

# Frenchtown Board of Education

## Regular Meeting Agenda

June 29, 2021 6:45 p.m.

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

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 14, 2021. A copy of this notice has also been posted at the public school, at the municipal building and filed with the borough clerk.

The public may view and participate in public comment by visiting the following website:  
[www.dvrhs.org/fesboemeeting](http://www.dvrhs.org/fesboemeeting)

**2. THE PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Mr. Adam Blackburn	Mr. Aaron Lambert	Mrs. Kate Nugent
Mrs. Kara Bobrowski	Ms. Laine Nauman	
Ms. Carolyn Gadbois	Mr. Hugo Rodriguez	

**4. PUBLIC COMMENT (all school-related topics; time limits: 30 min. total; 3 min. /person)**

At this time, comment is invited on any matter relating to the school district.

Anyone wishing to speak before the board may do so during the public commentary portion of the agenda. The presenter shall give his/her name and address and make the presentation as brief as possible. Unless an extension of time is given, each speaker shall be limited to 3 minutes.

Speakers may offer suggestions or express their concerns. However, in public session, the board will not discuss concerns about individual students or staff members. Other, more appropriate, channels are available for expressing concerns about individual students or staff members.

**5. 2020/2021 BOARD and DISTRICT GOALS**

**Frenchtown District Goals (2020-2021)**

1. Create a reopening plan and provide continued management of the Covid 19 crisis as it relates to the district.
2. Construct a plan to transition middle school into a send/receive model.

**Board Goals (2020-2021)**

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1. Continue to pursue a middle school send/receive relationship with neighboring districts and select a partner district.
2. Provide support for needed equipment, communication, and community engagement during the extended Covid 19 crisis.

**6. PRESENTATIONS AND RECOGNITIONS**

**7. BOARD RETREAT**

- A. Superintendent Evaluation
- B. Board Self-Evaluation
- C. 21/22 Goal Setting

**8. BOARD SECRETARY REPORT**

Informational Items

- Board Meeting Schedule
  - ✓ August 24, 2021 – Action Meeting
  - ✓ September 28, 2021 – Action Meeting
- School Board Candidate Kits Available
  - ✓ 2 – Three-Year Seats Available
  - ✓ Petitions Due to the County Clerk – July 26, 2021
- NJSBA Annual Workshop
  - ✓ October 26-28, 2021 - Virtual
- Correspondence

Actions Items

8.1 Motion to approve the following minutes:

- May 11, 2021 – Regular Session
- May 11, 2021 – Executive Session

**9. SUPERINTENDENT'S REPORT**

Informational Items:

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

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ending June 29, 2021.

Month/Year	# of Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed (Y/N)
Sept 1- Sept 22	0	-	-	-	-
Sept 23 – Oct 13	0	-	-	-	-
Oct 14– Nov 24	1	Y	Y	Y	N
Nov 25 – Dec 15	0	-	-	-	-
Dec 16 – Jan 26	0	-	-	-	-
Jan 27 – Feb 23	2	1	Y	Y	N
Feb 24 – Mar 23	1	0	N	N	N
Mar 24 – April 27	3	2	Y	Y	N
April 28 – May 11	0	0	-	-	-
May 12 – June 29	1	0	-	-	-
TOTAL	8	3			

b. Short term suspension report: None

c. Security and Fire Drills

Drill	Date Completed
Security Drill	6-16-2021
Fire Drill	6-8-2021

**Action Items:**

9.1 Motion to affirm the HIB report submitted on May 11, 2021

9.2 Motion to approve the Frenchtown Elementary School Plan for Safe Return to In-Person Instruction and Continuity of Service Pursuant to the Federal American Rescue Plan Act, Section 2001(i), and authorize its submission to the NJ Department of Education.

