

MINUTES OF REGULAR MEETING November 13, 2023

AT 7:00 P.M. AT THE FRANKLIN ELEMENTARY SCHOOL

PRESENT: Wayne Bartron, John J. Friend, Kathleen Clohessey
Erin Henry, Shane Hrbek, Stephen Koger
Christopher Patterson, Stephanie Perna
John R. Giacchi, Chief School Administrator
Barbara A. Decker, Business Administrator/Board Secretary

ABSENT: James Saltzman

The Board President opened the meeting at 7:00 P.M., with the Flag Salute and Pledge of Allegiance, which was followed by the following statement read by the Board Secretary:

This meeting is being conducted in compliance with the “Open Public Meeting Act – Chapter 231 – Public Laws of 1975.” Advance written notice of at least 48 hours was given specifying the time, date and to the extent known, the agenda, and stating whether formal action may or may not be taken and has been properly posted at the school, mailed to the Clerk/Administrator, and mailed to the New Jersey Herald and the Star Ledger.

Approval of Regular Board Minutes

On motion by Mrs. Clohessey, seconded by Ms. Henry, and carried unanimously by roll call vote, approved the minutes of the following meetings as presented:

1. October 16, 2023 – Regular Meeting Minutes

ATTACHMENT 1

CORRESPONDENCE:

Student Letter – Thank you to “Above the Influence” group.

PRESENTATIONS:

- A. Student Presentation – Shane Hrbek and Aiden Tepe provided school updates.
- B. Audit Presentation – Valerie Dolan, Nisivoccia LLP
- C. Strategic Planning Meeting Proposal – Mr. John R. Giacchi

OPEN TO THE PUBLIC - AGENDA ITEMS

On motion by Mr. Hrbek, seconded by Ms. Henry, and carried unanimously by voice vote, opened the meeting to the public for comment on the agenda items.

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The Board Secretary read the following statement:

At this time, members of the public are invited to address the Board. Please note that public comments on the agenda items will be made in accordance with Policy 0167 - Public Presentation at Board meetings. Each statement made by all participants may be limited to three minutes in duration. If you would like to address the Board, please raise your hand to be called upon. Once called, please come to the microphone and state your name, municipality of residence, and/or group affiliation, and the agenda item you will address.

Please let the record reflect that the Board of Education does not endorse comments, nor will the Board of Education be held liable for comments made by a member of the public about a staff member or any other individual that may be considered defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

This public session is designed for members of the public to speak on issues for Board consideration. By law, the Board of Education is under no obligation to respond to public comment. Issues raised by members of the public may or may not be responded to by the Board at the conclusion of public participation. This portion of the meeting is meant to hear public comment, not to have a dialogue between the Board and the person speaking.

Judy Williams spoke regarding Strategic Planning, complimenting the Board on doing a good job supporting the kids of this district.

On motion by Mr. Hrbek, seconded by Mrs. Perna, and carried unanimously by voice vote, closed the meeting to the public for comment on the agenda items.

BOARD SECRETARY'S REPORT:

- Mrs. Decker reviewed the results from the November 7, 2023 school election.
- Mrs. Decker thanked the Board and Administration for allowing her to serve as Business Administrator/Board Secretary for the past 5 ½ years and said it has been her pleasure.

CHIEF SCHOOL ADMINISTRATOR'S REPORT

- A. School updates – Mr. Giacchi provided an update on various school events.
- B. Mr. Giacchi reported that the fire and security drills held during the month of October were as follows:
 - October 11, 2023 at 1:30 p.m. - Fire Drill
 - October 20, 2023 at 8:30 a.m. to 9:30 a.m. - Safety drills (cafeteria)

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Personnel Committee – Kathleen Clohessey

Discussion: NA

On motion by Ms. Henry, seconded by Mr. Hrbek, and carried unanimously by roll call vote, approved the following resolutions:

