

Frenchtown Board of Education Regular Meeting Agenda

August 15, 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. 2023/2024 BOARD and DISTRICT GOALS

Discussion Items

- 2023-2024 District Goals & Board Goals

6. PRESENTATIONS AND RECOGNITIONS

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7. BOARD SECRETARY REPORT

Informational Items

- Board Meeting Schedule
 - ✓ September 26, 2023 – Action Meeting
 - ✓ October 17, 2023 – Action Meeting
 - ✓ November 28, 2023 – Action Meeting

- School Board’s Convention – October 23-26, 2023
- Correspondence
 - Board Member Candidate Letter of Interest - Rachel Howard

- Enrollment – August, 2023

Grade	Student Enrollment	Choice In	Choice Out
Pre K	13	0	0
Kindergarten	9	3	1
Grade 1	9	2	0
Grade 2	14	0	1
Grade 3	10	2	2
Grade 4	16	2	3
Grade 5	6	0	1
Grade 6	12	2	4
Grade 7	11	0	5
Grade 8	8	0	1
Out of Dist.	1		
Total	109	11	18

Action Items

7.1 Motion to approve the following minutes:

- June 27, 2023 – Regular Session
- June 27, 2023 – Executive Session

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- 7.2 Board Member Resignations
Motion to accept with regret the resignation of Board member Laine Nauman effective immediately.
- 7.3 Motion to accept with regret the resignation of Board member Hugo Rodriguez effective July 1, 2023.

8. **CHIEF SCHOOL ADMINISTRATOR REPORT**

- a. Security and Fire Drills

Drill	Date Completed
Security Drill	July 5
Fire Drill	July 13

Action Items:

HIB Report

- 8.1 Motion to affirm the HIB report submitted on June 27, 2023.

Professional Development Plan

- 8.2 Motion to acknowledge receipt of the 2023/2024 District Professional Development Plan developed in accordance with all regulations as specified in N.J.A.C. 6A:9C-4.2 and approves the fiscal impacts of the plan.

Statement of Assurance

- 8.3 Motion to acknowledge receipt of the Statement of Assurances (SOA) for the requirements of the District Professional Development Plan and the District Mentoring Plan. The Superintendent shall submit the SOA to the Hunterdon County Department of Education by October 2, 2023.

Emergency Virtual Instruction Plan & Checklist

- 8.5 Motion to approve the Emergency Virtual or Remote Instruction Program Plan and Checklist for the 2023-24 school year in accordance with P.L. 2020, c.27, as submitted to the Hunterdon County Department of Education by July 31, 2023.

Behavioral Threat Assessment Manual

- 8.6 Motion to acknowledge the implementation of the Behavioral Threat Assessment Manual as required by the NJ Department of Education.

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9. BOARD PRESIDENT’S REPORT

- Conduct Interviews for Board Member Vacancies
 - Rachel Howard

10. POLICY

Second Reading/Adoption

10.1 Motion to approve the second reading and adoption of the following policies:

<u>3327</u>		Relations with Vendors
<u>3542.2</u>		School Meal Program-Arrears
<u>3542.31</u>		Free or Reduced Price Lunches Milk
<u>5131.1</u>		Harassment Intimidation and Bullying
<u>5131.5</u>		Vandalism Violence
<u>6145.3</u>		Publications
<u>6164.1</u>		Intervention and Referral

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

11.1

- a. Motion to approve the June 28, 2023 to June 30, 2023 bills list as follows:

General Fund:	\$41,570.95
Special Revenue Fund:	\$ 4,324.39
Total	\$45,895.34

- b. Motion to approve the July 1, 2023 to July 31, 2023 bills list as follows:

General Fund:	\$237,053.27
Special Revenue Fund:	\$ 12,452.80
Total	\$249,506.07

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- c. Motion to approve the August 1, 2023 to August 15, 2023 bills list as follows:

General Fund:	\$ 74,665.65
Special Revenue Fund:	\$ 2,311.13
Total	\$ 76,976.78

Budget Transfers

- 11.2 Motion to approve the list of the June 28, 2023 to June 30, 2023 Budget Transfers in the amount of \$15,985.88

Board Secretary/Treasurer Reports –June 2023

- 11.3 Motion to approve and acknowledge receipt of the monthly certification of the Board Secretary and after review of the **June 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).

Board Secretary/Treasurer Reports –July 2023

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

Non-Public Textbook Aid

- 11.5 Motion to accept Nonpublic Textbook Aid for the 2023/2024 school year in the amount of \$173.00 for Secret Garden Montessori School as provided by the State of New Jersey.

