

# **Frenchtown Board of Education**

## **Meeting Minutes**

September 26, 2023 6:45 p.m.

1. **CALL TO ORDER – Opening Statement**

The regular meeting of the Frenchtown Board of Education was called to order at 6:47 p.m. by Kate Nugent.

Mrs. Nugent read the following:

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**

The Pledge of Allegiance was recited by all present.

3. **OATH OF OFFICE**

Mrs. Teresa O'Brien administered the Oath of Office to Newly Elected Board Member - Rachel Howard.

4. **ROLL CALL**

Members Present: Mr. Adam Blackburn  
Mrs. Kara Bobrowski (left at 7:07 pm)  
Mr. Michael Dermody  
Mrs. Rachel Howard  
Mrs. Kate Nugent

Members Absent: Ms. Erinn Nakahara

Others Present: James Hintenach, Chief School Administrator  
Teresa O'Brien, Business Administrator/Board Secretary

5. **ELECTION OF VICE-PRESIDENT**

Open Nomination(s) for Board Vice-President Mr. Michael Dermody nominated Adam Blackburn seconded by Mrs. Nugent.

Nominations for Board Vice-President were closed by Mr. Blackburn and seconded by Mrs. Howard

BE IT RESOLVED, the Frenchtown Board of Education appoints Mr. Adam Blackburn. As Board Vice-President.

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Moved by Mr. Blackburn and seconded by Mrs. Howard. On a voice vote, resolution was adopted as follows 5 ayes; nays, 0.

*Mr. Adam Blackburn assumes the chair as Vice-President.*

6. **PUBLIC COMMENT** - None

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**

**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:

<b>Grade</b>	<b>Student Enrollment</b>	<b>Choice In</b>	<b>Choice Out</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	4
Grade 7	11	0	5
Grade 8	8	0	1
Out of Dist.	1		
<b>Total</b>	<b>102</b>	<b>9</b>	<b>18</b>

### Action Items

#### Meeting Minutes

BE IT RESOLVED, the Frenchtown Board of Education approved the following minutes:

- August 15, 2023 – Regular Session
- August 15, 2023 - Executive Session

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### 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

- d. Other School Updates

- Teachers and students had a chance to connect on a number of ice-breaking and getting-to-know-you activities and lessons.
- Positive poster activity that all students participated in along with staff, and we had a few brave parent volunteers on back-to-school night. Marley joined us

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for both events and will be back with us next week for the Week of Respect activities.

- Back to school night was on 9/14: We had a number of families join us and the Scholastic Book Fair- Congratulations to the PTO as they made more than \$2,000 for the school.
- We said good bye to Mr. Whitman with a sign that is located in the refurbished garden.
- Afterschool Clubs: Clubs are going strong as we have completed two full weeks. Tutor time has been really popular amongst our elementary students. We have some great middle school students volunteering during tutor time too. Running club has been fun and full of different activities for both Middle School and Elementary students. We are also very proud of the newest afterschool club with the Studio Route 29 Team.
- We are excited to be offering a number of clubs and activities again in this year's plan! Please see our weekly update or click on our [#alwaysaterrier](#) link to see students and staff in their respective clubs.
- Modern Fossils Project is in process and we are working with the town/town council on a date for completion.
- Our new Law Enforcement Against Drugs (L.E.A.D.) clothing box is here with the support of Officer Coletta and Detective Eccles as well as our 7th/8th graders.
- We are excited to announce our application for Preschool Expansion Aid has been approved. This is a great opportunity for our school and families that live in the Frenchtown Community.
- For students in grades 3 through 8, the NJSLA English and Math test scores from the spring testing were mailed home. Students in grades 5 and 8, will also receive their science test scores.
- Our middle school students have officially started their scarecrows, which will be displayed downtown. The fifth graders have been studying geography and have started to put together their land regions.
- Local superintendents met this month to discuss articulation opportunities for staff throughout the 2023-24 school year. This will be a great opportunity for collaboration!

### **Actions Items:**

#### HIB Self-Assessment

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 4 ayes; nays, 0.

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### Memorandum of Agreement for Surveillance Camera Use

BE IT RESOLVED, the Frenchtown Board of Education approved the 2023-2024 Agreement Between the Frenchtown Board of Education and the Frenchtown Police Department for Surveillance Camera Use.

Moved by Mr. Blackburn and seconded by Mrs. Howard. On a voice vote, resolution was adopted as follows: 4 ayes; nays, 0.

### Organizational Chart

BE IT RESOLVED, the Frenchtown Board of Education approved the attached revised Organizational Chart for the Frenchtown Board of Education.

Moved by Mrs. Howard and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 4 ayes; nays, 0.

### Emergency Virtual or Remote Instruction Plan - Revised

BE IT RESOLVED, the Frenchtown Board of Education approved the attached revised Emergency Virtual or Remote Instruction Plan as approved by the County Superintendent.

Moved by Mrs. Howard and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 4 ayes; nays, 0.

### District Goals Action Plans

BE IT RESOLVED, the Frenchtown Board of Education approved to acknowledge receipt of the action plans for implementation of the district goals.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 4 ayes; nays, 0.

## 11. **BOARD PRESIDENT'S REPORT**

Conduct Interviews for Board Member Vacancies

- Veda Partalo
- Regionalization Study Resolution at October Board Meeting
- Traffic Committee – Flashing Lights in front of school

### **Executive Session**

BE IT RESOLVED, the Frenchtown Board of Education approved 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 7:24 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.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 4 ayes; nays, 0.

