

# Frenchtown Board of Education

## Regular Meeting Agenda

November 28, 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	Ms. Rachel Howard	Mrs. Kate Nugent
Mrs. Kara Bobrowski	Ms. Erinn Nakahara	
Mr. Michael Dermody	Ms. Veda Partalo	

**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**

### Frenchtown District Goals

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.

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### Frenchtown Board Goals

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.

### 6. **PRESENTATIONS AND RECOGNITIONS**

- ❖ Presentation of the Fiscal Year 2023 Comprehensive Annual Finance Report – Ms. Laura Atwell, CPA PSA

### 7. **BOARD SECRETARY REPORT**

#### Informational Items

- Board Meeting Schedule
  - ✓ December 19, 2023 – Action Meeting
  - ✓ January 2, 2024 – Reorganization Meeting
- Correspondence
- Election Results
  - Adam Blackburn
  - Julie Klein
  - Erinn Nakahara
- Board Member Training
- Enrollment – November 24, 2023

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<b>Grade</b>	<b>Student Enrollment</b>	<b>Choice In</b>	<b>Choice Out</b>	<b>Home Schooled</b>
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	3	1
Grade 7	11	0	5	
Grade 8	8	0	1	
Out of Dist.	3			
<b>Total</b>	<b>104</b>	<b>9</b>	<b>17</b>	<b>1</b>

**Action Items**

Meeting Minutes

7.1 Motion to approve the following minutes:

- October 17, 2023 -Regular Session

**8. CHIEF SCHOOL ADMINISTRATOR REPORT**

Informational Items:

a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending November 28, 2023.

Month/Year	# of Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed (Y/N)
Aug 30- Sept 26	1	1	Yes	Yes	N
Sept 27 – Oct 17	0	0	-	-	-
Oct 18– Nov 28	0	0			
Nov 29 – Dec 19					

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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
410	Yes	Level 3	1 day ISS- 10/4	No

c. Security and Fire Drills

Drill	Date Completed
Security Drill	10/26/23
Fire Drill	10/18/23

**Action Items:**

HIB Report

8.1 Motion to affirm the HIB report submitted on October 17, 2023.

Three-Year Preschool Operational Plan and Enrollment Projections

8.2 Motion to approve the submission of the Three Year Preschool Operational Plan and the 2024-2025 Enrollment Projections to the New Jersey Department of Education, Division of Early Childhood Services.

**9. BOARD PRESIDENT’S REPORT**

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### Appoint Negotiations Committee

9.1 Motion to appoint the members of the Negotiations Committee as follows:

Kate Nugent: Chairperson  
Erinn Nakahara  
Michael Dermody  
Rachel Howard, Alternate

## 10. **POLICY**

### Abolish Policies

10.1 Motion to abolish the following policy and regulation due to implementation of Universal Free Preschool.

- [Policy 3240 - Preschool Tuition Fees](#)
- [Regulation 3240 - Preschool Tuition Fees](#)

### First Reading

10.2 Motion to approve and adopt the following revised policies upon first reading:

- [Policy 5111 - Admission](#)
- [Policy 5113 - Attendance, Absences and Excuses](#)

### Second Reading and Adoption

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

<a href="#">4151.1/4251.1 Personal Illness and Injury Policy</a>
<a href="#">5131.1 Harassment Intimidation and Bullying Policy</a>
<a href="#">5131.5.1 Harassment Intimidation and Bullying Regulation</a>
<a href="#">5131.5 Vandalism/Violence Policy</a>
<a href="#">6142.2 ESL Bilingual Policy</a>
<a href="#">6163.3 Live Animals in Schools Policy</a>

## 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.

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### Action Items:

#### Finance

##### Payment of Bills

11.1 Motion to approve the November 28, 2023 bills list as follows:

General Fund:	\$292,431.63
Special Revenue Fund:	\$ 16,416.88
<b>Total</b>	<b>\$308,848.51</b>

##### Budget Transfers

11.2 Motion to approve the list of the October 2023 Budget Transfers in the amount of \$7,731.41.

##### Board Secretary/Treasurer Reports

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

##### Comprehensive Financial Report

11.4 Motion to approve the following resolution accepting June 30, 2023 ACFR:

BE IT RESOLVED that the Frenchtown Board of Education accepts the June 30, 2023 Annual Comprehensive Financial Report (ACFR) as presented.

##### Audit Recommendations/Corrective Action Plan

11.5 Motion to approve the following resolution accepting the audit recommendations and corrective action plan:

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, 2023:

##### Recommendations

- |   |                   |
|---|-------------------|
| 1. Administrative Practices & Procedures      | No recommendation |
| 2. Financial Planning, Accounting & Reporting | No recommendation |

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- |                                      |                   |
|--------------------------------------|-------------------|
| 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 |

Withdraw from Maintenance Reserve

- 11.6 Motion to withdraw \$10,000 from the maintenance reserve as a contribution towards the purchase and installation of solar pedestrian crossing flashing lights in front of the school.

**Facilities**

**Transportation**

**Personnel**

2023-2024 Substitutes

- 11.7 Motion to approve the following substitutes 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).

Christina Johnson	Teacher/Aide	\$115.00 per day
Christina Johnson	Secretary	\$ 95.00 per day
Edward Eckert	Teacher/Aide	\$115.00 per day
Gary Linnemeyer	Teacher/Aide	\$115.00 per day

**Curriculum:**

- 11.8 Motion to approve the following field trip:

Destination	Grade/Class (s)	Date
Frenchtown Cafe	Ms. Yard and Mrs.Bontempo (5th-8th)	12/13/23 (Rain Date 12/20/23)

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### Accept Donations

11.9 Motion to approve to accept the following donations:

From	Amount	Purpose
Richard Myszka	\$2,000.00	\$200 per year for Character Award for 10 years
Veterans of Foreign Wars	\$125.00	Library

### Planning

12. **NEW BUSINESS**

13. **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.

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



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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.

### 15. ADJOURNMENT