

Frenchtown Board of Education

Meeting Minutes

October 17, 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 7:00 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 Appointed Board Member - Veda Partalo

4. **ROLL CALL**

Members Present: Mr. Adam Blackburn
Mrs. Kara Bobrowski
Mr. Michael Dermody
Ms. Rachel Howard
Ms. Veda Partalo
Mrs. Kate Nugent

Members Absent: Ms. Erinn Nakahara

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

5. **PUBLIC COMMENT** - None

6. **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,

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2024.

3. Create and implement a climate survey for staff, students and families by May 1, 2024.

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.

7. PRESENTATIONS AND RECOGNITIONS

Violence and Vandalism Report Public Hearing

BE IT RESOLVED that the Board of Education accepts the Public Report on Violence, Vandalism, Harassment, Intimidation, and Bullying:

WHEREAS, the Anti-Bullying Bill of Rights Act (P.L. 2010, c.122) requires that at a public hearing two times each year, the Chief School Administrator provide a report to the board of education on all acts of violence, vandalism, and harassment, intimidation and bullying (HIB) which occurred in the school district during the previous reporting period;

WHEREAS, the Anti-Bullying Bill of Rights Act (P.L. 2010, c.122) designates October 2 - 6, 2023 as a "Week of Respect" in New Jersey;

WHEREAS, N.J.S.A. 18A:36-5.1 designates October 16 - 20, 2023 as School Violence Awareness Week in the state of New Jersey.

WHEREAS, the Frenchtown School District has observed the Week of Respect and School Violence Awareness Week by organizing activities to prevent school violence, vandalism, and HIB including, but not limited to, age appropriate opportunities for student discussion on conflict resolution, issues of student diversity and tolerance;

WHEREAS, law enforcement personnel were invited to join members of the teaching staff in the discussions;

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WHEREAS, programs designated to help recognize warning signs of school violence, vandalism, and HIB and to instruct on recommended conduct during an incident of school violence, vandalism, and HIB were provided for school employees;

WHEREAS, this public hearing is specifically conducted to fulfill the district's legal obligation to present school violence, vandalism, and HIB information to the public and to conduct public hearings on the violence, vandalism, and HIB report;

WHEREAS, pursuant to the Anti-Bullying Bill of Rights Act (P.L. 2010, c.122) the Superintendent has provided a presentation to the Board of Education at the public hearing on all acts of violence, vandalism and HIB which occurred during the previous reporting period, including a report on the district's verified violence and vandalism data submitted under the Student Safety Data System Reporting System (SSDS) to the NJDOE for the previous school year (2022-2023).

THEREFORE, BE IT RESOLVED, that the Board of Education accepts the Chief School Administrator's public report on Violence, Vandalism, Harassment, Intimidation and Bullying.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

2022-2023 State Testing results presented by the Chief School Administrator

8. BOARD SECRETARY REPORT

Informational Items

- Board Meeting Schedule
 - ✓ November 28, 2023 – Action Meeting
 - ✓ December 19, 2023 – Action Meeting
 - ✓ January 2, 2024 – Reorganization Meeting
- NJSBA Convention – October 23-26, 2023
 - ✓ Administrators –Mrs. Teresa O'Brien
- School Election – November 7, 2023
- Correspondence
- Board Member Required Training

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- Enrollment – as of October 13, 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

Meeting Minutes

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

- September 26, 2023 Regular Session
- September 26, 2023 Executive Session

Moved by Ms. Howard and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0, with 1, Ms. Partalo abstaining.

9. CHIEF SCHOOL ADMINISTRATOR REPORT

Informational Items:

- Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending October 17, 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	-	-	-	-
Oct 18– Nov 28					
Nov 29 – Dec 19					
Dec 20 – Jan 23					

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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: None

c. Security and Fire Drills

Drill	Date Completed
Security Drill	9/7/2023
Fire Drill	9/27/2023

d. Other Items of Note:

- FES did a number of events in October beginning with the Week of Respect, National walk to school day on 10/4, and Violence Awareness Week.
- Frenchtown Police continue to support us for security, fire drills, bus drills, and special events such as the Week of Respect and Walking School Bus.
- Local superintendents met again this month to discuss articulation opportunities for staff throughout the 2023-24 school year. This will be a great opportunity for collaboration on 10/9 as well as on 10/27.
- 7th-grade students had a wonderful science trip with students from the high school.
- 8th-grade students had a field trip to Sandy Scoops on 10/6 to collaborate and create two unique FES ice cream flavors. They then held a fund-raiser on 10/14 and 10/15 with a percentage of the proceeds supporting the end-of-year 8th grade field trip.
- We are so proud of all our clubs and their efforts this Fall. We will be starting a new round of clubs shortly.
- The preschool open house was well attended and students did a great job painting pumpkins & kindness rocks.
- Please keep an eye out for the following upcoming events - Red Ribbon Week, Eyes of Wild assembly, and Halloween festivities coming soon.

