

Frenchtown Board of Education Meeting Minutes

December 19, 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 6:50 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 (Remote via Zoom)
Mrs. Kara Bobrowski
Mr. Michael Dermody
Ms. Erinn Nakahara
Mrs. Kate Nugent

Members Absent: Ms. Rachel Howard & Ms. Veda Partalo

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

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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 - None

7. BOARD SECRETARY REPORT

Informational Items

- Board Meeting Schedule
 - ✓ January 2, 2024 – Reorganization Meeting
- 2024 Meeting Schedule – Draft
- Enrollment as of December 15, 2023

Grade	Student Enrollment	Choice In	Choice Out	Home Schooled
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	
Grade 8	8	0	1	
Out of Dist.	3			
Total	106	9	16	1

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Action Items

Meeting Minutes

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

- November 28, 2023 Regular Session
- November 28, 2023 Executive Session

Moved by Ms. Nakahara and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

8. CHIEF SCHOOL ADMINISTRATOR REPORT

Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending December 19, 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	0	0			
Dec 20 – Jan 23					
Jan 24 – Feb 27					
Feb 28 – Mar 19					
Mar 20 – April 30					
May 1 – May 14					
May 15 – June 18					
TOTAL	1	1			

- b. Short term suspension report: None

- c. Security and Fire Drills

Drill	Date Completed
Security Drill	11/20/23
Fire Drill	11/7/23

- d. Discussion of 2024-2025 School Year Calendar

- e. Other Items:

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- 8th-grade students had the opportunity to receive a visit from DVRHS (staff, band, choir, and peer leaders). Additionally, FES 8th graders had a trip to the high school on 12/4 to meet the teachers/view programs. Students provided good feedback after experiencing both events.
- There were 12 students that received the Caught being Kind Awards for November 2023.
- Nine students received the Sportsmanship Awards for PE with Mr. Sklar.
- Yoga Loka recess sessions were a big hit with Ms. Bonnie. We had 10 or more students in each session and have done a great job of embedding the Zones of Regulation into this activity!
- 12/18 - Marley visited the students before the concert to help relieve their pre-show jitters. The Winter Concert was a blast and well attended by the community. Also, students/staff did a great job participating in Spirit Week before the Winter Break.
- We are so proud of all our clubs: Middle School Homework Club, Tutor Time #2, German Club, and the Music Club (learning the handbells).
- Frenchtown Police continues to support us for security, fire drills, and special events such as the Middle School Turkey Bowl. The MOA was released by the county and we will have a new version for the BOE to review in January. Ms. Hurley recently attended a Threat Assessment Training this month as a member of our BTAM Team.
- The team met with Paul Sterbenc, Mark Gantner, Michelle Liebttag, and DPW to discuss the Modern Fossils Project and 15 mph traffic signs. The meeting went well and we expect more information in January.

Action Items:

HIB Report

BE IT RESOLVED, the Frenchtown Board of Education approved to affirm the HIB report submitted on November 28, 2023.

Moved by Mr. Dermody and seconded by Ms. Nakahara. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

Safe Return Plan

BE IT RESOLVED, the Frenchtown Board of Education approved the revised 2023-2024 Frenchtown Elementary School Plan for Safe Return Pursuant to the Federal American Rescue Plan Act, Section 2001(i), and authorize its submission to the NJ Department of Education.

Moved by Ms. Nakahara and seconded by Mrs. Bobrowski. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

9. BOARD PRESIDENT'S REPORT

- a. Regionalization Study Application

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- b. Reorganization Board Meeting
- c. Recognize Kara Bobrowski for her service on the Board.