**10. PRINCIPAL’S REPORT**

**11. BOARD PRESIDENT’S REPORT**

Discussion Item

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- a. Condemning racism and affirming the board’s commitment to an inclusive school environment for all

**12. POLICY**

First Reading

- 12.1 Motion to approve the first reading of the following policies:

2224.1 Policy	Title IX – Sex-Based Discrimination
2224.1 Regulation	Title IX - Sex-Based Discrimination
2224.1 Exhibit	Title IX – Sex-Based Discrimination
3542.2 Policy	School Meal Program Arrears
6140 Policy	Curriculum Adoption

**13. CONSENT AGENDA**

Matters listed within the consent agenda have been referred to members of the Board of Education 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

- 13.1 Motion to approve the May 12, 2021 through May 31, 2021 bills list as follows:

General Fund:	\$248,337.20
Special Revenue Fund:	\$ 579.16
<b>Total</b>	<b>\$248,916.36</b>

- 13.2 Motion to approve the June 1, 2021 through June 29, 2021 bills list as follows:

General Fund:	\$162,428.37
Special Revenue Fund:	\$ 4,142.91
<b>Total</b>	<b>\$166,571.28</b>

Budget Transfers

- 13.3 Motion to approve the list of the May 12, 2021 through May 31, 2021 Budget Transfers in the amount of \$18,347.04.

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- 13.4 Motion to approve the list of the June 1, 2021 through June 24, 2021 Budget Transfers in the amount of \$5,573.42

### Board Secretary/Treasurer Reports

- 13.5 Motion to approve and acknowledge receipt of the monthly certification of the Board Secretary and after review of the **May 2021** 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).

### Close out the Year

- 13.6 Approval to authorize the Superintendent and Business Administrator to pay any invoices to close the 2020-2021 school year with approval by the board at the next regular action meeting.

### List of Contracts for 2020-2021

- 13.7 Motion to approve the following resolution:

Pursuant to PL 2015, Chapter 47 the Frenchtown Board of Education hereby approves a list of contracts previously awarded by the board of education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2 CFR, Part200.

### FY22 IDEA Application

- 13.8 Motion to approve the submission of the Fiscal Year 2022 Individuals with Disabilities and Education Act (IDEA) to the New Jersey Department of Education for review and approval and to accept the funds as follows:

Basic Ages 3-21	\$36,066
Preschool Ages 3-5	\$ 1,121
<b>Total</b>	<b>\$37,187</b>

### FY22 ESSA Application

- 13.9 Motion to approve the Fiscal Year 2022 ESSA Grant Application for submission to the State of New Jersey Department of Education and to accept the funds, as follows:

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Title I	\$ 46
Title II	\$ 2,551
Title III	\$ 1,199
Title IV	\$10,000
<b>Total</b>	<b>\$13,796</b>

Flexible Spending Plan

13.10 Motion to approve Horizon Blue as Administrators for the Frenchtown Board of Education Flex Spend Plan from September 1, 2021 through August 31, 2022.

Year End Deposit

13.11 Motion to approve the year end deposit into the reserve accounts as follows:

- Emergency Reserve - \$20,000.
- Capital Reserve - \$65,225
- Maintenance Reserve - \$50,000 inclusive of \$7,614.21 due back to the account from an unspent mid-year withdraw.
- Total not to exceed \$150,000

Business Services Subcontract Agreement

13.12 Approval of the attached Business Services Subcontract Agreement with Delaware Valley Regional High School in accordance with the contract from July 2021 through June 30, 2022 at a cost of \$45,000.00.

ESY & 2021-2022 Speech Therapy Services

13.13 Motion to approve the attached Speech Therapy Services contract with Chris Cross Kids, LLC for 2021 ESY and for the 2021-2022 school year at 2 days per week at a rate of \$95.00 per hour and \$400.00 for initial evaluations.

Non-Public Nursing

13.14 Motion to approve the attached contract with Hunterdon County Educational Services Commission for Non-Public School Nursing Services for the 2021-2022 School Year.

