

Frenchtown Board of Education Meeting Minutes

January 23, 2024 6:45 p.m.

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

The regular meeting of the Frenchtown Board of Education was called to order at 6:49 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 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**

The Pledge of Allegiance was recited by all present.

3. **ROLL CALL**

Members Present: Mr. Adam Blackburn (via Zoom/Departed at 8:32 p.m.)
Ms. Rachel Howard
Ms. Julie Klein
Mrs. Kate Nugent
Ms. Veda Partalo

Members Absent: Mr. Michael Dermody & Ms. Erinn Nakahara

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 2023-2024

1. Evaluate the success of blended classes and report to the 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** - None

7. **BOARD SECRETARY REPORT**

Informational Items

- Board Meeting Schedule
 - ✓ February 27, 2024 – Action Meeting
 - ✓ March 19, 2024 – Action Meeting – Preliminary Budget Approval
 - ✓ April 30, 2024 – Action Meeting
- Correspondence
- Enrollment – January 19, 2024

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	

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Out of Dist.	3		
Total	106	9	16

Action Items

Meeting Minutes

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

- December 19, 2023 - Regular Session

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

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

- January 2, 2024 - Reorganization Meeting

Moved by Ms. Partalo and seconded by Ms. Howard. 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 the period ending January 23, 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					
Feb 28 – Mar 19					
Mar 20 – April 30					
May 1 – May 14					
May 15 – June 18					
TOTAL	1	1			

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b. Short term suspension report: None

c. Security and Fire Drills

Drill	Date Completed
Security Drill	12/21/23
Fire Drill	12/06/23

d. Other Items:

- Caught being Kind Awards for December 2023:
Kudos to Mr. Moran’s whole 4th-grade class for a very kind gesture to their teacher.
- Sportsmanship Awards for PE with Mr. Sklar: 1/23
- Martin Luther King, Jr. Activities w/ Ms. Yard: Students shared the vision for a dream including “graduating, for a house and 2 dogs, being a pro athlete, rich, and good mental health” as a few examples from the project.
- Yoga Loka recess sessions returned and have been a big hit with Ms. Bonnie. We had several students in each session and the team has done a great job of embedding the Zones of Regulation strategies into this activity.
- We continue to be so proud of all our clubs Middle School Homework Club, Tutor Time #2, German Club, Basketball Club, and Volleyball Club.
- Frenchtown Police continues to support us for security, fire drills, and special events. The MOA was released by the county and we discussed the updates at tonight’s meeting. Director Gantner and Mr. Hintenach met with a vendor to discuss solar traffic sign options and are currently seeking quotes.
- Preschool Update: We are planning a February Open House and currently registering students now. Our goal would be to fill our school location to capacity and then add an additional classroom at our provider location in Milford (August, 2024).
- The Great Kindness Challenge continues this week (1/22 - 1/26).

Progress Reports on District Goals

1. Evaluate the success of blended classes and report to the board on any needs for additional support.

The team continues to gather data on academic grades, honor roll achievement, HIB data and will plan to share additional updates by the end of the school year.

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. We hope to have another update next month or two.

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

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We have begun our process and established categories that will support a comprehensive survey. We plan to share more on this topic in the next month or two.

Action Items:

HIB Report

BE IT RESOLVED, the Frenchtown Board of Education approved and affirmed the HIB report submitted on December 19, 2023.

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

School Board Recognition Month

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

WHEREAS, The New Jersey School Boards Association has declared January 2024 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Frenchtown School District Board of Education is one of 580 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Frenchtown Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of

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Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the Frenchtown District Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2024 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Frenchtown District Board of Education urges all New Jersey citizens to work with their local boards of education and public-school staff toward the advancement of our children's education.

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

2024-2025 School Calendar

BE IT RESOLVED, the Frenchtown Board of Education approved the attached 2024-2025 School Calendar.

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

2023-2024 School Calendar

BE IT RESOLVED, the Frenchtown Board of Education approved the attached revised 2023-2024 School Calendar which reflects the change for March 1 and March 28, 2024 to an early dismissal day.

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

2023-2024 Memorandum of Agreement Between Education and Law Enforcement Officials

BE IT RESOLVED, the Frenchtown Board of Education approved the attached 2023-2024 Memorandum of Agreement (MOA) Between Education and Law Enforcement Officials. The 2023 version of the MOA was developed by the Education and Law Enforcement Working Group to address new laws, policies, and procedures.

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

Mentor

BE IT RESOLVED, the Frenchtown Board of Education approved and designates Dr. Richard Katz as Mr. James Hintenach's Mentor as required and stated in the employment contract for the 2023-2024 school year.

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

9. BOARD PRESIDENT'S REPORT

Participation in School Regionalization Efficiency Program

BE IT RESOLVED, the Frenchtown Board of Education approved the following resolution to participate in the School Regionalization Efficiency Program:

PARTICIPANT'S RESOLUTION SCHOOL REGIONALIZATION EFFICIENCY PROGRAM

WHEREAS, the Department of Community Affairs (DCA) is dedicated to helping New Jersey school districts achieve educational excellence and district efficiencies: and

WHEREAS, the School Regionalization Efficiency Program (SREP) Grant supports public school districts and governing bodies across New Jersey who wish to study the feasibility of school district regionalization and consolidation; and

WHEREAS, school districts and governing bodies are invited to apply for funding to offset costs associated with conducting feasibility studies that support the creation of meaningful and implementable plans to form or expand regional school districts; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the School Regionalization Efficiency Program (SREP); and

