Frenchtown Board of Education
Meeting Minutes
January 28, 2025 6:45 p.m.

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

The regular meeting of the Frenchtown Board of Education was called to order at 6:46 p.m. by Kate Nugent.

Mrs. Kate 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, 2025. 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
Mr. Michael Dermody
Ms. Rachel Howard
Ms. Julie Klein
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. **2024/2025 BOARD and DISTRICT GOALS**

Frenchtown District Goals (2024-2025)

Improve academic performance of FES students using varied strategies including curriculum, instruction, professional development and family engagement.

Identify reasons for declining enrollment by December 2024 and develop a plan to address those factors by spring of 2025.

Frenchtown Board Goals (2024-2025)

Engage in a 5 year strategic planning process to determine district and board goals.

6. PRESENTATIONS AND RECOGNITIONS - None

7. BOARD SECRETARY REPORT

Informational Items

- Board Meeting Schedule
  - ✔ February 18, 2025 - Strategic Planning Session #2
  - ✔ February 25, 2025 – Action Meeting
  - ✔ March 18, 2025 – Action Meeting – Preliminary Budget Approval

- Enrollment – January 24, 2025

Grade	24-25 FES Student Enrollment	Choice In (24-25 Grade Level)	Choice Out (24-25 Grade Level)	Home-schooled
Pre K	10	0	0	0
Milford Pre K	1	0	0	0
Kindergarten	7	0	2	0
Grade 1	10	3	1	0
Grade 2	6	1	0	0
Grade 3	14	1	1	0
Grade 4	9	3	3	0
Grade 5	**16**	1	3	0
Grade 6	6	0	1	1
Grade 7	**9**	0	2	1
Grade 8	11	0	6	0
Out of Dist.	1	0	0	0
Total	**100**	9	19	2

Action Items

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

- December 17, 2024 - 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 the following minutes:

- December 17, 2024 - Executive Session

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

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

- January 7, 2025 - Reorganization Meeting

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

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

- January 14, 2025 - Strategic Planning Meeting

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

8. CHIEF SCHOOL ADMINISTRATOR REPORT

Informational Items:

a. Harassment, Intimidation, and Bullying (HIB) Monthly Incident Report for the period ending January 28, 2025.

Month/Year	# of Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed (Y/N)
Aug 28- Sept 24	0	0			
Sept 25 – Oct 15	0	0			
Oct 16– Nov 19	0	0			
Nov 20 – Dec 17	0	0			
Dec 18 – Jan 28	0	0			
Jan 29 – Feb 25					
Feb 26 – Mar 18					
Mar 19 – April 29					
April 30 – May 13					

Month/Year	# of Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed (Y/N)
Aug 28- Sept 24	0	0			
May 14 – June 17					
TOTAL	0	0			

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

Drill	Date Completed
Security Drill	12/16/2024
Fire Drill	12/12/2024

d. Other Items:

- We had an amazing winter concert heading into the winter break.
- RUS/ Drama Club is off to a good start as the auditions are over, the characters have been cast, and the stage crew is learning new skills.
- Basketball Club concluded last week and we are excited to start STEM, Volleyball, and Yearbook clubs are all starting up soon.
- The Staff Professional Development Day on the 17th was used to articulate with other districts, QSAC preparation, and review student data/progress.
- QSAC Equivalency waiver update: An Instruction and Program Equivalency Waiver was offered to enable us to evaluate the difference between the current and new scoring rubrics in our score. We did not take the waiver as our overall score would be lower due to the Science points changing from 10 points to 5 points in the waiver.
- Fencing Update: Information was shared with the Board regarding the new location of the new pre-k playground next to the existing pre-k equipment. We reviewed a revised plan for a 30 x 40 fenced-in playground area.
- 2025-26 Calendar update: The calendar provides multiple DVRHS District Articulation opportunities
- Preschool registration will begin the first week of February and we will be hosting an Open House in February.

Action Items:

HIB Report
BE IT RESOLVED, the Frenchtown Board of Education approved and affirmed the HIB report submitted on December 17, 2024.

Moved by Ms. Nakahara and seconded by Mr. Blackburn. On a voice vote, resolution was adopted as follows: 7 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 2025 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 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 2025 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. Nakahara. On a voice vote, resolution was adopted as follows: 7 ayes; nays, 0.

2025-2026 School Calendar
BE IT RESOLVED, the Frenchtown Board of Education approved the attached 2025-2026 School Calendar.