Pre-School Tuition

13.15 Motion to accept preschool students into the Little Paws Preschool Program for the 2021/2022 school year and to approve tuition contracts for the following student:

Student ID#	Amount
00520	\$5,750.00

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### Facilities

#### Kindergarten Toilet

13.16 Motion to approve submission of application for alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3(h) 4ii by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom.

#### Application for Change of Use

13.17 Motion to approve Applications for Change of Use of Educational Spaces for the 2021/2022 School Year.

### Transportation

#### Bus Rental Agreement

13.18 Motion to approve an agreement between the Frenchtown Board of Education and the Delaware Valley Regional High School Board of Education for the rental of the Frenchtown Bus to the Delaware Valley Regional High School Transportation Consortium for \$275.00 per month on a month to month basis for the 2021-2022 school year.

### Personnel

#### 2021-2022 Substitute List

13.19 Motion to approve the attached lists of substitutes for the 2021-2022 substitute list at a rate of \$95.00 per day (Teacher), \$175.00 per day (School Nurse), \$80.00 per day (Secretary) and \$14.00 per hour (Custodian).

#### Appoint School Social Worker/Counselor

13.20 Motion to hire a new School Social Worker/Counselor for the 2021-2022 school year as recommended by the Superintendent as follows:

Name	Step / Column	FTE	Salary (2020/2021)
Jocelyn Romano	10 / MA	1.00	\$64,715.00

#### Staff Appointments

13.21 Motion to approve the following 2022 appointments:

HIB Specialist      Jocelyn Romano

#### Extra-Curricular Activities

13.22 Motion to approve the following extra-curricular positions for the 2021-2022 school year, stipend rate to be determined upon settlement of negotiated agreement:

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Position	Stipend Rate
Student Council (1)	*
Yearbook	*
Eighth Grade Coordinator	*
Testing Coordinator	Max 15 Hours
Home Instruction	*

\*Stipend Rate to be determined upon settlement of negotiated agreement

\*Extra-Curricular Appointments – To be made at the August BOE Meeting

13.23 Motion to approve the following club proposals:

- Club Proposals– Budget availability \$4,000

Club	Frequency	# of hours	Maximum Rate
iRun4Life	1 x per week	12 hours	*
S.T.E.M. Club	1 x per week	7.5 hours	*
Sketchbook Club	1 x per week	7.5 hours	*
Intramural Soccer (Fall) (Co-Ed)	2 x per week	12 hours	*
Intramural Basketball (Winter) (Co-Ed)	2 x per week	12 hours	*
Intramural Softball (Spring) (Co-Ed)	2 x per week	12 hours	*
Tutor Time	2 x per week	2 hours week via Sign-Up (Up to 5 Students)	*

\*Stipend Rate to be determined upon settlement of negotiated agreement

\*Club Advisor Appointments – To be made at the August BOE Meeting

### Shared Superintendent

13.24 Motion to appoint Mrs. Daria Wasserbach as the District Superintendent for the 2021-2022 school year under the shared services agreement with Delaware Valley Regional High School.



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Classroom Assignments 2021-2022

13.25 Motion to approve the following classroom assignments for the 2021-2022 school year:

Teacher	Assignment
Ashley Seneca	Pre- K
Holly Siock	Kindergarten
Alicia Parker	1st grade
Brittney Shurts	2nd grade
Paige Ahrens	3rd grade teacher
Pete Moran	4th grade teacher
Elizabeth McCann	5th/6th grade teacher
Cristina Doyle	5th/6th/Special Education
Tricia Hurley	5th/MS/Art
David deWolfe	MS Teacher Math/SS
Peggy Ippolito	Music
Marjorie Leuschner	Spanish
Thomas Wollert	Health/PE
Brandi Bontempo	Special Education
Katelynn Yard	Special Education

\*Salary to be determined upon settlement of negotiated agreement.

