Out	March 31, 2023	6:00-8:00 pm Cafeteria
Student Council	March 17, 2023	6:00-8:00 pm Gym

*Pending updated insurance certificate

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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.

ROD Grant Submission

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

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

Chief School Administrator

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

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

Interim Superintendent

BE IT RESOLVED, the Frenchtown Board of Education approved to terminate the contract with Michael Hughes as Interim Superintendent, effective March 1, 2023.

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, 2023 to June 30, 2024 at a cost of \$40,552.00.

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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Travel/Staff Development

BE IT RESOLVED, the Frenchtown Board of Education approved 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

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

Club Advisor Appointment 2022-2023

BE IT RESOLVED, the Frenchtown Board of Education approved 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

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

2022-2023 Master Course Reimbursement

BE IT RESOLVED, the Frenchtown Board of Education approved 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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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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2023-2024 Master Course Reimbursement

BE IT RESOLVED, the Frenchtown Board of Education approved 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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Moved by Mr. Dermody and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Additional Hours

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

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

2022-2023 Substitute List

BE IT RESOLVED, the Frenchtown Board of Education approved the following lists of substitutes for the 2022-2023 substitute list at a rate of \$110.00 per day (Teacher), \$175.00 per day (School Nurse), \$95.00 per day (Secretary) and \$14.13 per hour (Custodian).

Jennifer Spencer - Teacher

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

Leave of Absence

BE IT RESOLVED, the Frenchtown Board of Education approved a Leave of Absence for Thomas Wollert beginning on March 1, 2023 and ending on or about June 1, 2023.

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

Curriculum

Field Trip

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

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

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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.

Class of 2023

BE IT RESOLVED, the Frenchtown Board of Education approved a \$200.00 donation from the Frenchtown Board of Education to the Frenchtown class of 2023 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

12. NEW BUSINESS

- PTO Auction - March 25, 2023

13. PUBLIC COMMENT - None

14. EXECUTIVE SESSION

BE IT RESOLVED, the Frenchtown Board of Education approved 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 7:21 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.

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

BE IT RESOLVED, the Frenchtown Board of Education approved to reconvene into regular session at 7:35p.m.

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

15. **ADJOURNMENT**

BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 7:36 p.m. Moved by Ms. Nauman and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

Respectfully submitted:



Teresa O'Brien
Board Secretary

Attest:



Kate Nugent
Board President