

Frenchtown Board of Education
Regular Meeting Agenda
September 26, 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. OATH OF OFFICE

Administration of the Oath of Office to Newly Elected Board Member - Rachel Howard

4. ROLL CALL

Mr. Adam Blackburn	Mrs. Rachel Howard
Mrs. Kara Bobrowski	Ms. Erinn Nakahara
Mr. Michael Dermody	Mrs. Kate Nugent

5. ELECTION OF VICE-PRESIDENT

5.1 Open Nomination(s) for Board Vice-President _____
Motion by _____ Second by _____

Nomination for _____ for Vice-President
Motion by _____ Second by _____

Close Nomination(s) for Board Vice-President
Motion by _____, Second by _____

Vote to appoint _____ as Board Vice-President

6. 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

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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.

7. 2023/2024 BOARD and DISTRICT GOALS

Frenchtown District Goals 2023-2024

1. Evaluate the success of blended classes and report to board on any needs for additional support.
2. Revise the current equity plan with input from all stakeholders by June 1, 2024.
3. Create and implement a climate survey for staff, students and families by May 1, 2024.

Frenchtown Board Goals 2023-2024

1. By March 1, 2024, create a CSA Evaluation that is relevant and unique for our district to begin use in the 2023/2024 school year.
2. Prepare to implement a 2024/2025 Strategic Planning Strategy.
3. By June 30, 2024, successfully negotiate a new contract with the Frenchtown Education Association.
4. Increase public recognition of students and staff.

8. PRESENTATIONS AND RECOGNITIONS

- 8.1 2022-2023 HIB Self-Assessment Data Public Hearing** - Presented by James Hintenach, Chief School Administrator

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9. BOARD SECRETARY REPORT

Informational Items

- Board Meeting Schedule
 - ✓ October 17, 2023 – Action Meeting
 - ✓ November 28, 2023 – Action Meeting
 - ✓ December 19, 2023 – Action Meeting
- School Board’s Convention – October 23-26, 2023 – In person
- Correspondence
 - Board Member Candidate - Letter of Interest - Veda Partalo
 - ROD Grant - Preliminary Eligible Cost Letter
- Enrollment as of September 22, 2023:

Grade	Student Enrollment	Choice In	Choice Out
Pre K	10	0	0
Kindergarten	10	3	1
Grade 1	6	1	0
Grade 2	15	1	1
Grade 3	10	2	2
Grade 4	15	1	3
Grade 5	5	0	1
Grade 6	11	1	4
Grade 7	11	0	5
Grade 8	8	0	1
Out of Dist.	1		
Total	102	9	18

Action Items

9.1 Motion to approve the following minutes:

- August 15, 2023 – Regular Session

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- August 15, 2023 - Executive Session

10. CHIEF SCHOOL ADMINISTRATOR REPORT

Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for the period ending September 26, 2023.

Month/Year	# of Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed (Y/N)
Aug 30- Sept 26	1	1	Yes	Yes	
Sept 27 – Oct 17					
Oct 18– Nov 28					
Nov 29 – Dec 19					
Dec 20 – Jan 23					
Jan 24 – Feb 27					
Feb 28 – Mar 12					
Mar 13 – April 23					
April 24 – May 14					
May 15 – June 25					
TOTAL	1	1			

- b. Short term suspension report:

Student ID	Violation of Student Code of Conduct	Level of Infraction	Terms of Suspension and Dates	Clearance Required
440	Yes	3	9/20	No

- c. Security and Fire Drills

Drill	Date Completed
Security Drill	08/22/2023
Fire Drill	08/30/2023

Actions Items:

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HIB Self-Assessment

- 10.1 Motion to approve the 2022/2023 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act and to authorize submission to the NJ Department of Education.

Memorandum of Agreement for Surveillance Camera Use

- 10.2 Motion to approve the 2023-2024 Agreement Between The Frenchtown Board of Education and the Frenchtown Police Department for Surveillance Camera Use.

Organizational Chart

- 10.3 Motion to approve the attached revised Organizational Chart for the Frenchtown Board of Education.

Emergency Virtual or Remote Instruction Plan - Revised

- 10.4 Motion to approve the attached revised Emergency Virtual or Remote Instruction Plan as approved by the County Superintendent.

District Goals Action Plans

- 10.5 Motion to acknowledge receipt of the action plans for implementation of the district goals.

11. BOARD PRESIDENT'S REPORT

Conduct Interviews for Board Member Vacancies

- Veda Partalo

11.1 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.

11.2 Board Member Appointment

Motion to appoint _____ to the board of education to fill the vacant seat scheduled to expire on December 31, 2025.