Instructional Aides

13.26 Motion to approve the 2021/2022 Letter of Intent for the following list of **Instructional Aides for preschool program**, FTE and salary to be determined upon finalization of the schedule:

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Name	Position
Emily O'Connell	Instructional Aide
Kathy Skerbetz	Instructional Aide

ESY General Education & Special Education

13.25 Motion to approve all General Education and Social Worker/Counselor and Special Education Teachers to come in as needed for IEP any necessary meetings (organized by the Superintendent/and or principal) during the 2021 summer at the professional rate of \$45.00 per hour.

Summer Accelerated Learning Program

13.26 Motion to approve Holly Siock and Cristina Doyle as teachers in our Summer Accelerated Program.

Substitute Teachers for ESY & Accelerated Program

13.27 Motion to approve the following teachers to be substitute teachers during for the ESY and Accelerated Program:

Substitute Teachers

13.28 Motion to approve all FES teachers available at the approved teacher rate of \$45.00 per hour and to approve EST substitute aides at the sub rate of \$95.00 per day.

Anti-Bullying Training

13.29 Motion to approve Anti-Bullying Training to staff member appointed by the superintendent/principal.

Curriculum Writing

13.30 Motion to approve the following teachers for 2021-2022 Summer NJSLS updates:

Teacher	Subject	Maximum Hours	Rate
Brittney Shurts	NJSLS Updates	15 Hours	*

\*Stipend Rate to be determined upon settlement of negotiated agreement

Master Course Approval

13.31 Motion to approve Master Level Courses for Brittney Shurts, Second Grade Teacher, as follows:

School	Course	Date	Cost
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Clemson University	Curriculum Theory (ED8650)	6-28-2021	\$1,872.00 (Max)
Clemson University	Contemporary Issues in Assessment	6-28-2021	0.00

Travel/Staff Development

13.32 Motion to approve 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: \$0.35.

Employee/ BOE Member	Program Title/ Location	Date(s)	Cost	Mileage	Lodging (per diem)	Meals (per diem)
Tricia Hurley	NGSS Summer Institute 2021 Raritan Valley Comm. College	7-19-2021 through 7-22-2021	\$125.00	0.00 Virtual	N/A	N/A

Column Movement

13.33 Motion to approve a column movement for Staci Kane effective starting the 2021-2022 school year as follows:

Previous Step/Column	Previous Salary	*New Step/Column	*New Salary
Step 2 / BA+30	\$54,935.00	Step 3 / MA+30	*\$61,735.00

\*To be determined upon settlement of negotiated agreement

Curriculum

Danielson Curriculum

13.34 Motion to approve the evaluation models to be used in the 2021/2022 school year in accordance with AchieveNJ as follows:

Danielson Model ----- Teachers

NJ Principal Evaluation for Professional Learning ----- Administrators

Accept Donations

13.35 Motion to accept the following donations:

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From	Amount	Purpose
Lamendola & Sons Plumbing	\$200.00	Graduation
Darcy Lodge #37	\$200.00	Graduation
Rebecca Salvi	\$100.00	Graduation

Class of 2021

13.36 Motion to approve \$152.35 as a donation from the Frenchtown Board of Education to the Frenchtown class of 2021 for a field trip to Fairview Lakes.

**14. NEW BUSINESS**

**15. PUBLIC COMMENT (all school-related topics; time limits: 30 min. total; 3 min. /person)**

At this time, comment is invited on any matter relating to the school district. Anyone wishing to speak before the board may do so during the public commentary portion of the agenda. The presenter shall give his/her name and address and make the presentation as brief as possible. Unless an extension of time is given, each speaker shall be limited to 3 minutes.

Speakers may offer suggestions or express their concerns. However, in public session, the board will not discuss concerns about individual students or staff members. Other, more appropriate, channels are available for expressing concerns about individual students or staff members.

The Board President may terminate the remarks of any individual, when they do not adhere to the rules established above.

**16. EXECUTIVE SESSION**

Motion to approve 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

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- 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 \_\_\_\_\_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.

**17. ADJOURNMENT**