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

9. BOARD PRESIDENT'S REPORT

- 100th Anniversary Planning – Plan a celebration for September 2026.
- Strategic Planning
- Governance Committee
- Choice Out Student Report

10. POLICY - None

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 28, 2025 bills list as follows:

General Fund:	$299,352.54
Special Revenue Fund:	$ 19,236.40
Total	**$318,588.94**

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

Board Secretary/Treasurer Report
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 **December, 2024** 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 Mr. Blackburn and seconded by Ms. Nakahara. On a roll call vote, resolution was adopted as follows: 7 ayes; nays, 0.

Tuition Receiving
BE IT RESOLVED, the Frenchtown Board of Education approved a Tuition Receiving agreement with Holland Township Board of Education for 1 student effective February 4, 2025 through June 30, 2025 for $9,775.00.

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

Accept PILOT Revenues
BE IT RESOLVED, the Frenchtown Board of Education approved to accept the calendar year 2024 Frenchtown Borough PILOT Revenues in the amount of $161,221.07 in accordance with the Shared Services Agreement for the Sharing of Payments in Lieu of Taxes.

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

Website Hosting and Design
BE IT RESOLVED, the Frenchtown Board of Education approved that the Delaware Valley Regional High School Board of Education approves a five-year service agreement for the Period beginning July 1, 2024 through June 30, 2029 between Delaware Valley Regional Consortium (Delaware Valley Regional High School Board of Education shall serve as the Lead Education Authority and Host District) and Apptegy, Inc., Little Rock, AR, to partner for cost savings for website hosting and design for Delaware Valley Regional High School, Alexandria Township School District, Kingwood Township School District, Frenchtown Elementary School District and Milford Public School in accordance with the following annual fee schedule beginning July 1, 2025:

Annual Cost per District	%	Annual Base Cost	Per Student Cost	Total
Alexandria	25.91%	$1,300	$1,381.25	$2,681.25
Frenchtown	6.28%	$1,300	$334.75	$1,634.75
Kingwood	21.34%	$1,300	$1,137.50	$2,437.50
Milford	3.96%	$1,300	$211,25	$1,511.25
DVRHS	42.50%	$1,300	$2,265.25	$3,565.25
Total Monthly Cost	**100%**	**$6,500 .00**	**$5,330.00**	**$11,830.00**

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

Facilities

Award Chiller Replacement Contract
BE IT RESOLVED, the Frenchtown Board of Education approved the following resolution:

Whereas, the Frenchtown Board of Education conducted a bid process for State Project #1680-050-23-R501, Chiller Replacement, and

Whereas, bids were received on January 14, 2025 at 11:00 am, and

Whereas, the following bids were received:

Contractor	Bid
DuMont Mechanical	$329,675
Iron Mountain Mechanical	$331,985
EACM Corp	$359,000
TMB Service	$307,000
Estock Piping Co., LLC.	$344,700

and,

Whereas, the low bid has been determined to be responsive, now therefore,

Be It Resolved, that the Frenchtown Board of Education award a contract to TMB Service in the amount of $307,000.

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

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)
Holly Siock	Practical Applications of the Science of Reading	Recorded Version	$295.00	N/A	N/A	N/A

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

Extra-Curricular Activity

BE IT RESOLVED, the Frenchtown Board of Education approved the following extra-curricular appointment for the 2024-2025 school year:

Position	Teacher	Stipend Rate
River Union Stage Aide	Karena Paleologo	$17.50/hour

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

Curriculum

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

Destination	Grade	Date
Bucks County Children's Museum	Preschool	4-30-2025
Crayola Experience	Kindergarten, Grade 1 and Grade 2	3-3-2025
Tournament of Champions	Special Education K - 8	4-07-2025 4-08-2025 (Rain Date)

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

ESY 2025
BE IT RESOLVED, the Frenchtown Board of Education approved the summer Extended School Year (ESY) dates from July 7, 2025 through July 31, 2025.

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

Fundraiser
BE IT RESOLVED, the Frenchtown Board of Education approved the following fundraiser for the 2024-2025 school year:

Fundraiser	Date	Purpose
Friendship Grams	2-14-2025 / Valentine's Day	2025 8th Grade Trip

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

Planning

12. NEW BUSINESS

- Add a Strategic Plan Update standing Item at the beginning to replace #6.

13. 2025/2026 BUDGET DISCUSSIONS

14. PUBLIC COMMENT - None

15. EXECUTIVE SESSION – None

16. ADJOURNMENT

BE IT RESOLVED, the Frenchtown Board of Education adjourned the meeting at 8:24 p.m. Moved by Ms. Nakahara and seconded by Ms. Klein. 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