- A. Resolved that the Board of Education, upon recommendation of the Superintendent, accepts the following resignations:

| Employee | Position | Effective Date |
|-----------------|----------------------------|--|
| Gina Woodbury | Part-time Paraprofessional | Last day - November 3, 2023, pending an agreement with the Franklin Education Foundation (FEA) stating that early release is not precedent setting |
| Dalitza Cordero | Part-time Paraprofessional | Last day - November 17, 2023, pending an agreement with the FEA stating that early release is not precedent setting |

- B. Resolved that the Board of Education, upon recommendation of the Superintendent, terminates the following appointments:

| Staff Member | Date |
|--------------------------------------|------------------------------------|
| #8192 – Long-term Substitute Teacher | Last day worked - October 24, 2023 |
| #8140 – Substitute Teacher | Last day worked - October 26, 2023 |

- C. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following paid leave:

| Employee | Date |
|----------|----------------------------|
| #7808 | Beginning October 24, 2023 |

- D. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following staff members to provide home instruction. Compensation is payable upon submission of timesheets:

| Student | Home Instruction Staff Member | Compensation | Dates |
|------------|----------------------------------|-------------------------------------|--|
| #*****4998 | Kristen Bauer - Teacher | \$43.00 per hour, 10 hours per week | Beginning on or about October 20, 2023 |
| | Jill Hersh - Paraprofessional | \$16.30 per hour, 10 hours per week | |
| | Mathew Inesti - Paraprofessional | \$17.30 per hour, 10 hours per week | |

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| Student | Home Instruction Staff Member | Compensation | Dates |
|------------|---|--|---|
| #*****5706 | Megan Fazzio - Teacher | \$43.00 per hour, 10 hours per week | Beginning on or about October 24, 2023 |
| | Daniel Engelhardt - Paraprofessional | \$17.30 per hour, 10 hours per week | |

- E. Resolved that the Board of Education, upon recommendation of the Superintendent, amends the mentor appointment for novice teacher, Selena Vieira, as follows:

| Mentor | Dates | Mentor Fee |
|-----------------|---|--|
| Jessica Imhof | February 1, 2023 to November 3, 2023 (28 weeks) <i>(Note that Jessica Imhof was appointed mentor for 30 weeks at the April 24, 2023 BOE meeting.)</i> | \$550 to be split between the two mentors |
| Shannon Zaremba | November 6, 2023 to November 17, 2023 (2 weeks) | |

- F. Resolved that the Board of Education, upon recommendation of the Superintendent, approves supplemental pay for the following staff members for the 2023-2024 school year, compensation at the contracted hourly rate upon submission of timesheets:

| Staff Member | Date/Event | Compensation |
|---------------------|------------|------------------|
| Shakeel Danwatta | As needed | \$17.30 per hour |
| Elizabeth Davenport | As needed | \$17.30 per hour |
| Jill Hersh | As needed | \$16.30 per hour |
| Mathew Inesti | As needed | \$17.30 per hour |
| Sabrina Mohammed | As needed | \$48.14 per hour |

- G. Resolved that the Board of Education, upon recommendation of the Superintendent, appoints the following personnel for the 2023-2024 school year, pending receipt of required paperwork where applicable:

| Staff Member/Appointment | Start Date | Compensation |
|---|---|--|
| Meghan Arxer (.71 FTE) – Part-time Paraprofessional | On or about November 20, 2023 | \$16.30 per hour, not benefit eligible, pending completion of required paperwork |
| Jose Barrientos – Long-term Substitute Middle School Special Education Teacher | On or about November 6, 2023 through on or about November 30, 2023 | \$170 per day, not benefit eligible |

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- H. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following substitutes for the 2023-2024 school year. Compensation payable upon completion of timesheets. *(Note that benefits are not included for any substitute position listed below, and all approvals are pending receipt of required paperwork, where necessary.):*

| Name | Substitute Position | Compensation |
|-----------------|-----------------------------|--|
| Celeste Baxter | Substitute Paraprofessional | \$100 per day, no benefits, pending completion of required documentation |
| Christine Larco | Substitute Nurse | \$250 per day, no benefits, pending completion of required documentation |

