

Frenchtown Board of Education
Regular Meeting Agenda
March 19, 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 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
 - ✓ April 30, 2024 – Action Meeting
 - ✓ May 14, 2024 – Action Meeting
 - ✓ June 18, 2024 – Board Retreat/Goal Setting/Action Meeting
- Enrollment – March 15, 2024

Grade	Student Enrollment	Choice In	Choice Out	Home Schooled
Pre K	14	0	0	
Kindergarten	10	3	1	
Grade 1	6	1	0	
Grade 2	14	1	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	
Grade 8	8	0	1	

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Out of Dist.	3			
Total	107	9	16	2

Action Items

Meeting Minutes

7.1 Motion to approve the following minutes:

- February 27, 2024 – Regular Session
- February 27, 2024 - Executive Session

8. APPROVAL OF PRELIMINARY 2024/2025 BUDGET

2024-2025 Preschool Education Aid Budget

8.1 Motion to approve the 2024-2025 Preschool Expansion Aid Budget in the amount of \$500,985 which includes a general fund contribution of \$62,900.

8.2 Adoption of the Tentative Budget for School Year 2024-2025

Whereas, the Chief School Administrator recommends to the Frenchtown Borough Board of Education, to adopt the district's tentative 2024-2025 budget; and

Whereas, upon the adoption of the district's tentative 2024-2025 budget, administration will provide to the New Jersey Department of Education the district's tentative 2024-2025 budget and supporting documentation as required by the Commissioner of Education to the Executive County Superintendent of Schools for their review and approval; and

Whereas, the district's tentative 2024-2025 budget was prepared to be consistent with the New Jersey Quality Single Accountability Continuum (NJQSAC) focusing on quality performance indicators in all five areas of school district effectiveness; Operations Management, Instruction and Program, Fiscal Management, Personnel and Governance; and

Whereas, the district's tentative 2024-2025 budget was prepared consistent with the district's Budget Planning Policy 3100 addressing budget preparation, with primary consideration given to educational priorities identified by the Chief School Administrator; and

Whereas, the district's tentative 2024-2025 budget is designed to carry out the educational plan in a thorough and efficient manner, to maintain school district facilities, and to honor continuing obligations of the district; and

Whereas, the district's tentative 2024-2025 budget evolved primarily from the needs of the school as expressed by the Chief School Administrator, the School Business Administrator, and the Technology Advisor, and is compatible with approved district plans; and

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Whereas, the tentative 2024-2025 budget was constructed consistent with the School Funding Reform Act of 2008, under which a district could apply for some tax levy adjustments to cover extraordinary conditions such as, for health benefit cost increase above two (2) percent; an enrollment adjustment, and banked cap, the results which could increase local taxes above the two (2) percent cap; and

Whereas, the tentative 2024-2025 budget does not include the adjustment for increased costs of health benefits; and

Whereas, the tentative 2024-2025 budget does include the use of the enrollment adjustment in the amount of \$46,042 to offset the various costs associated with the increase of students to the district; and

Whereas, the tentative 2024-2025 budget does include the use of previously banked cap in the amount of \$17,940; and

Whereas, the following diagram provides a breakdown of the 2024-2025 budget by fund:

FUND	BUDGET	LOCAL TAX LEVY
General Fund	\$3,149,298	\$2,389,558
Special Revenue Fund	\$539,746	\$0
Debt Service Fund	\$110,544	\$110,544
Total Base Budget	\$3,799,588	\$2,500,102

Now, Therefore Be it Resolved, upon the recommendation of the Chief School Administrator, that the Frenchtown Board of Education approves the tentative budget for the 2024-2025 school year using the 2024-2025 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6; and

Be It Further Resolved, the Frenchtown Board of Education affixes/determines that the amount of money necessary to be appropriated for the use of the public schools for the 2024-2025 school year shall be submitted at \$3,149,298 in the General Fund and the General Fund local tax levy shall be submitted at \$2,389,558; and

Be it Further Resolved, that the amount of money necessary to be appropriated for the use of the public schools for the 2024-2025 school year shall be submitted at \$110,544 in the Debt Service Fund and the Debt Service Fund local tax levy shall be submitted at \$110,544; and