12. POLICY

13. 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

13.1 Motion to approve the September 26, 2023 bills list as follows:

General Fund:	\$218,443.07
Special Revenue Fund:	\$ 28,503.96
Total	\$246,947.03

Budget Transfers

13.2 Motion to approve the list of the August 2023 budget transfers in the amount of \$16,444.75.

Board Secretary/Treasurer Reports

13.3 Motion to approve and acknowledge receipt of the monthly certification of the Board Secretary and after review of the **August 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

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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).

PILOT Shared Service Agreement - Amendment

13.4 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.

Facilities

Before and Afterschool Care

13.5 Motion to approve an agreement with Work Family Connection for Before and Afterschool Care for the 2023-2024 school year.

Facility Use

13.6 Motion to approve the following facility use:

Organization	Date	Building Location	Time
Borough of Frenchtown	9-6-2023	Auditorium	7:00 pm to 9:30 pm
PTO	10-20-2023	Gym Halloween Glow Dance	5:00 pm to 9:00 pm

Facility Use Fees

13.7 Motion to approve a change to the facility use fees for custodial services from \$45.00 per hour to \$55.00 per hour and revise the facility use form as attached.

Transportation

Personnel

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Travel/Staff Development

13.8 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)
James Hintenach	CSA Retreat Shawnee, PA	09-28-23 to 09-29-23	\$0.00	\$51.70	\$225.00	\$0.00
Brandi Bontempo	DIBELS Edition 8	Anytime/ Webinar	\$49.00	0.00	N/A	N/A

Commented [1]: Cost of registration, if any goes here.

Commented [2R1]: @jhintenach@frenchtownschool.org
@smiller@frenchtownschool.org

Commented [3R1]: no registration cost

2023-2024 Substitutes

13.9 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)

Michaela Schmatz - Instructional Aide/Secretary

Home Instruction

13.10 Motion to authorize all active Frenchtown Elementary **Certificated Staff members to provide homebound instruction** in their areas of certification beginning September 1, 2023 through June 30, 2024 at the negotiated hourly rate of \$45.00/hr.

Rescind Employment

13.11 Motion to rescind the employee contract for Melissa Pecchia as an Instructional Aide for the 2023-2024 school year.

Instructional Aide Hire

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

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Lisa Engelhardt	.63/Step 1	\$14,200.20
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Kimberly Cordaro (1:1 Maternity Replacement Aide)	1.0 pro-rated September 25, 2023 through December 22, 2023	\$8,190
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Night Custodian

13.13 Motion to approve an 10 month employment contract for Estela Dominguez at a rate of \$23.85 per hour, 4 hours per day for 180 days (\$17,172.00), effective September 1, 2023 through June 30, 2024.

Afterschool Club Appointment

13.14 Motion to appoint Peggy Ippolito for Studio Route 29 for an Afterschool Club at a rate of \$35.00 per up to 9 hours.

Staff for After School Activities

13.15 Motion to approve all aides, as after school Education Chaperones, to assist special needs students, to participate in clubs, at the approved Individual hourly rate or any certificated staff at \$20 per hour, during times clubs are in session, effective September 2023 through June 2024.

Revised Leave of Absence

13.16 Motion to approve a revised paid maternity medical leave of absence for Heather Lorenzi, beginning on August 25, 2023 through September 29, 2023 and to approve unpaid family leave from October 2, 2023 through December 22, 2023.

Before and Afterschool Care Substitutes

13.17 Motion to approve the entire Frenchtown Elementary School Staff to be substitutes in the Before and Afterschool Care Program for the 2023-2024 school year at the following rates:

Paraprofessionals	\$25.00 per hour
Certificated Staff	\$35.00 per hour

Curriculum

Field Trips

13.18 Motion to approve the following field trips:

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Location	Grade	Date
IGA / Frenchtown	Resource Room	9/21, 9/28, 10/5, 10/12 & 10/19/2023
Frenchtown Cafe	Resource Room	10/4/2023

SCIP and School Safety and Behavioral Threat Assessment Committees

13.19 Motion to approve the following personnel for the SCIP and School Safety/Climate and Behavior Threat Assessment Committees:

SCIP	SCHOOL SAFETY/CLIMATE/BTA
Holly Siock	Amy Gercie
Peter Moran	Jennifer Ege
Brandi Bontempo	Cristina Doyle
	Tricia Hurley
Peggy Ippolito	James Hintenach
Marjorie Leuschner	Sandra Miller
James Hintenach	Katelynn Yard

Afterschool Club

13.20 Motion to approve an afterschool club with Studio Route 29 for 6 weeks with an emphasis on drawing and textile design at a cost of \$900.00 to be paid for with ESSER III - Beyond the School Day funds.

Planning

14. **NEW BUSINESS**

15. **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.

16. EXECUTIVE SESSION (if necessary)

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

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17. ADJOURNMENT