BE IT RESOLVED, the Frenchtown Board of Education approved to reconvene into regular session at 7:34 p.m.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 4 ayes; nays, 0.

### Board Member Appointment

BE IT RESOLVED, the Frenchtown Board of Education approved to appoint Veda Partalo to the board of education to fill the vacant seat scheduled to expire on December 31, 2025.

Moved by Mrs. Howard and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 4 ayes; nays, 0.

## 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.

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**Action Items:**

**Finance**

Payment of Bills

BE IT RESOLVED, the Frenchtown Board of Education approved the September 26, 2023 bills list as follows:

General Fund:	\$218,443.07
Special Revenue Fund:	\$ 28,503.96
<b>Total</b>	<b>\$246,947.03</b>

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

Budget Transfers

BE IT RESOLVED, the Frenchtown Board of Education approved the list of the August 2023 budget transfers in the amount of \$16,444.75.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

Board Secretary/Treasurer Reports

BE IT RESOLVED, the Frenchtown Board of Education approved and acknowledged 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 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).

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

PILOT Shared Service Agreement - Amendment

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.



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## Music Instruction Shared Services Agreement

BE IT RESOLVED, the Frenchtown Board of Education approved a Shared Services Agreement for Music Instruction with Califon Board of Education effective October 1, 2023, whereby Frenchtown will serve as the host district and Califon as the joiner district for a cost of \$31,500.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

## Facilities

### Before and After school Care

BE IT RESOLVED, the Frenchtown Board of Education approved an agreement with Work Family Connection for Before and After school Care for the 2023-2024 school year.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

### Facility Use

BE IT RESOLVED, the Frenchtown Board of Education approved 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

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

### Facility Use Fees

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

## Transportation

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**Personnel**

**Travel/Staff Development**

BE IT RESOLVED, the Frenchtown Board of Education approved 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)
<b>James Hintenach</b>	CSA Retreat Shawnee, PA	10/5/2023 & 10/6/2023	\$0.00	\$40.13	\$225.00	
<b>Brandi Bontempo</b>	DIBELS Edition 8	Anytime/ Webinar	\$49.00	0.00	N/A	N/A

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

**2023-2024 Substitutes**

BE IT RESOLVED, the Frenchtown Board of Education approved 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

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

**Home Instruction**

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

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Rescind Employment

BE IT RESOLVED, the Frenchtown Board of Education approved to rescind the employee contract for Melissa Pecchia as an Instructional Aide for the 2023-2024 school year.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

Instructional Aide Hire

BE IT RESOLVED, the Frenchtown Board of Education approved the following aides and scheduling for the 2023-2024 school year as recommended by the Chief School Administrator:

Name	FTE / Step	Rate / Salary
Lisa Engelhardt	.63/Step 1	\$14,200.20
Kimberly Cordaro	1.0 Maternity Leave Replacement Aide	\$8,190 (Prorated) September 25, 2023 through December 22, 2023

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

Night Custodian

BE IT RESOLVED, the Frenchtown Board of Education approved a 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 prorated), effective September 1, 2023 through June 30, 2024.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

Afterschool Club Appointment

BE IT RESOLVED, the Frenchtown Board of Education approved to appoint Peggy Ippolito for Studio Route 29 for an Afterschool Club at a rate of \$35.00 per up to 9 hours.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

Staff for After School Activities

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

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Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

Revised Leave of Absence

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

Before and After school Care Substitutes

BE IT RESOLVED, the Frenchtown Board of Education approved the entire Frenchtown Elementary School Staff to be substitutes in the Before and After school Care Program for the 2023-2024 school year at the following rates:

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

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

Adjust Music Teacher Salary

BE IT RESOLVED, the Frenchtown Board of Education approved to amend the employment contract for Peggy Ippolito to full-time effective October 1, 2023 at a prorated salary of \$64,515.00.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

**Curriculum**

Field Trips

BE IT RESOLVED, the Frenchtown Board of Education approved the following field trips:

Location	Grade	Date
IGA / Frenchtown	Resource Room	9/21, 9/28, 10/5, 10/12 & 10/19/2023
Sandy Scoops	Resource Room	9/22/2023

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Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

SCIP and School Safety and Behavioral Threat Assessment Committees

BE IT RESOLVED, the Frenchtown Board of Education approved the following personnel for the SCIP and School Safety/ Climate and Behavior Threat Assessment Committees:

<b>SCIP</b>	<b>SCHOOL SAFETY/CLIMATE/BTA</b>
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

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

Afterschool Club

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

Accept Smartboard Donation

BE IT RESOLVED, the Frenchtown Board of Education approved to accept a donation of a Smartboard and projector from the Kingwood Township Board of Education.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

Student Teacher Observation Hours

BE IT RESOLVED, the Frenchtown Board of Education approved Christe Leonard as a Student Teacher to complete 20 hours of classroom observation as required toward her coursework to become a certified teacher.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 4 ayes; nays, 0.

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Planning

14. NEW BUSINESS

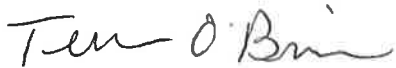
15. PUBLIC COMMENT - None

16. EXECUTIVE SESSION - None

17. ADJOURNMENT

BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 7:49 p.m. Moved by Mr. Dermody and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 4 ayes; nays, 0.

Respectfully submitted:



Teresa O'Brien  
Board Secretary

Attest:



Kate Nugent  
Board President