

# MINUTES OF REGULAR MEETING October 17, 2022

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

PRESENT: Wayne Bartron, Kathleen Clohessey, Nanci M. Davis  
John J. Friend, Shane Hrbek, Stephen Koger  
Stephanie Perna, James Saltzman  
John R. Giacchi, Chief School Administrator  
Barbara A. Decker, Business Administrator/Board Secretary

ABSENT: Vacant Seat

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 Mrs. Perna, and carried unanimously by roll call vote, approved the minutes of the following meeting as presented:

A. September 19, 2022 – Regular Meeting Minutes **ATTACHMENT 1**

## PRESENTATIONS:

A. New Jersey Student Learning Assessment (NJSLA) presentation – Carolyn Ryder, Franklin Borough School Supervisor of Instruction

## DISCUSSION/COMMENTS:

Mr. Friend asked that presentations be shared with Board of Education members.

## CORRESPONDENCE:

Letters of interest for the Board of Education vacancy:

A. Scott Westenberger letter of interest dated September 20, 2022 **ATTACHMENT 2**

B. Christopher Patterson letter of interest dated September 22, 2022 **ATTACHMENT 3**

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C. Erin Henry letter dated September 28, 2022

**ATTACHMENT 4**

- Erin Henry letter of reference dated October 4, 2022

**ATTACHMENT 5**

### **OPEN TO THE PUBLIC – AGENDA ITEMS**

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

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, 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.

*No one addressed the Board.*

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

### **BOARD SECRETARY'S REPORT:**

Mrs. Decker reported that the audit presentation will be at the November 14, 2022 board meeting.

### **CHIEF SCHOOL ADMINISTRATOR'S REPORT**

A. Mr. Giacchi provided an update on school events.

B. Mr. Giacchi reported that bus drills for preschool through eighth grade were held on Monday, September 26, 2022.

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C. Mr. Giacchi reported that the fire and security drills held during the month of September were as follows:

- September 14, 2022 at 1:15 p.m. - Fire Drill
- September 27, 2022 at 9:45 a.m. - Lockdown alarm was tested for all staff and students to hear

D. Mr. Giacchi reported that the following J&B Therapy, LLC student teacher will be doing clinical placement as follows:

Sponsor	Student Teacher	Cooperating Therapist	Dates	Days Per Week
J&B Therapy, LLC	Tatianna Rios	Margaret DeVelez	October 24, 2022 - December 22, 2022	5

### Personnel Committee – Kathleen Clohessey, Chair

**Committee Update: NA**

**Discussion: NA**

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

A. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, accepts the following resignation:

Staff Member	Position	Last Day of Employment
Cassie Luttke	Part-time Paraprofessional	On or about December 2, 2022

B. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following unpaid leave of absence:

Employee	Dates
Denise O'Brien	<b>1 day:</b> 11/9/2022

C. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following leave of absence:

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Employee	Dates	Sick Days
Courtney Savino - Maternity Leave of Absence	On or about February 17, 2023 – June 30, 2024, utilizing NJFLI 12 weeks followed by unpaid leave per FEA contract	Request total of 39 sick days per contract

- D. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves supplemental pay for the following staff members pending completion of timesheets:

Staff Member	Date/Reason	Compensation
Lisa Davis	As needed	\$15.67 per hour plus \$1.00 differential per hour
Jill Helmstetter	As needed	\$63.51 per hour
Nicole Paragh	As needed	\$15.67 per hour plus \$1.00 differential per hour
Rosalba Riso	As needed	\$15.67 per hour

- E. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, appoints the following personnel for the 2022-2023 school year, pending receipt of required paperwork where applicable:

Staff Member/Appointment	Start Date	Compensation
Nicole Amado Scaglione - Part-time Paraprofessional (.71 FTE)	On or about October 19, 2022	\$15.67 per hour, no benefits, pending completion of required paperwork  <i>Plus \$1.00 per hour for providing a higher level of care, per contract.</i>

- F. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following teacher as a mentor for the 2022-2023 school year:

Mentor	Novice Teacher	Mentor Fee
Kenza Mjahad	Emily Wynne	\$550

- G. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves a stipend in the amount of \$4,000 for Dr. Lisa Vallacchi paid through the Whole School, Whole Community, Whole Child (WSWCWC) Grant for FY 2022 per the grant.
- H. Resolved that the Board of Education approves a sidebar agreement with the Franklin Education Association (FEA) to add a Yearbook Assistant Advisor at \$2,500 per annum for the 2022-2023 school year.

