

Frenchtown Board of Education

Meeting Minutes

May 12, 2020 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 President 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 16, 2020. 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
Mrs. Laura Einhorn
Ms. Laine Nauman
Mrs. Teresa Pearson
Mr. Hugo Rodriguez
Mrs. Kate Nugent

Members Absent: None

Others Present: Daria Wasserbach, Superintendent
Teresa Barna, Business Administrator/Board Secretary
James Hintenach, Principal

4. PUBLIC COMMENT

- ◆ Jennifer Campbell donating \$1,400.00 to Sports Program for the 2020-2021 School Year.

Accept Donation

BE IT RESOLVED, the Frenchtown Board of Education approved the acceptance of a donation from Jennifer Campbell in the amount of \$1,400.00 to be used for the 2020-2021 school year Sports Program.

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

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5. 2019/2020 BOARD and DISTRICT GOALS

Frenchtown District Goals (2019- 2020)

1. Incorporate Community Service Learning into the educational program, including an 8th grade capstone community service project.
2. Expand current Personalized Student Learning Plan for students in grades 6 thru 8 to further differentiate and individualize instruction.
3. Consider new scheduling models for middle school.
4. Assess the needs and goals for technology, and anticipate any upcoming expenses. Create a five year technology plan.

Board Goals (2019- 2020)

1. Negotiate a new teachers' contract with the Frenchtown Education Association to replace the current contract which expires June 30, 2020.
2. By February 1st of 2020, create a three to five year feasibility plan for the district to explore options for dealing with cuts in state funding.
3. Create more opportunities to positively market our school, including participation in town events such as Riverfest and Bastille Day.
4. Assess the viability of Green Certification in our district.

6. PRESENTATIONS AND RECOGNITIONS

7. BOARD SECRETARY REPORT

Informational Items

- Board Meeting Schedule
 - ✓ June 9, 2020 – Board Retreat/Goal Setting
 - ✓ June 23, 2020 – Action Meeting
 - ✓ August 25, 2020 – Action Meeting
- Correspondence - None
- Board Member Training

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Actions Items

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

- April 28, 2020 – Regular Session

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

8. SUPERINTENDENT’S REPORT

Informational Items:

- a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for period ending May 12, 2020.

Month/Year	# of Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed (Y/N)
Sept 1- Sept 24	0	-	-	-	-
Sept 25 – Oct 15	0	-	-	-	-
Oct 16– Nov 26	3	1	-	Yes	N
Nov 27 – Dec 17	1	0	-	Yes	N
Dec 18 – Jan 28	1	0	-	Yes	N
Jan 29 – Feb 25	3	1	Yes	Yes	-
Feb 26 – April 7	2	1	Yes	Yes	-
April 8 – April 28	0	0	-	-	-
April 29 – May 12	0	0	-	-	-
May 13 – June 23					
TOTAL	10	3			

- b. Short term suspension report: None

Student ID	Violation of Student Code of Conduct	Level of Infraction	Terms of Suspension and Dates	Clearance Required

- c. Security and Fire Drills - None due to Governor Executive Order for COVID-19

Drill	Date Completed
Security Drill	N/A

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Fire Drill	N/A
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Action Items:

HIB Report

BE IT RESOLVED, the Frenchtown Board of Education affirmed the HIB report submitted on April 28, 2020.

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

Emergency Closure-Virtual Instruction

BE IT RESOLVED, the Frenchtown Board of Education approved the following resolution approving the district's program of virtual [or remote] instruction to meet the 180 day school requirement.:

WHEREAS, in response to the COVID-19 pandemic, the Governor has declared a state of emergency and a public health emergency, and ordered all schools closed for in-person instruction; and

WHEREAS, in response to the COVID-19 pandemic, the Legislature has revised N.J.S.A. 18A:7F-9 to permit the use of virtual [or remote] instruction to establish compliance with the 180 school day requirement during a public health emergency, subject to Board approval of a virtual [or remote] instruction program;

NOW THEREFORE, BE IT RESOLVED that the Board hereby approves the District's program of virtual [or remote] instruction to meet the 180 school day requirement, which was previously submitted to the Department of Education on May 12, 2020, and implemented since the District's closure on March 16, 2020.

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

9. PRINCIPAL'S REPORT

- ◆ Yearbooks
- ◆ Graduation Plans
- ◆ Grading Plan
- ◆ Speech Therapy Plan

10. BOARD PRESIDENT'S REPORT

- ◆ June 9, 2020 – Goal Setting Meeting

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11. **POLICY** - None

12. **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

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 7:16 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 Mrs. Pearson and seconded by Mrs. Einhorn. 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 7:37 p.m.