10. POLICY

Second Reading and Adoption

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

Policy	Description
5111	Admission
5113	Attendance, Absences and Excuses

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

First Reading

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

Policy	Description
5141.8	Sports Related Concussion and Head Injury

Moved by Mr. Dermody and seconded by Ms. Nakahara. On a voice vote, resolution was adopted as follows: 5 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 December 19,

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2023 bills list as follows:

General Fund:	\$240,955.99
Special Revenue Fund:	\$ 11,956.47
Total	\$252,912.46

Moved by Mr. Blackburn and seconded by Mrs. Bobrowski. On a roll call vote, resolution was adopted as follows: 5 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 **November, 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 Mrs. Bobrowski. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Facilities

Facility Use

BE IT RESOLVED, the Frenchtown Board of Education approved the following Use of School Facilities:

Organization	Days	Time	Duration
Kingwood Township Basketball League	Tuesday, Wednesday & Thursdays	5:00 p.m. through 7:00 p.m.	January & February

Moved by Mr. Blackburn and seconded by Mrs. Bobrowski. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Accept Final Eligible Cost Determination

BE IT RESOLVED, the Frenchtown Board of Education approved to accept the Final Eligible Cost (FEC) Determination issued by the New Jersey Department of Education, Office of School Facilities for a chiller installation, State Project #1680-050-23-R501 as follows:

Local Share	\$259,200
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State Share \$172,800
Total Project Cost \$432,000

Moved by Mr. Blackburn and seconded by Mrs. Bobrowski. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Transportation

Joint Transportation - School Related Activities 2023-2024

BE IT RESOLVED, the Frenchtown Board of Education approved a joint transportation agreement where Delaware Valley Regional High School shall serve as the Lead Educational Authority and Host District for the 2023/2024 school year as follows:

<u>District</u>	<u>Route Cost</u>	<u>Destination</u>
Delaware Valley Regional	First 60 Miles Billed at \$2.75/Mile Additional Miles Billed at \$1.45/Mile First Hour Billed at \$68/Hour Additional Hours Billed at \$40/Hour	Various Athletic Trips

Moved by Mr. Blackburn and seconded by Mrs. Bobrowski. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Personnel

Notice of Retirement

BE IT RESOLVED, the Frenchtown Board of Education approved to accept with regret, the retirement of Marjorie Leuschner, World Language Teacher, effective July 1, 2024.

Moved by Mr. Blackburn and seconded by Mrs. Bobrowski. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

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.

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Employee/ BOE Member	Program Title/ Location	Date(s)	Cost	Mileage	Lodging (per diem)	Meals (per diem)
Brittney Shurts	What's New in Children's Books Online Webinar	1-17-2024	\$295.00	N/A	N/A	N/A

Moved by Mr. Blackburn and seconded by Mrs. Bobrowski. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

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).

Peter Rosenberg Teacher/Aide \$115.00 per day

Moved by Mr. Blackburn and seconded by Mrs. Bobrowski. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Unpaid Leave of Absence

BE IT RESOLVED, the Frenchtown Board of Education approved an unpaid leave of absence for employee number 1101 from January 16, 2024 through February 15, 2024.

Moved by Mr. Blackburn and seconded by Mrs. Bobrowski. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Instructional One to One Aide

BE IT RESOLVED, the Frenchtown Board of Education approved the appointment of the following Instructional Aide effective January 2, 2024:

Name	FTE	Salary January 2, 2024 through June 12, 2024
Lori Riker	.43 (3 Hours/Day 5 Days/Week)	\$6,259.50 (\$19.50/Hour)

Moved by Mr. Blackburn and seconded by Mrs. Bobrowski. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Night Custodian

BE IT RESOLVED, the Frenchtown Board of Education approved to hire the following Night Custodian effective January 2, 2024:

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Name	Hours	Salary January 2, 2024 through June 30, 2024
Wes Santo	.4 FTE 4 Hours/Day 4 Days/Week	\$9,920.00

Moved by Mr. Blackburn and seconded by Mrs. Bobrowski. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Curriculum

Planning

12. NEW BUSINESS - None

13. PUBLIC COMMENT - None

14. EXECUTIVE SESSION - None

15. ADJOURNMENT

BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 7:36 p.m. Moved by Mrs. Bobrowski and seconded by Mr. Dermody. On a voice vote, resolution was adopted as follows: 5 ayes; nays, 0.

Respectfully submitted:


Teresa O'Brien
Board Secretary

Attest:


Kate Nugent
Board President