Non-Public Technology Aid

- 11.6 Motion to accept Nonpublic Technology Aid for the 2023/2024 school year in the amount of \$147.00 and to approve an Agreement with Secret Garden Montessori as provided by the State of New Jersey.

Non-Public Security Aid

- 11.7 Motion to accept Nonpublic Security Aid for the 2023/2024 school year in the amount of \$615.00 and to approve an Agreement with the Secret Garden

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Montessori School to provide hardware/software not to exceed the availability of funds provided by the State of New Jersey.

Non-Public Nursing Aid

11.8 Motion to accept Non-Public Nursing Aid for the 2023/2024 school year in the amount of \$360.00 for Secret Garden Montessori School as provided by the State New Jersey.

Appropriate FY23 Non-Public Transportation Aid

11.9 Motion to accept and appropriate fiscal year 2023 Non-Public Transportation Aid in the amount of \$624 into account #11-000-270-503 "AIL Non-Public"

Appropriate FY23 Extraordinary Aid

11.10 Motion to accept and appropriate Fiscal Year 2023 Extraordinary Aid into the following accounts:

11-190-100-320 "Purch Prof Ed Serv"	\$ 1,000
11-000-222-300 "Library Purch/Tech Serv"	\$ 38
11-000-291-249 "Oth Retirement Contr"	\$ 500
11-000-262-520" Insurance"	\$ 1,339
11-213-100-106 "RR Aides Sal"	\$ 5,000
11-000-217-105 "Extraordinary Aides Sal"	\$ 42,663
 Total	 \$50,540

PILOT Shared Service Agreement - Amendment

11.13 Motion to approve the First Amendment to Shared Services Agreement between the Borough of Frenchtown and Frenchtown board of Education for the sharing of payments in Lieu of Taxes.

Pre-School Tuition 2023-2024

11.14 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
581	\$5,750.00
585	\$5,750.00

11.14a Motion to approve the postponement of the enrollment of student #574 into the Little Paws Preschool Program until further notice.

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Facilities

Integrated Pest Management

11.15 Motion to approve the Frenchtown Board of Education Integrated Pest Management Plan for the 2023-2024 school year.

Transportation

Joint Transportation 2023-2024

11.16 Motion to approve a joint transportation agreement where Delaware Valley Regional High School shall serve as the Lead Educational Authority and Host District for the 2023/2024 school year as follows:

District	Destination	Route No.	Route Cost
Delaware Valley Regional	Warren Glen Academy	1820 1820 (Aide)	\$16,200.00 \$2,700.00
Delaware Valley Regional	Warren Glen Academy	1822 1822 (Aide)	\$15,750.00 \$2,100.00

Personnel

Employee Resignations

11.17 Motion to approve and accept with regret the resignation of Thomas Wollert, Health and Physical Education Teacher effective July 6, 2023.

11.18 Motion to approve and accept with regret the resignation of Tracy Folmar, Instructional Aide effective July 31, 2023.

Instructional Aide Rate Adjustment

11.19 Motion to approve new hourly rates of pay for Instructional Aides and Personal Aides as follows:

Instructional Aides

Previous Rate Years 1-3	New Rate Years 1-3	Previous Rate Year 4 & After	New Rate Year 4 & After
\$16.50	\$17.50	\$17.00	\$18.00

Personal Aides

Previous Rate Years 1-3	New Rate Years 1-3	Previous Rate Year 4 & After	New Rate Year 4 & After
\$16.50	\$19.50	\$17.00	\$20.00

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Instructional / Special Education Aides

11.20 Motion to approve the following aides and scheduling for the 2023-2024 school year as recommended by the Chief School Administrator:

Aide	FTE	Salary 2023-2024
Carol Bastow	.49/Step 2	\$11,044.60
Kristina Mahon	.63/Step 1	\$14,200.20
Kenneth Nohe	.49/Step 2	\$11,044.60
Patricia Patrey	1.00/Step 2 (FT- 1:1) aide	\$25,116.00
Melissa Pecchia	.63/Step 1	\$14,200.20
Michele Jordan	.75/Step 1	\$16,905.00

Personal Aides Revised

11.21 Motion to approve a revision in the following personal aide employment contracts due to the above revised rate:

Aide	FTE	Previous Contract Salary 2023-2024	Revised Salary for 2023-2024
Heather Lorenzi	1.00	\$21,896.00	\$25,760.00
Emily O'Connell	1.00	\$21,896.00	\$25,760.00

Health and Physical Education Teacher:

11.22 Motion to hire Brian Sklar as the Health and Physical Education Teacher for the 2023-2024 school year.

Name	Step / Column	FTE	Salary 2023-2024
Brian Sklar	2 / BA	.80	\$44,120.00

Part-time Front Desk Receptionist

11.23 Motion to hire Ashley Rodriguez at a rate of \$18.00 per hour for 5 hours a day, 5 days per week for the 2023-2024 school year pending Criminal History clearance.