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

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 May 12, 2020 bills list as follows:

General Fund:	\$110,642.95
Special Revenue Fund:	<u>\$ 6,307.33</u>
Total	\$116,950.28

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

Budget Transfers

BE IT RESOLVED, the Frenchtown Board of Education approved the list of the April 2020 Budget Transfers in the amount of \$173.83.

Moved by Mrs. Einhorn and seconded by Mr. Blackburn. 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 **April, 2020** 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 Mrs. Einhorn and seconded by Mr. Blackburn. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Technology Services 2020-2021

BE IT RESOLVED, the Frenchtown Board of Education approved the following resolution for the 2020/2021 Time and Material Shared Services with Delaware Valley High School Board of Education for **Technology Services**:

WHEREAS FRENCHTOWN BOARD OF EDUCATION (hereinafter referred to as "FES") has received a proposal from DELAWARE VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION (hereinafter referred to as "DVRHS") to provide subcontracted Technology services; and

WHEREAS DVRHS and FES desire to enter into a joint agreement wherein DVRHS

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will provide the said Technology services; and

WHEREAS the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes public entities to enter into a contract with each other to subcontract any service which one of the parties to the agreement is empowered to render within its own jurisdiction including services incidental to the primary purposes of any of the participating entities; and

WHEREAS DVRHS and FES are by definition local units under the said law; and DVRHS is empowered by law to provide Technology services; and

WHEREAS the provision of Technology services by DVRHS is economically advantageous to FES;

NOW THEREFORE BE IT RESOLVED that DVRHS and FES hereby agree enter into the 2020/2021 time and material shared services arrangement for the provision of Technology services in accordance with N.J.S.A. 40A:65-1 et seq. at the following hourly rates:

IT Director: \$80.00
Network Specialist: \$75.00
Technician Level 2: \$60.00
Technician Level 1: \$50.00

Materials will be reimbursable at cost.

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

Substitute Rates 2020-2021

BE IT RESOLVED, the Frenchtown Board of Education approved the 2020-2021 substitute rates as follows:

Position	2020-2021 Rate
Substitute Teacher	\$95.00 Per Day
Substitute School Nurse	\$125.00 Per Day
Substitute Custodian	\$13.00 Per Hour
Substitute Secretary	\$80.00 Per Day

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

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2020-2021 Child Study Team Shared Services

BE IT RESOLVED, the Frenchtown Board of Education approved shared services with Delaware Valley Regional High School for Child Study Team Services for the summer of 2020 and for the 2020-2021 school year on an as needed basis at a cost of \$75.00 per hour.

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

2020-2021 Child Study Team Services

BE IT RESOLVED, the Frenchtown Board of Education approved the attached contract with Hunterdon County ESC for Child Study Team Services for the 2020/2021 school year on an as needed basis.

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

Non-Public 192/193

BE IT RESOLVED, the Frenchtown Board of Education approved the attached nonpublic 192/193 services agreement with Hunterdon County ESC for the 2020-2021 school year.

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

Business Services Subcontract Agreement

BE IT RESOLVED, the Frenchtown Board of Education approved the attached Business Services Subcontract Agreement with Delaware Valley Regional High School in accordance with the contract from July 2020 through June 30, 2021 at a cost of \$45,000.00.

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

NJ CAP Grant

BE IT RESOLVED, the Frenchtown Board of Education approved 2020-2021 NJ CAP Grant Application for submission to the State of New Jersey Department of Education.

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

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NJSIG Safety Grant

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

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a school board insurance group authorized by J.J.S.A. 18A:18B-1 et seq. To provide insurance coverage and risk management services for its members;

WHEREAS, the Frenchtown Board of Education, herein after referred to as the “Educational Institution,” is a member of NJSIG; and,

WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.

NOW THEREFORE, BE IT RESOLVED, that:

1. The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2019/2020 fiscal year in the amount of \$2,000 for the purposes set forth in the safety grant application, which is attached hereto; and,
2. The Business Administrator is hereby authorized to take all action necessary to apply for and receive a safety grant award.

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

Pre-School Tuition

BE IT RESOLVED, the Frenchtown Board of Education approved to accept preschool student into the Little Paws Preschool Program for the 2020/2021 school year and to approve tuition contract for the following student:

Student ID	Amount
00490	\$5,750.00

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

Facilities

Transportation

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Personnel

Principal's Employment Contract 2020-2021

BE IT RESOLVED, the Frenchtown Board of Education approved the rehire and Letter of Intent for Mr. James Hintenach for the 2020-2021 school year. Salary and contract terms to be determined.