WHEREAS, Holland Township School District and Frenchtown Borough School District have determined to evaluate whether Holland Township School District, Frenchtown Borough School District, Milford Borough School District, Kingwood Township School District, Alexandria School District and Delaware Valley Regional High School District. may be able to attain improved educational quality and efficiencies through consolidation or regionalization; and

WHEREAS, a formal study must be undertaken to accomplish this objective with regional implementation plan development; and

WHEREAS, the Holland Township School has agreed to be the lead entity in conducting this study and will submit the application for financial support for this study to DLGS on behalf of all participating school districts and/or governing bodies.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Holland Township School, that the Holland Township School does hereby join with Frenchtown Borough School District in applying for a SREP Grant to support the **School District Regionalization Feasibility Study**

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and, if awarded, and upon execution of said Agreement, the Holland Township School does accept the Terms and Conditions specified in the Agreement in connection to this grant award.

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

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
5141.8	Sports Related Concussion and Head Injury

Moved by Ms. Howard and seconded by Ms. Partalo. 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 January 23, 2024 bills list as follows:

General Fund:	\$268,683.16
Special Revenue Fund:	\$ 13,683.80
Total	\$282,366.96

Moved by Ms. Partalo and seconded by Ms. Klein. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Board Secretary/Treasurer Report

BE IT RESOLVED, the Frenchtown Board of Education approved and acknowledge receipt of the monthly certification of the Board Secretary and after review of the

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December, 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(a) 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 Ms. Partalo and seconded by Ms. Klein. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

PreSchool Instruction Coach Shared Services Agreement

BE IT RESOLVED, the Frenchtown Board of Education approved an agreement with Kingwood Township Board of Education to share PreSchool Instruction Coach effective January 1, 2024 through June 30, 2024 in the amount of \$3,300.00.

Moved by Ms. Partalo and seconded by Ms. Klein. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Facilities

Transportation

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)
Cristina Doyle	School Safety/Climate Teams Online Webinar	1-30-2024	\$0.00	N/A	N/A	N/A

Moved by Ms. Partalo and seconded by Ms. Klein. On a roll call vote, resolution was

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adopted as follows: 5 ayes; nays, 0.

Employee Resignation

BE IT RESOLVED, the Frenchtown Board of Education approved to accept with regret the resignation of Patricia Patrey, Personal Aide effective February 2, 2024.

Moved by Ms. Partalo and seconded by Ms. Klein. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Employee Resignation

BE IT RESOLVED, the Frenchtown Board of Education approved to accept with regret the resignation of Brett Liskowaski, Facility Manager effective February 16, 2024

Moved by Ms. Partalo and seconded by Ms. Klein. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

2023-2024 Hourly Substitute Secretary Rate

BE IT RESOLVED, the Frenchtown Board of Education approved the hourly Substitute Secretary rate at \$16.00 per hour for the 2023-2024 school year.

Moved by Ms. Partalo and seconded by Ms. Klein. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Leave Without Pay

BE IT RESOLVED, the Frenchtown Board of Education approved 5 days leave without pay for Krystina Mahon.

Moved by Ms. Partalo and seconded by Ms. Klein. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Special Education Aide

BE IT RESOLVED, the Frenchtown Board of Education approved the appointment of the following Special Education Aide effective February 1, 2024:

Name	FTE	Salary February 1, 2024 through June 12, 2024 (Prorated)
Kimberly Cordaro	1.00	\$12,558.00 (\$19.50/Hour)

Moved by Ms. Partalo and seconded by Ms. Klein. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

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Community Parent Involvement Specialist

BE IT RESOLVED, the Frenchtown Board of Education approved to appoint Jennifer Ege as the Community Parent Involvement Specialist (CPIS) as required by the Preschool Expansion Program effective January 1, 2024 at a prorated annual stipend of \$5,000.

Moved by Ms. Partalo and seconded by Ms. Klein. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Curriculum

Field Trips

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

Destination	Grade	Date
Turtle Back Zoo	K, 1, 2 & Special Ed	5/1/2024

Moved by Ms. Partalo and seconded by Ms. Klein. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

ESY 2024

BE IT RESOLVED, the Frenchtown Board of Education approved the summer Extended School Year (ESY) dates from July 8, 2024 through August 1, 2024.

Moved by Ms. Partalo and seconded by Ms. Klein. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Fundraiser

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

Fundraiser	Date	Purpose
Friendship Grams	2-14-2024 / Valentine's Day	2024 8 th Grade Trip

Moved by Ms. Partalo and seconded by Ms. Klein. On a roll call vote, resolution was adopted as follows: 5 ayes; nays, 0.

Planning

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12. NEW BUSINESS

- Ms. Partalo - Recognized the Positive School Environment and Special Education.
- Areas of Opportunity and Concern – Student Performance, talk about Academic Health on a monthly basis and track progress. Invest in a Resource to assist with tracking.

13. 2024/2025 BUDGET DISCUSSIONS

Mrs. O'Brien reviewed the first draft of the budget with the board. It is not a balanced budget at this point. We are still waiting for PILOT revenue projections from the Borough to know exactly what the difference is. I am also waiting for the final 2024 Equalized Property Values. There are Spending Growth Limitation Adjustments available to the board. An enrollment adjustment, a health care adjustment and banked CAP are available. More information will be needed to decide if the tax levy will need to increase above the 2% tax levy CAP.

14. PUBLIC COMMENT - None

15. EXECUTIVE SESSION - None

16. ADJOURNMENT

BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 9:13 p.m. Moved by Ms. Howard and seconded by Ms. Partalo. 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