Positive Behavior Support Professional

11.24 Motion to hire Emil Bontempo in a temporary position as Positive Behavior Support Professional at a rate of \$40.00 per hour for the 2023-2024 school year.

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Before/After Care Supervisor

11.25 Motion to hire Gina Higgins as a Before and After Care Supervisor at a rate of \$25.00 per hour, 4 days per week for the 2023-2024 school year pending Criminal History clearance.

2023-2024 Substitutes

11.26 Motion to approve the following substitute for the 2023-2024 substitute list at a rate of \$115.00 per day (Teacher), \$175.00 day (School Nurse), \$16.00 per hour (Custodian) or \$95.00 per day (Secretary) pending Criminal History clearance.

Ashley Rodriguez Teacher \$115.00 per day

Extra-Curricular Appointments 2023-2024

11.27 Motion to approve the following extra-curricular appointments for the 2023-2024 school year:

Position	Teacher	Stipend Rate
Student Council (1)	Brandi Bontempo	\$1,500.00
Yearbook	Brittney Shurts	\$1,500.00
Eighth Grade Coordinator	Katelynn Yard	\$1,500.00
Testing Coordinator	Cristina Doyle	\$45.00/Hour not to exceed \$1,500
Home Instruction	Holly Siock	\$45.00/Hour
Spirit and Culture Coordinator	Kate Yard	\$2,000.00
Special Education Coordinator	Brandi Bontempo	\$3,000.00

Club Advisor Appointments 2023-2024

11.28 Motion to approve the following club advisor appointments for the 2023-2024 school year at a rate of \$35.00 per hour to be funded by ESSER III/ Beyond the School Day Funds:

Club	Frequency	# of hours	Maximum Rate	Advisor
Running Club (Fall)	1 x per week	16 hours	\$35.00/Hour	Ashley Rodriguez
Running Club (Spring)	1 x per week	16 hours	\$35.00/Hour	Ashley Rodriguez
S.T.E.M. Club	2 Sessions	7.5 hours	\$35.00/Hour	Peter Moran
Sketchbook Club	1 x per week	7.5 hours	\$35.00/Hour	Tricia Hurley
Intramural Soccer (Fall) (Co-Ed)	2 x per week	12 hours	\$35.00/Hour	Brian Sklar

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Intramural Basketball (Winter) (Co-Ed)	2 x per week	12 hours	\$35.00/Hour	Peter Moran
Tutor Time K-4	2 x per week	2 hours week via Sign-Up (Up to 10 Students)	\$35.00/Hour	Holly Siock
Homework Club Grade 5-8	1 x per week	1 hour week via Sign-Up (Up to 10 Students)	\$35.00/Hour	Elizabeth McCann and Kristen Wirasnik
Volleyball Club Grade 5-8	1 x per week	2 Sessions	\$35.00/Hour	Marjorie Leuschner
Music Club K-4		2 Sessions	\$35.00/Hour	Peggy Ippolito
Music Club Grade 5-8		2 Sessions	\$35.00/Hour	Peggy Ippolito
German Club Grades 7-8	1 x per week	8 Sessions Minimum of 5 Students	\$35.00/Hour	Marjorie Leuschner

To be funded with ESSER III - Beyond the School Day funds.

2023-2024 Master Course Reimbursement

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

Amy Gercie	Rowan University	Practicum in School Nursing 9-5-2023	\$980.26
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Curriculum

Cooperative Sports Program

11.30 Motion to approve Shared Services Agreement with Kingwood Township Board of Education for a Cooperative Sports Program for the 2023-2024 school year at a cost of \$250 per student participant per season.

[Standing Health Orders](#)

11.31 Motion to approve the attached Standing Health Orders for the 2023-2024 school year.

[Nursing Services Plan](#)

11.32 Motion to approve the attached Nursing Services Plan for the 2023/2024 school year.

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Planning

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;

- 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.

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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