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

Non-Tenured Teachers

BE IT RESOLVED, the Frenchtown Board of Education approved the 2020/2021 Letter of Intent for the following list of **Non-Tenured** teachers:

Teacher	FTE	Step / Column	Salary
Paige Ahrens	1.00	Step 5 / BA+30	*
Peggy Button	.50	Step 9 / BA	*
David deWolfe	1.00	Step 11 / MA	*
Cristina Doyle	1.00	Step 6 / BA+30	*
Staci Kane	1.00	Step 1 / BA+30	*
Amanda Matlee	1.00	Step 8 / MA	*
Kristen Wirasnik	1.00	Step 5 / MA	*
Katelynn Yard	1.00	Step 6 / BA	*

*Salary to be determined upon settlement of negotiated agreement

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

Tenured Teachers

BE IT RESOLVED, the Frenchtown Board of Education approved the 2020/2021 Letter of Intent for the following list of **Tenured** teachers:

Teacher	FTE	Step / Column	Salary
Brandi Bontempo	1.00	Step 11 / BA	*
Tricia Hurley	1.00	Step 11 / MA	*
Marjorie Leuschner	.80	Step 20 / BA	*
Elizabeth McCann	1.00	Step 14 / MA	*
Peter Moran	1.00	Step 20 / MA	*
Alicia Parker	1.00	Step 14 / MA	*
Ashley Seneca	1.00	Step 7 / BA	*
Brittney Shurts	1.00	Step 5 / BA	*
Holly Siock	1.00	Step 10 / MA	*

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Kendra Sullivan	1.00	Step 10 / MA	*
Thomas Wollert	.80	Step 17 / MA	*

*Salary to be determined upon settlement of negotiated agreement

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

Instructional Aides

BE IT RESOLVED, the Frenchtown Board of Education approved the 2020/2021 Letter of Intent for the following list of **Instructional Aides**, FTE and salary to be determined upon finalization of the schedule:

Name	Position	FTE	Salary
Heather Critelli	Instructional Aide	1.00*	*
Joseph Lukas	Instructional Aide	.71*	*
Emily O'Connell	Pre-School Aide (PM)	.75*	*
Kathy Skerbetz	Pre-School Aide (AM)	.65*	*
Julia Smith	Instructional Aide	.78*	*

*FTE and Salary to be determined upon finalization of the 2020-2021 School year schedule

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

Non-FEA Staff

BE IT RESOLVED, the Frenchtown Board of Education approved the 2020/2021 Letter of Intent for the following list of **Non-FEA** staff for the 2020-2021 school year.

Name	Position	FTE	Salary
Richard Hoffman	Custodian	25 Hrs/Wk	*
Joshua Kempel	Custodian	15 Hrs/Wk	*
Lisa Lubonty	Assistant to the Business Administrator	.80	*
Kathy Petro	School & CST Secretary	1.00	*
Larry Whitman	Head Custodian	1.00	*

*Salary to be determined

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

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Shared World Language Teacher

BE IT RESOLVED, the Frenchtown Board of Education approved to continue the Inter-local Services Agreement with the Milford Board of Education for World Language Teacher Services from September 1, 2020 to June 30, 2021 at a cost of \$40,745.

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

Reduction in Force

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

WHEREAS the 2020/2021 school budget for the Frenchtown Elementary School was subjected to a 16.3% reduction in State Aide;

BE IT RESOLVED that the following positions be eliminated from the 2020/2021 school budget for reasons of economy:

Speech Therapist (0.40 FTE)

BE IT FURTHER RESOLVED that the termination of employment contracts related to all other positions shall be addressed thorough the annual renewal/non-renewal process for non-tenured employees.

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

Extra-Curricular Activities Job Descriptions

BE IT RESOLVED, the Frenchtown Board of Education approved the attached Job Descriptions of the following Extra-Curricular Activities for the 2020-2021 school year:

Co-Ed Soccer Coach	Testing Coordinator
Boys Basketball Coach	Stem Club
Girls Basketball Coach	Running Club (iRun4Life)
Student Council Advisor	Sketchbook Club
Yearbook Advisor	
8th Grade Coordinator	
Ski Club Advisor	

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

Curriculum

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Planning

14. NEW BUSINESS

Preschool Tuition Discount

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

WHEREAS, the Frenchtown Board of Education recognizes that even though instructional services are being provided to the best of our ability during the emergency school closure, there is an element of the program that cannot be met in the digital environment;

THEREFORE, BE IT RESOLVED, that the Frenchtown Board of Education will discount the June 2020 payment of the year by 50% for all students enrolled in the preschool program.

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

15. PUBLIC COMMENT - None

16. ADJOURNMENT

BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 7:50 p.m. Moved by Mrs. Einhorn and seconded by Mrs. Pearson. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

Respectfully submitted:



Teresa Barna
Board Secretary

Attest:



Kate Nugent
Board President