- I. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following professional development:

| Staff Member | Professional Development | Cost | Dates |
|--------------|--|------------------------|-------------------|
| Erin Garrity | Online – Using Guided Reading to Strengthen Students’ Reading Skills Grades 3 - 6 | Registration: \$159.00 | Self Guided |
| Lisa Grillo | Online – Dyslexia: Best Targeted Interventions to Accelerate Greater Literacy Success (K - 6) | Registration: \$159.00 | January 30, 2024 |
| | Online – Decreasing Defiant and Argumentative Behaviors: Practical Strategies | Registration: \$159.00 | February 6, 2024 |
| | Online – ELA Teachers: 20 Best Technology Tools to Increase Student Learning and Simplify your Teaching Life | Registration: \$159.00 | February 13, 2024 |

- J. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the first reading of the following policies and regulations:

| Number | Title | Attachment |
|------------|---------------------------------|----------------------------|
| P 3161 | Examination for Cause (Revised) | ATTACHMENT 2 |
| P & R 3212 | Attendance (M)(Revised) | ATTACHMENTS 3 and 4 |
| P 4161 | Examination for Cause (Revised) | ATTACHMENT 5 |
| P & R 4212 | Attendance (M)(Revised) | ATTACHMENTS 6 and 7 |

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EDUCATION COMMITTEE – James Saltzman – Chair

Discussion: NA

On motion by Mrs. Clohessey, seconded by Mr. Koger, and carried unanimously by roll call vote, approved the following resolutions:

A. Resolved that the Board of Education approves the 2023 Franklin Borough School District Nursing Services Plan for the 2022-2023 school year and its submission to the Sussex County Office of Education. **Attachment 8**

B. Resolved that the Board of Education approves the 2024 - 2029 Strategic Plan. **Attachment 9**

C. Resolved that the Board of Education approves the following services:

| Student | Provider | Services | Cost |
|------------|--|---|-------------------|
| #*****4998 | D.C. Fagan Psychological Services, LLC | Neuropsychological Evaluation not including attendance at school meetings or classroom observations, unless otherwise specified | \$3,500 - \$4,000 |

D. Resolved that the Board of Education approves the following home instruction services:

| Student | Home Instruction Staff Member | Dates |
|------------|---|--|
| #*****4998 | <ul style="list-style-type: none"> • Teacher – 10 hours per week • Paraprofessional - 10 hours per week | Beginning on or about October 20, 2023 |
| #*****5706 | <ul style="list-style-type: none"> • Teacher – 10 hours per week • Paraprofessional - 10 hours per week | Beginning on or about October 24, 2023 |
| #*****2217 | <ul style="list-style-type: none"> • Teacher – 10 hours per week | Beginning on or about November 10, 2023 |

E. Resolved that the Board of Education approves Lakeside Counseling Associates, LLC to provide on-site counseling sessions for the 2023 - 2024 school year beginning September 18, 2023 as follows:

| | | |
|------------------------|--|----------------|
| Preschool | 3 hours/day minimum 3 days per week | \$175 per hour |
| Kindergarten – Grade 8 | 6 hours/day 2 days per week | \$700 per day |

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F. Resolved that the Board of Education approves the first reading of the following policies and regulations:

| Number | Title | Attachment |
|------------|---|------------------------------|
| P 2270 | Religion in the Schools (Revised) | ATTACHMENT 10 |
| P & R 5111 | Eligibility of Resident/Nonresident Students (M)(Revised) | ATTACHMENTS 11 and 12 |
| P & R 5116 | Education of Homeless Children and Youths (Revised) | ATTACHMENTS 13 and 14 |

FINANCE/BUILDINGS & GROUNDS – John J. Friend, Chair

Discussion: NA

On motion by Mrs. Clohessey, seconded by Mr. Hrbek, and carried unanimously by roll call vote, approved the following resolutions:

