

**Frenchtown Board of Education**  
**Regular Meeting Agenda**  
January 23, 2024 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 11, 2024. 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  
Mr. Michael Dermody  
Ms. Rachel Howard

Ms. Julie Klein  
Ms. Erinn Nakahara  
Mrs. Kate Nugent

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 2023-2024**

1. Evaluate the success of blended classes and report to the 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 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.

**6. PRESENTATIONS AND RECOGNITIONS**

**7. BOARD SECRETARY REPORT**

Informational Items

- Board Meeting Schedule
  - ✓ February 27, 2024 – Action Meeting
  - ✓ March 19, 2024 – Action Meeting – Preliminary Budget Approval
  - ✓ April 30, 2024 – Action Meeting
- Correspondence
- Enrollment – January 19, 2024

| <b>Grade</b> | <b>Student Enrollment</b> | <b>Choice In</b> | <b>Choice Out</b> | <b>Home Schooled</b> |
|--------------|---------------------------|------------------|-------------------|----------------------|
| Pre K        | 12                        | 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                | 2                 | 1                    |
| Grade 7      | 11                        | 0                | 5                 |                      |

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|              |     |   |    |   |
|--------------|-----|---|----|---|
| Grade 8      | 8   | 0 | 1  |   |
| Out of Dist. | 3   |   |    |   |
| Total        | 106 | 9 | 16 | 1 |

**Action Items**

**Meeting Minutes**

7.1 Motion to approve the following minutes:

- December 19, 2023 - Regular Session

7.2 Motion to approve the following minutes:

- January 2, 2024 - Reorganization Meeting

**8. CHIEF SCHOOL ADMINISTRATOR REPORT**

**Informational Items:**

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for the period ending January 23, 2024.

| 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  | 0                       | 0                   | -           | -                        | -              |
| Oct 18– Nov 28    | 0                       | 0                   | -           | -                        | -              |
| Nov 29 – Dec 19   | 0                       | 0                   | -           | -                        | -              |
| Dec 20 – Jan 23   | 0                       | 0                   | -           | -                        | -              |
| Jan 24 – Feb 27   |                         |                     |             |                          |                |
| Feb 28 – Mar 19   |                         |                     |             |                          |                |
| Mar 20 – April 30 |                         |                     |             |                          |                |
| May 1 – May 14    |                         |                     |             |                          |                |
| May 15 – June 18  |                         |                     |             |                          |                |
| TOTAL             | 1                       | 1                   |             |                          |                |

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- 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 | 12/21/23       |
| Fire Drill     | 12/06/23       |

**Action Items:**

- 8.1 Motion to affirm the HIB report submitted on December 19, 2023.

- 8.2 School Board Recognition Month

**WHEREAS,** The New Jersey School Boards Association has declared January 2024 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

**WHEREAS,** The Frenchtown School District Board of Education is one of 580 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

**WHEREAS,** The Frenchtown Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

**WHEREAS,** New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12<sup>th</sup> grade; and

**WHEREAS,** New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

**WHEREAS,** School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

**WHEREAS,** Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

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**WHEREAS**, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

**RESOLVED**, That the Frenchtown District Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2024 as SCHOOL BOARD RECOGNITION MONTH; and be it further

**RESOLVED**, That the Frenchtown District Board of Education urges all New Jersey citizens to work with their local boards of education and public school staff toward the advancement of our children's education.

2024-2025 School Calendar

8.3 Motion to approve the attached 2024-2025 School Calendar.

2023-2024 School Calendar

8.4 Motion to approve the attached revised 2023-2024 School Calendar which reflects the change for March 1 and March 28, 2024 to an early dismissal day.

2023-2024 Memorandum of Agreement Between Education and Law Enforcement Officials

8.5 Motion to approve the attached 2023-2024 Memorandum of Agreement (MOA) Between Education and Law Enforcement Officials. The 2023 version of the MOA was developed by the Education and Law Enforcement Working Group to address new laws, policies, and procedures.

Mentor

8.6 Motion to approve and designate Dr. Richard Katz as Mr. James Hintenach's Mentor as required and stated in the employment contract for the 2023-2024 school year.