Be It Further Resolved, 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 the law; and

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Be it Further Resolved, a public hearing on the budget for the 2024-2025 school year will be held at the Frenchtown Elementary School Library, located at 902 Harrison Street, Frenchtown, NJ on April 30, 2024 at 6:45 PM; and

Be It Further Resolved, included in budget line 580, *Budgeted Fund Balance-Operating*, is \$55,572; and

Be It Further Resolved, included in the budget line 600, *Withdrawal from Capital Reserve – for Local Share* in the amount of \$259,200 for the purpose a Chiller Replacement for State Project #1680-050-23-R501/SDA Grant #G5-6575 ; and

Be it Further Resolved, included in the budget line 630, *Withdrawal from Maintenance Reserve* in the amount of \$22,600 for the purpose of a clock system replacement and WiFi Network upgrade; and

Be it Further Resolved, that pursuant to N.J.A.C. 6A:23A:5.2(a), the board establishes for travel a maximum level of spending in the general operating budget for the ensuing 2024-2025 school year at \$6,000 and the maximum regular business travel amount shall not exceed \$1,500 per employee.

Be it Further Resolved, that the Chief School Administrator shall hereby forward to the Commissioner of Education the budget statement, budget statement certification, form A4F (Certification and Report of School Taxes, 2024-2025 school year), supporting documentation, as required by statute and code and make any necessary adjustments to the budget in order to receive approval from the County Offices in order to advertise for the public hearing relating to the 2024-2025 budget.

9. CHIEF SCHOOL ADMINISTRATOR REPORT

Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending March 19, 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	1	1	Yes	Yes	-
Feb 28 – Mar 19	1	0			
Mar 20 – April 30					

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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	-	-	-
May 1 – May 14					
May 15 – June 18					
TOTAL	3	2			

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	02/23/24
Fire Drill	02/12/24

d. Report on Student Safety Data System (SSDS), Period 1 (September - December 31, 2023) *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	1
False Public Alarm	0
Total Incidents	1

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Other Incidents Leading to Removal	0
HIB Alleged	1
HIB Programs	42
HIB Trainings	16

Action Items:

HIB Report

9.1 Motion to affirm the HIB report submitted on February 27, 2024.

10. BOARD PRESIDENT'S REPORT

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

12.1 Motion to approve the March 19, 2024 bills list as follows:

General Fund:	\$ 230,884.68
Special Revenue Fund:	\$ 18,794.17
Total	\$ 249,678.85

Budget Transfers

12.2 Motion to approve the list of the February 2024 Budget Transfers in the amount of \$2,225.00.

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Board Secretary/Treasurer Reports

- 12.3 Motion to approve and acknowledge receipt of the monthly certification of the Board Secretary and after review of the **February 2024** 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).

2024-2025 Tuition Contract with Warren Glen Academy

- 12.4 Motion to approve a sending tuition contract with Warren Glen Academy for one (1) student for the 2024-2025 school year, at a rate of \$67,987.50, \$323.75 per diem for 210 days, July 2024 through June 2025.

Food Service Consolidation Agreement

- 12.5 Motion to approve 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 2024/2025 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, 2024.

Facilities

Facility Use

- 12.6 Motion to approve the following Use of School Facilities:

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Organization	Days	Time	Purpose
Student Council	March 27, 2024	6:00 pm - 8:00 pm	School Dance

Transportation

Warren County Special Services

- 12.7 Motion to approve a participation agreement with Warren County Special Services for coordinated transportation services for the 2024-2025 school year with an administrative fee of 4.5%.

Personnel

2023-2024 Substitutes

- 12.8 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).

Cecilia Balena	Teacher/Aide	\$115.00 per day
Marie Knapp	Teacher/Aide	\$115.00 per day

Curriculum

Field Trips

- 12.9 Motion to approve the following field trips:

Destination	Grade	Date
Fairview Lakes	7th Grade Science	10-10-2024 - 10-11-2024

Afterschool Club

- 12.10 Motion to approve the River Union Stage to work in conjunction with Mrs. Ippolito to conduct the after school Drama Club as outlined in the attached contract.

Planning

13. NEW BUSINESS

14. 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.

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