A. Resolved that the Board of Education approves the vendor payments dated October 17, 2023 - November 13, 2023. **Attachment 15**

| | | |
|---------|------------------------------|-------------------|
| Fund 10 | Charter School/ER FICA Share | 49,242.25 |
| Fund 11 | General Expense | 649,538.68 |
| Fund 12 | Capital Outlay | 152,914.82 |
| Fund 20 | Special Revenue | 94,568.42 |
| Fund 60 | Cafeteria | 0 |
| Fund 95 | Student Activities | 1,203.06 |
| | Total | 947,467.23 |

B. Resolved that the Board of Education accepts the attached Board Secretary's Report and Treasurer of School Monies report for October 2023.

Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, the Board Secretary does certify that as of October 31, 2023, no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:22-8.1;

Therefore be it resolved that pursuant to N.J.A.C. 6A:23A-16.10 (c) 4 the Board of Education does certify that as of October 31, 2023, the Board Secretary Monthly Financial Report, did not reflect an over expenditure in any Major Account for Fund, and based on the Appropriation Balances reflected on this report and on the advice of District Officials, that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

ATTACHMENT 16

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- C. Resolved that the Board of Education approves between line-item transfers as required by State rules and regulations for the month of October 2023. **Attachment 17**
- D. Resolved that the Board of Education accepts the fiscal year 2022-2023 Annual Comprehensive Financial Report and the Auditor’s Management Report with no recommendations cited.
- E. Resolved that the Board of Education approves carryover funds from the Preschool Expansion Act for fiscal year 2023 to fiscal year 2024 in the amount of \$677,190.
- F. Resolved that the Board of Education approves Carlos Sarmiento to replace Barbara Decker in the following roles effective December 5, 2023:

| 2023-2024 Appointments, Authorizations or Designations | Annual Stipend |
|---|-----------------------|
| Appoint Public Agency Compliance Officer (per Affirmative Action requirements), Contracting Agent, and the Custodian of Records | N/A |
| Authorize the Superintendent and Business Administrator/Board Secretary to implement the 2023-2024 budget pursuant to the policies and regulations of the NJ State Department of Education and the Franklin Borough Board of Education | N/A |
| Authorize the Business Administrator to audit and approve any account and demand to be paid prior to presentation to the board. Any such approval shall be presented to the Board for ratification at its next meeting as per NJSA 18A:19-4.1. | N/A |
| Authorize the Business Administrator to make purchases up to the bid threshold utilizing the quotation process and/or purchases from New Jersey State Contract Vendors and/or from other qualified pricing cooperatives/consortiums approved/awarded vendors. | N/A |
| Authorize the Business Administrator, on an as needed basis, to issue advance payment and/or partial payment to facilitate district requisitions. | N/A |
| Authorize the Superintendent and/or the Business Administrator to enter into inter-local agreement with other school districts, municipalities and/or county governments for miscellaneous services, supplies, or equipment. | N/A |

- G. Resolved that the Board of Education approves the following purchase:

| Vendor Information | Description | Cost |
|---|---|-------------|
| Winner Ford Cherry Hill, New Jersey State of New Jersey, Contract, #A88726, T210 | 2024 Ford F250 Pickup Truck Regular Cab 8' Western Pro Plus Plow | \$58,777 |

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- H. Resolved that the Board of Education approves minimum wage increase effective January 1, 2024, per state law to \$15.13 per hour.
- I. Resolved that the Board of Education approves the 2024 calendar year meeting schedule:

| Franklin Borough Board of Education 2024 Board Meeting Schedule 7 pm Start Time in the Auditorium | |
|--|--|
| January 3, 2024 | – Organization meeting |
| January 22, 2024 | – Regular meeting |
| February 12, 2024 | – Regular meeting |
| March 11, 2024 | – Regular meeting |
| April 22, 2024 | – Regular meeting and Public Hearing 2024-2025 Budget |
| May 13, 2024 | – Regular meeting |
| June 17, 2024 | – Regular meeting |
| July 15, 2024 | – Regular meeting |
| August 12, 2024 | – Regular meeting |
| September 16, 2024 | – Regular meeting |
| October 14, 2024 | – Regular meeting |
| November 18, 2024 | – Regular meeting |
| December 9, 2024 | – Regular meeting |
| January 6, 2025 | – Organization meeting |