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- I. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following extra-curricular appointments for the 2022-2023 school year:

Activity	Staff Member	Annual Stipend
Girls' Basketball - Head Coach	Jill Helmstetter	\$3,652
Girls' Basketball - Assistant Coach	Elaine Tizzano	\$2,696

- J. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following substitute for the 2022-2023 school year: *(Note that benefits are not included for any substitute position listed below, and all approvals are pending receipt of required paperwork, where necessary.)*

Name	Position	Compensation
Cassie Luttko	Substitute Paraprofessional	\$100 per day, no benefits

- K. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following professional development:

Staff Member	Professional Development	Cost	Date
<ul style="list-style-type: none"> <li>• Lauren Davies</li> <li>• Amy Maurin</li> <li>• Kim Panaite</li> </ul>	Online Course: Practical Behavior Management Strategies for the Inclusion Classroom, Grades K - 6	<i>Registration:</i> \$159 per person	90-day course

Name/Event	Registration	Hotel	Mileage 316 miles @ \$.47	Meal Allowance	Tolls and Parking	Total
Christy Kota – NJ Association of School Libraries (NJASL) 2022 Conference in Atlantic City, NJ	\$250.00	\$79.00	\$148.52	\$88.50	\$40.00	\$606.02

### EDUCATION COMMITTEE – Kathleen Clohessey – Chair

**Committee Update: NA**

**Discussion: NA**

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

- A. Resolved that the Board of Education approves the submission of the New Jersey Quality Single Accountability Continuum (NJQSAC) District Performance Report (DPR) to the Executive County Superintendent of Schools.
- B. Resolved that the Board of Education approves the submission of the 2022-2023 Comprehensive Equity Plan (CEP) Statement of Assurance to the Executive County Superintendent of Schools.
- C. Resolved that the Board of Education approves Franklin Borough School's Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act.
- D. Resolved that the Board of Education approves Curriculum Associates/iReady to provide two consultants for in-person professional development for the October 10, 2022 in-service at a total cost of \$3,500.
- E. Resolved that the Board of Education approves \$1,800 for participation in the New Jersey Consortia for Excellence Through Equity (NJCEE) program for the 2022-2023 school year.
- F. Resolved that the Board of Education approves the following psychiatric evaluation:

Student	Provider/Service	Date	Cost
#*****6893	Dr. Lee J. Suckno, Psychiatric Evaluation	October 26, 2022	\$1,000

- G. Resolved that the Board of Education approves the following out-of-district tuition and associated costs:

Student	Provider	Cost
#*****7175	Center for Educational Advancement School at South Hunterdon	\$69,355.44 - Tuition for 162 days \$26,730 - Extraordinary services (Aide support) \$462 per day - Transportation

- H. Resolved that the Board of Education approves the following field trips:

Destination	Grade	Date	Cost
Amsterdam Theater	8 <sup>th</sup> Grade	May 24, 2023	\$4,695 <i>plus transportation</i>
Buehler Challenger and Science Center	5 <sup>th</sup> Grade	To be determined	\$1,730 <i>plus transportation</i>

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- I. Resolved that the Board of Education approves the Franklin Borough 2021-2022 District Nursing Services Plan. **ATTACHMENT 10**

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

**Discussion/Comment: 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 September 19, 2022 - October 17, 2022. **ATTACHMENT 7**

Fund 10	Charter School/ER FICA Share	81,789.71
Fund 11	General Expense	962,065.63
Fund 12	Capital Outlay	7,866.33
Fund 20	Special Revenue	134,080.71
Fund 60	Cafeteria	11.20
Fund 95	Student Activities	1,200.00
	<b>Total</b>	<b>1,187,013.58</b>

- B. Resolved that the Board of Education accepts the attached Board Secretary's Report and Treasurer of School Monies report for September 2022.

Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c)3, the Board Secretary does certify that as of September 30, 2022, 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 September 30, 2022, 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 8**

- C. Resolved that the Board of Education approves between line-item transfers as required by State rules and regulations for the month of September 2022. **ATTACHMENT 9**
- D. Resolved that the Board of Education approves Change Order #3 from D&E Window and Door, LLC, Phase I of the Window project:

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Balance Contract Allowance	Description	\$ 42,325.00
Change Order #3	Room #24 - change glazing from insulated panel to dual glazed with blind	(4,276.83)
Remaining Balance	Remaining Allowance to reduce cost of project	\$ 38,048.17

- E. Resolved that the Board of Education authorizes the Business Administrator to submit the annual Health and Safety Evaluation of School Buildings Checklist 2022-2023 certified by the Chief School Administrator to the Executive County Superintendent of Schools as required by the New Jersey Quality Single Accountability Continuum (NJQSAC) on or before November 15, 2022.
- F. Resolved that the Board of Education approves the Three-Year Comprehensive Maintenance Plan for the fiscal years 2022-2024 and submission to the Executive County Superintendent of Schools on or before November 15, 2022. The Three-Year Comprehensive Maintenance Plan is a guideline subject to budget constraints as required by NJQSAC.
- G. Resolved that the Board of Education approves the submission of Form M-1 (Annual Maintenance Reserve Worksheet) to the Executive County Superintendent of Schools on or before November 15, 2022.
- H. Resolved that the Board of Education approves changing the date of the Board of Education Organization Meeting to Wednesday, January 4, 2023 at 7:00 p.m. *(Note that the date was formerly January 3, 2023.)*
- I. Resolved that the Board of Education accepts the first installment of \$2,500 for fiscal year 2023 of the Whole School, Whole Community, Whole Child (WSCWC) grant which includes a \$4,000 team leader stipend for Dr. Lisa Vallacchi with the district portion of \$1,500.
- J. Resolved that the Board of Education approves obsolete items for disposal:

Location	Items for Disposal
Media Resource Center	28 books
Media Resource Center	388 Books and DVDs

- K. Resolved that the Board of Education approves the following facility use requests pending receipt of required paperwork:

Group/Organization	Dates/Times	Space
The Franklin Recreation Department	Saturday, October 29, 2022 from 10:00 a.m. to 3:00 p.m.	● Back parking lot

**OLD BUSINESS: NA**



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### **NEW BUSINESS:**

Mr. Bartron asked questions to the Board of Education candidates.

### **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.

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

### **EXECUTIVE SESSION:**

On motion by Mrs. Clohessey, seconded by Mr. Friend, and carried unanimously by roll call vote, the following resolution was adopted:

**WHEREAS**, pursuant to N.J.S.A. 10:4-12(b), the Board of Education may exclude the public from the portion of a public meeting at which the Board discusses any of the matters described at N.J.S.A. 10:4-12(b)(1)-9;

**NOW THEREFORE BE IT RESOLVED** that the Board of Education shall forthwith enter into closed session to discuss the following matter(s) concerning:

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- [ ] Matters rendered confidential by state or federal law
- [ ] Personnel
- [X] Appointment of a public official
- [ ] Matters covered by the attorney-client privilege
- [ ] Pending or anticipated litigation
- [ ] Pending or anticipated contract negotiations
- [ ] Protection of the safety or property of the public
- [ ] Matters which would constitute an unwarranted invasion of privacy
- [ ] Matters in which the release of information would impair a right to receive funds from the United States Government
- [ ] Matters concerning collective negotiations and/or the negotiation of terms and conditions of employment of employees of the Board of Education
- [ ] Possible imposition of a civil penalty or suspension

**BE IT FURTHER RESOLVED**, that said discussion may be disclosed to the public when the reasons for discussing and acting upon it in closed session no longer exist.

*The Board returned to regular session at 7:58 p.m.*

On motion by Mr. Friend, seconded by Mr. Bartron, and carried by the following roll call vote, approved the following resolution:

- A. Resolved that the Board of Education approves Mr. Westenberger to serve as a board member through December 31, 2022 pending completion of paperwork.

Yes	-	7
No	-	Mrs. Perna
Abstain	-	0

On motion by Mrs. Clohessey, seconded by Mr. Friend, and carried unanimously by voice vote, adjourned the meeting at 8:01 p.m.

Respectfully submitted,

Barbara A. Decker  
Business Administrator/  
Board Secretary