**9. BOARD PRESIDENT'S REPORT**

9.1 Approve Participation in School Regionalization Efficiency Program

**PARTICIPANT'S RESOLUTION**  
**SCHOOL REGIONALIZATION EFFICIENCY PROGRAM**

WHEREAS, the Department of Community Affairs (DCA) is dedicated to helping New Jersey school districts achieve educational excellence and district efficiencies: and

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WHEREAS, the School Regionalization Efficiency Program (SREP) Grant supports public school districts and governing bodies across New Jersey who wish to study the feasibility of school district regionalization and consolidation; and

WHEREAS, school districts and governing bodies are invited to apply for funding to offset costs associated with conducting feasibility studies that support the creation of meaningful and implementable plans to form or expand regional school districts; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the School Regionalization Efficiency Program (SREP); and

WHEREAS, Holland Township School District and Frenchtown Borough School District have determined to evaluate whether Holland Township School District, Frenchtown Borough School District, Milford Borough School District, Kingwood Township School District, Alexandria School District and Delaware Valley Regional High School District. may be able to attain improved educational quality and efficiencies through consolidation or regionalization; and

WHEREAS, a formal study must be undertaken to accomplish this objective with regional implementation plan development; and

WHEREAS, the Holland Township School has agreed to be the lead entity in conducting this study and will submit the application for financial support for this study to DLGS on behalf of all participating school districts and/or governing bodies.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Holland Township School, that the Holland Township School does hereby join with Frenchtown Borough School District in applying for a SREP Grant to support the **School District Regionalization Feasibility Study** and, if awarded, and upon execution of said Agreement, the Holland Township School does accept the Terms and Conditions specified in the Agreement in connection to this grant award.

**10. POLICY**

Second Reading and Adoption

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

| Policy | Description                               |
|--------|---|
| 5141.8 | Sports Related Concussion and Head Injury |

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**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 Motion to approve the January 23, 2024 bills list as follows:

|                       |                     |
|-----------------------|---------------------|
| General Fund:         | \$268,683.16        |
| Special Revenue Fund: | \$ 13,683.80        |
| <b>Total</b>          | <b>\$282,366.96</b> |

Board Secretary/Treasurer Report

11.2 Motion to approve and acknowledge receipt of the monthly certification of the Board Secretary and after review of the **December, 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(a) 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).

PreSchool Instruction Coach Shared Services Agreement

11.3 Motion to approve an agreement with Kingwood Township Board of Education to share PreSchool Instruction Coach effective January 1, 2024 through June 30, 2024 in the amount of \$3,300.00.

**Facilities**

**Transportation**

**Personnel**

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Travel/Staff Development

- 11.4 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.

| <b>Employee/<br/>BOE<br/>Member</b> | <b>Program Title/<br/>Location</b>                  | <b>Date(s)</b> | <b>Cost</b> | <b>Mileage</b> | <b>Lodging (per<br/>diem)</b> | <b>Meals<br/>(per<br/>diem)</b> |
|-------------------------------------|---|----------------|-------------|----------------|-------------------------------|---------------------------------|
| <b>Cristina<br/>Doyle</b>           | School<br>Safety/Climate<br>Teams<br>Online Webinar | 1-30-2024      | \$0.00      | N/A            | N/A                           | N/A                             |

Employee Resignation

- 11.5 Motion to accept with regret the resignation of Patricia Patrey effective February 2, 2024.

Employee Resignation

- 11.6 Motion to accept with regret the resignation of Brett Liskowaski effective February 16, 2024

2023-2024 Hourly Substitute Secretary Rate

- 11.7 Motion to approve the hourly Substitute Secretary rate at \$16.00 per hour for the 2023-2024 school year.

Leave Without Pay

- 11.8 Motion to approve 5 days leave without pay for Krystina Mahon.

Special Education Aide

- 11.9 Motion to approve the appointment of the following Special Education Aide effective February 1, 2024:

| <b>Name</b>      | <b>FTE</b> | <b>Salary February 1, 2024<br/>through June 12, 2024<br/>(Prorated)</b> |
|------------------|------------|---|
| Kimberly Cordaro | 1.00       | \$12,558.00<br>(\$19.50/Hour)   |



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Community Parent Involvement Specialist

11.10 Motion to appoint Jennifer Ege as the Community Parent Involvement Specialist (CPIS) as required by the Preschool Expansion Program effective January 1, 2024 at a prorated annual stipend of \$5,000.

**Curriculum**

Field Trips

11.11 Motion to approve the following field trips:

| Destination     | Grade                | Date     |
|-----------------|----------------------|----------|
| Turtle Back Zoo | K, 1, 2 & Special Ed | 5/1/2024 |

ESY 2024

11.12 Motion to approve the summer Extended School Year (ESY) dates from July 8, 2024 through August 1, 2024.

Fundraiser

11.13 Motion to approve the following fundraiser for the 2023-2024 school year:

| Fundraiser       | Date                        | Purpose                         |
|------------------|-----------------------------|---------------------------------|
| Friendship Grams | 2-14-2024 / Valentine's Day | 2024 8 <sup>th</sup> Grade Trip |

**Planning**

**12. NEW BUSINESS**

**13. 2024/2025 BUDGET DISCUSSIONS**

**14. 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.

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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.

**15. 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.

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.

**16. ADJOURNMENT**