- J. Resolved that the Board of Education approves the purchase of a new scoreboard for the gymnasium from Varsity Scoreboards not to exceed \$4,800.
- K. Resolved that the Board of Education approves the commodity resale agreement for the period of January 1, 2024 - December 31, 2028 with the Township of Hardyston for the purchase of gasoline and diesel fuels.
- L. Resolved that the Board of Education approves the following facility use request pending receipt of required paperwork and providing there are no conflicts with school events. *Note that when the school closes for the day or for early dismissal due to weather or other unforeseen circumstances, all evening activities are canceled.*

| Organization | Time/Date | Space/Cost |
|------------------------|---|---|
| Top Tier Dance Academy | Saturday, February 10, 2024 4:00 p.m. - 10:00 p.m. | Auditorium and locker Room Costs: <ul style="list-style-type: none"> • \$300 auditorium usage fee • \$500 custodial overtime fees |

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| Organization | Time/Date | Space/Cost |
|--------------------------------------|--|---|
| Walkkill Valley Regional High School | Various February and March 2024 dates for the spring musical | Auditorium and locker Room Costs: <ul style="list-style-type: none"> • Waived - auditorium usage fee • TBD - custodial overtime fees |

M. Resolved that the Board of Education approves the first reading of the following policies:

| Number | Title | Attachment |
|--------|----------------------------|----------------------|
| P 8500 | Food Services (M)(Revised) | ATTACHMENT 18 |

N. Resolved that the Board of Education abolishes the following policies:

| Number | ABOLISH - Title |
|--------|---|
| P 8540 | ABOLISH - School Nutrition Programs (M) |
| P 8550 | ABOLISH - Meal Charges/Outstanding Food Service Bill (M) |

OLD BUSINESS:

On behalf of the Board, Mrs. Clohessey presented Mrs. Decker with a bouquet of flowers and thanked her for her service.

NEW BUSINESS: NA

OPEN TO THE PUBLIC – VISITORS ADDRESS THE BOARD

On motion by Mrs. Clohessey seconded by Mr. Hrbek, and carried unanimously by voice vote, opened the meeting to the public for visitors to address the board.

The Board Secretary read the following statement:

At this time, members of the public are invited to address the Board. Please note that public comments not on the agenda items will be made in accordance with Policy 0167 - Public Presentation at Board meetings. Each statement made by all participants may be limited to three minutes in duration. If you would like to address the Board, please raise your hand to be called upon. Once called, please come to the microphone and state your name, municipality of residence, and/or group affiliation.

Please let the record reflect that the Board of Education does not endorse comments, nor will the Board of Education be held liable for comments made by a member of the public about a staff member or any other individual that may be considered defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

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This public session is designed for members of the public to speak on issues for Board consideration. By law, the Board of Education is under no obligation to respond to public comment. Issues raised by members of the public may or may not be responded to by the Board at the conclusion of public participation. This portion of the meeting is meant to hear public comment, not to have a dialogue between the Board and the person speaking.

No one addressed the Board.

On motion by Mrs. Clohessey, seconded by Ms. Henry, and carried unanimously by voice vote, closed the meeting to the public for visitors to address the board.

EXECUTIVE SESSION: NA

On motion by Mrs. Clohessey, seconded by Mr. Friend, and carried unanimously by voice vote, adjourned the meeting at 7:38 p.m.

Respectfully submitted,

Barbara A. Decker
Business Administrator/
Board Secretary