

Frenchtown Board of Education Meeting Minutes

March 14, 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 6:47 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
Mr. Hugo Rodriguez
Mrs. Kate Nugent

Members Absent: None

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

- ♣ Gwen Thorton -NJSBA Representative - DEI Training

7. BOARD SECRETARY REPORT

Informational Items

- Board Meeting Schedule
 - ✓ April 25, 2023 – Action Meeting
 - ✓ May 9, 2023 – Action Meeting
 - ✓ June 27, 2023 – Board Retreat/Goal Setting/Action Meeting
- Enrollment – March 10, 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		

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Total	108	11	15
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Action Items

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

- February 28, 2023 – Regular Session
- February 28, 2023 - Executive Session

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

8. APPROVAL OF PRELIMINARY 2023/2024 BUDGET

Health Care Adjustment

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

BE IT RESOLVED that the Board of Education includes in the tentative budget the adjustment for increased costs of health benefits in the amount of \$17,940. The additional funds will be used to pay for the additional increases in health benefit premiums.

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

2023-2024 School Budget

BE IT RESOLVED, the Frenchtown Board of Education approved the 2023-2024 Tentative School Budget:

BE IT RESOLVED that the tentative budget be approved for the 2023-2024 school year using the 2023-2024 state aid figures and the Secretary to the Board of Education be authorized to submit to the Interim Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6:

Fund	Appropriations	Tax Levy
General Fund	\$2,824,273	\$2,297,014
Special Revenue Fund	\$36,587	
Debt Service Fund	\$ 113,244	\$ 113,242
Total Budget	\$2,974,104	\$2,410,256

And, to advertise said tentative budget in the Hunterdon Democrat in accordance with the form suggested by the New Jersey Department of Education and according to law;

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And, a public hearing on the budget for the 2023-2024 school year will be held at Frenchtown Elementary School on Tuesday, April 25, 2023 at 6:45 pm.

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

Maximum Travel

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

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

Maintenance Reserve Withdraw

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

BE IT RESOLVED that the Board of Education includes in the budget a maintenance reserve withdrawal in the amount of \$25,830 for the purpose of supporting required maintenance appropriations in 2023-2024 budget.

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

9. ADMINISTRATOR'S REPORT

Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending March 14, 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	-	-	-

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Jan 25 – Feb 28	0	0	-	-	-
Mar 1 – Mar 14	1	0	-	-	-
Mar 15 – April 25					
April 26 – May 9					
May 10 – June 27					
TOTAL	3	-			

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	
Fire Drill	

d. Report on Student Safety Data System (SSDS), Period 1 (September 1 - December 31, 2022) *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
Total Incidents	0
Other Incidents Leading to Removal	2

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HIB Alleged	2
HIB Programs	26
HIB Trainings	10

- e. 2022-2023 School Calendar - 3 Snow Days – If no snow days are taken, the 3 snow days built into the calendar will be given back in the following order, Friday, May 26th and two days taken from the end of the school year.
- f. Other Items of Note:
- Read Across America week was celebrated. K-2 had some amazing reading and partnered activities. We had all the upper grades work with lower grades on a collaborative activity that is now displayed in the hallway.
 - SEL Week was effective in creating awareness and continued strategies for our students. All grades worked on a concluding activity together Friday afternoon.
 - FES clubs/After-school activities:
 - Tutor Time continues to roll with Ms. Siock and Mrs. Ahrens.
 - River Union Stage continues to work with students in school (5th/6th) and after school (5th-8th)!
 - Ms. Hurley's sketch book club, Mrs. Ippolito's music club, and Mrs. Leuschner's Volleyball Club #2 will all be starting shortly.
 - We are looking forward to tomorrow's PTO sponsored assembly on disability awareness and character education: <http://www.justthewayyouare.com/>
 - The PTO Silent Auction on Saturday, March 25th.

Action Items:

HIB Report

BE IT RESOLVED, the Frenchtown Board of Education approved and affirmed the HIB report submitted on February 28, 2023.

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

2022-2023 School Calendar Revision

BE IT RESOLVED, the Frenchtown Board of Education approved to change the 2022-2023 school calendar to reflect an early dismissal on April 6, 2023.

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

10. BOARD PRESIDENT'S REPORT - None

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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

BE IT RESOLVED, the Frenchtown Board of Education approved the March 14, 2023 bills list as follows:

General Fund:	\$ 40,907.70
Special Revenue Fund:	\$ 7,852.68
Total	\$ 48,760.38

Moved by Mr. Blackburn 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 2023 Budget Transfers in the amount of \$17,244.84.

Moved by Mr. Blackburn 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 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).

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

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2023/2024 Tuition Rates

BE IT RESOLVED, the Frenchtown Board of Education approved the following tuition rates for the 2023/2024 school year:

K-8 (Employees and Out of State Residents)	\$ 6,500
K-8 (All Others)	\$19,886
Preschool Disabilities	\$45,000

Moved by Mr. Blackburn 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 2023/2024 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

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, 2023.

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

Facilities

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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 2023-2024 school year with an administrative fee of 4.5%.

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

Personnel

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)
Marjorie Leuschner	What's New in Children's Books & Strategies	3-23-2023	\$279.00	N/A	N/A	N/A

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

Leave Replacement/PE & Health Teacher

BE IT RESOLVED, the Frenchtown Board of Education approved a Leave Replacement Physical Education Health Teacher effective March 21, 2023 as recommended by the Superintendent as follows:

Name	Step / Column	FTE	2022-2023 Salary
Emil Bontempo	1 / MA	.80	\$47,760.00 (Prorated)

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

Club Advisor Appointment 2022-2023

BE IT RESOLVED, the Frenchtown Board of Education approved the following club

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advisor appointment for the 2022-2023 school year at a rate of \$35.00 per hour:

Club	Maximum hours	Maximum # of students	Advisor
Volleyball Club# 2 Grades 5-8	8	16	Marjorie Leuschner

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

Curriculum

Field Trip

BE IT RESOLVED, the Frenchtown Board of Education approved the following field trips for the 2022-2023 school year:

Destination	Grade	Date
Del-Val High School	Music-Band & Chorus	March 23, 2023

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

Donation

BE IT RESOLVED, the Frenchtown Board of Education approved to accept a Quilt Donation from former Administrative Principal Dick Myszk.

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

Planning

13. **NEW BUSINESS**

14. **PUBLIC COMMENT** - None

15. **EXECUTIVE SESSION**

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

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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 8:17 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.

Moved by Ms. Nauman and seconded by Mrs. Bobrowski. 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 9:09 p.m.

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

16. ADJOURNMENT

BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 9:10 p.m. Moved by Mr. Blackburn and seconded by Mrs. Bobrowski. 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