

Frenchtown Board of Education Meeting Minutes

November 28, 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 6:48 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. **ROLL CALL**

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

Members Absent: None

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

4. **PUBLIC COMMENT** – None

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.

Frenchtown Board of Education Meeting Minutes

November 28, 2023 6:45 p.m.

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.

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

Frenchtown Board of Education

Meeting Minutes

November 28, 2023 6:45 p.m.

Grade	Student Enrollment	Choice In	Choice Out	Home Schooled
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			
Total	104	9	17	1

Action Items

Meeting Minutes

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

- October 17, 2023 -Regular Session

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

8. CHIEF SCHOOL ADMINISTRATOR REPORT

Informational Items:

- 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					
Dec 20 – Jan 23					
Jan 24 – Feb 27					

Frenchtown Board of Education Meeting Minutes

November 28, 2023 6:45 p.m.

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

d. **District Goals Update below:**

1. Evaluate the success of blended classes and report to the board on any needs for additional support. *The team has been gathering data on academic grades, honor roll achievement, and HIB data and we plan to share that data at the December 2023 Meeting.*

2. Revise the current equity plan with input from all stakeholders by June 1, 2024. *We are still awaiting guidance from the NJDOE but have begun updating policies towards the process. More to come throughout the year.*

3. Create and implement a climate survey for staff, students, and families by May 1, 2024. *We have begun our process and established categories that will support a comprehensive survey. We have identified the following areas for the survey:*

Communication, School Culture and Climate, School Safety, Instruction/Academics, Extracurricular Activities. Tonight, we shared questions from the “communications” section with the BOE.

e. Other Items

- Halloween festivities took place
- We had a successful assembly with Eyes of the Wild in late October.
- Local superintendents met again this month to discuss articulation opportunities for staff throughout the 2023-24 school year. The group discussed next year’s calendar and opportunities for staff on January 19th.
 - We are so proud of all our clubs and their efforts this Fall. The soccer club ended with its annual game of students vs. staff. A new round of clubs started yesterday

Frenchtown Board of Education Meeting Minutes

November 28, 2023 6:45 p.m.

with Tutor Time. Two new programs start this week with the Middle School Homework Club and the Music Club learning the handbells.

- Frenchtown Police continues to support us for security, fire drills, bus drills, and special events such as the Week of Respect and Walking School Bus!
- Frenchtown Fire Department came to review fire prevention and safety with all grade levels and students got a first-hand look at a fire truck and rescue squad vehicle.
- 8th Grade Alcohol Literacy Program.

Action Items:

HIB Report

BE IT RESOLVED, the Frenchtown Board of Education approved to affirm the HIB report submitted on October 17, 2023.

Moved by Ms. Nakahara and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

Three-Year Preschool Operational Plan and Enrollment Projections

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

Moved by Ms. Nakahara and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

9. BOARD PRESIDENT'S REPORT

Appoint Negotiations Committee

BE IT RESOLVED, the Frenchtown Board of Education approved to appoint the members of the Negotiations Committee as follows:

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

Moved by Mrs. Bobrowski and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

Regionalization Study

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

Regionalization Study Resolution November 28th, 2023

Frenchtown Board of Education Meeting Minutes

November 28, 2023 6:45 p.m.

WHEREAS, lawmakers in New Jersey have identified school consolidation as a potential remedy for property tax relief in their "Path To Progress" report; and

WHEREAS, a new grant program is currently available through the state to pay 100% of costs related to a school district regionalization study; and

WHEREAS, no specific measure of financial benefits or drawbacks for Frenchtown Elementary School and Frenchtown taxpayers can be known until a study is completed; and

WHEREAS, no district would be bound to any action after the regionalization study is complete; and

WHEREAS, Frenchtown Elementary School District, like all other districts sending students to Delaware Valley Regional High School, is facing declining enrollment and cuts in state aid due to changes in the funding formula enacted in 2018; and

WHEREAS, the Frenchtown Board of Education believes that school boards have an obligation to fully investigate and consider any opportunity for improving student programs or strengthening fiscal responsibility; and

NOW, THEREFORE, BE IT RESOLVED, that the Frenchtown Board of Education is interested in working together with surrounding districts to commission a school regionalization study under the rules of the new grant program.

Moved by Mr. Blackburn and seconded by Ms. Howard. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

10. POLICY

Abolish Policies

BE IT RESOLVED, the Frenchtown Board of Education approved to abolish the following policy and regulation due to implementation of Universal Free Preschool.

- Policy 3240 - Preschool Tuition Fees
- Regulation 3240 - Preschool Tuition Fees

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

First Reading

BE IT RESOLVED, the Frenchtown Board of Education approved and adopt the following revised policies upon first reading:

Frenchtown Board of Education Meeting Minutes

November 28, 2023 6:45 p.m.

- Policy 5111 - Admission
- Policy 5113 - Attendance, Absences and Excuses

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

Second Reading and Adoption

BE IT RESOLVED, the Frenchtown Board of Education approved the second reading and adoption of the following policies:

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

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

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

BE IT RESOLVED, the Frenchtown Board of Education approved the November 28, 2023 bills list as follows:

General Fund:	\$292,431.63
Special Revenue Fund:	\$ 16,416.88
Total	\$308,848.51

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Frenchtown Board of Education Meeting Minutes

November 28, 2023 6:45 p.m.

Budget Transfers

BE IT RESOLVED, the Frenchtown Board of Education approved the list of the October 2023 Budget Transfers in the amount of \$7,731.41.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 7 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 **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).

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Comprehensive Financial Report

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Audit Recommendations/Corrective Action Plan

BE IT RESOLVED, the Frenchtown Board of Education approved 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 |
| 3. School Purchasing Programs | No recommendation |
| 4. School Food Service | No recommendation |

Frenchtown Board of Education Meeting Minutes

November 28, 2023 6:45 p.m.

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

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Withdraw from Maintenance Reserve

BE IT RESOLVED, the Frenchtown Board of Education approved 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.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Facilities

Transportation

Personnel

2023-2024 Substitutes

BE IT RESOLVED, the Frenchtown Board of Education approved 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

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Employee Resignation

BE IT RESOLVED, the Frenchtown Board of Education approved to accept with regret the resignation of Emily Lubonty, night custodian, effective December 14, 2023.

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Frenchtown Board of Education Meeting Minutes

November 28, 2023 6:45 p.m.

Curriculum:

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

Destination	Grade/Class (s)	Date
Frenchtown Cafe	Ms. Yard and Mrs. Bontempo (5th-8th)	12/13/23 (Rain Date 12/20/23)
Del-Val High School	8 th Grade Orientation	December 4, 2023

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Accept Donations

BE IT RESOLVED, the Frenchtown Board of Education approved 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

Moved by Mr. Blackburn and seconded by Mr. Dermody. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Planning

12. NEW BUSINESS

- Regionalization Options
 - √ Regional Middle School
 - √ Regional Grades 7-12
 - √ Acad

13. PUBLIC COMMENT - None

14. EXECUTIVE SESSION

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

Frenchtown Board of Education Meeting Minutes

November 28, 2023 6:45 p.m.

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 8:10 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 Ms. Nakahara and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

BE IT RESOLVED, the Frenchtown Board of Education approved to reconvene into regular session at 8:32 p.m.

Moved by Mr. Blackburn and seconded by Ms. Nakahara. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

15. ADJOURNMENT

BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 8:33 p.m. Moved by Mr. Blackburn and seconded by Ms. Nakahara. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

Respectfully submitted:



Teresa O'Brien
Board Secretary

Attest:



Kate Nugent
Board President