Action Items:

HIB Report

BE IT RESOLVED, the Frenchtown Board of Education approved to affirm the HIB report submitted on September 26, 2023.

Moved by Mr. Dermody and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

Emergency Exit/Transportation Drill

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BE IT RESOLVED, the Frenchtown Board of Education approved to acknowledge receipt of evidence of completion of emergency exit transportation drill completed on October 12, 2023.

Moved by Mr. Blackburn and seconded by Ms. Howard. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

10. BOARD PRESIDENT'S REPORT

Discussion

- Regionalization Study with Holland Township Board of Education – Mrs. Nugent will draft a resolution for next meeting, November 28, 2023.
- Negotiations Committee: Need 3 Members, Mr. Michael Dermody, Mrs. Kate Nugent

11. POLICY

First Reading

BE IT RESOLVED, the Frenchtown Board of Education approved the first reading of the following policies:

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

Moved by Mr. Blackburn and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

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:

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Finance

Payment of Bills

BE IT RESOLVED, the Frenchtown Board of Education approved the October 17, 2023 bills list as follows:

General Fund:	\$276,775.03
Special Revenue Fund:	\$ 21,557.21
Total	\$298,332.24

Moved by Mr. Blackburn and seconded by Ms. Howard. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Budget Transfers

BE IT RESOLVED, the Frenchtown Board of Education approved the list of the September 2023 Budget Transfers in the amount of \$1,475.00.

Moved by Mr. Blackburn and seconded by Ms. Howard. On a roll call vote, resolution was adopted as follows: 6 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 **September 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 Ms. Howard. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Budget Development Calendar

BE IT RESOLVED, the Frenchtown Board of Education approved the attached 2024/2025 Budget Development Calendar

Moved by Mr. Blackburn and seconded by Ms. Howard. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

B & R E-Rate Consulting Services 2023-2024

BE IT RESOLVED, the Frenchtown Board of Education approved the attached contract for E-Rate Consulting Services with B & R on a as needed basis at a rate of 10% of the

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total amount reimbursed to the District/Library on Cat1 applications and 5% of the total amount reimbursed for Cat2 applications for the 2023-2024 school year.

Moved by Mr. Blackburn and seconded by Ms. Howard. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Interim Speech Therapy Services

BE IT RESOLVED, the Frenchtown Board of Education approved an agreement for Interim Speech Therapy Services with Chris Cross Kids, LLC from November 1, 2023 through December 31, 2023 at a rate of \$105.00 per hour, evaluations at \$400.00.

Moved by Mr. Blackburn and seconded by Ms. Howard. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Facilities

Comprehensive Maintenance Plan

BE IT RESOLVED, the Frenchtown Board of Education approved the attached resolution approving submission of the 2023-2024 Comprehensive Maintenance Plan (attached) to the NJ Department of Education.

Moved by Mr. Blackburn and seconded by Ms. Howard. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Form M-1

BE IT RESOLVED, the Frenchtown Board of Education approved the submission of the attached 2023-2024 M-1 to the New Jersey Department of Education.

Moved by Mr. Blackburn and seconded by Ms. Howard. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Transportation

Personnel

Vacation Conversion

BE IT RESOLVED, the Frenchtown Board of Education approved the following vacation day conversion in accordance with the employment contract:

Larry Whitman. \$6,634.35

Moved by Mr. Blackburn and seconded by Ms. Howard. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

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Curriculum

Field Trips

BE IT RESOLVED, the Frenchtown Board of Education approved the following list of field trips for the 2023-2024 school year:

Destination	Grade	Date
<u>Holland Township School Assembly</u>	7th Grade	11-3-2023
<u>Sandy Scoops</u>	8th Grade	10-6-2023
<u>Raritan Valley Community College</u>	Kindergarten, 1st and 2nd	2-6-2024

Moved by Mr. Blackburn and seconded by Ms. Howard. On a roll call vote, resolution was adopted as follows: 6 ayes; nays, 0.

Planning

13. **NEW BUSINESS** - None

14. **PUBLIC COMMENT** - None

15. **EXECUTIVE SESSION** - None

16. **ADJOURNMENT**

BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 8:30 p.m. Moved by Ms. Howard and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 6 ayes; nays, 0.

Respectfully submitted:



Teresa O'Brien
Board Secretary

Attest:



Kate Nugent
Board President