

MINUTES OF REGULAR MEETING MARCH 11, 2019

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

PRESENT: Kevin Blondina, Kathleen Clohessey
Scott Davis, Shane Hrbek
Jeanine Paszkiel, Sarah Zydon
John R. Giacchi, Superintendent
Barbara A. Decker, Business Administrator/Board Secretary

ABSENT: F. Cliff Graham, Ronald Neal, Suzanne Ross

Mrs. Zydon, Board Vice-President, opened the meeting at 7:00 P.M., with the Flag Salute and Pledge of Allegiance, which was followed by the following statement:

The Board Secretary has advised me that 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, mailed to the New Jersey Herald, the Sunday Herald and the Star Ledger.

APPROVAL OF REGULAR BOARD MINUTES

On motion by Mr. Hrbek, seconded by Mr. Blondina, and carried unanimously by roll call vote, approved the minutes of the following meetings as presented:

1. February 25, 2019 – Regular Meeting – Minutes **(Attachment 1)**
2. February 25, 2019 – Executive Session Meeting – Minutes

PRESENTATION(S)

- A. Winston Hennings and Ryder Darvalics, Franklin students, provided an update on school activities.
- B. Mr. Giacchi and Mrs. Decker presented the Proposed FY 2019-20 Budget to the Board.

OPEN TO THE PUBLIC – Proposed FY 2019-20 Budget

On motion by Mr. Davis, seconded by Mr. Hrbek, and carried unanimously by roll call vote, opened the meeting for public comment on the FY 2019-2020 budget at 7:23 p.m.

Mrs. Zydon 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

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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.

No one addressed the Board.

On motion by Mr. Hrbek, seconded by Mr. Davis, and carried unanimously by roll call vote, closed the meeting for public comment on the FY 2019-2020 budget at 7:23 p.m.

BUDGET:

ADOPTION OF THE PRELIMINARY BUDGET FOR 2019-2020

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

BE IT RESOLVED that the preliminary budget be approved for the 2019-2020 school year using the 2019-2020 state aid figures and the Secretary to the Board of Education be authorized to submit the following preliminary budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline and to advertise said preliminary budget in the NJ Herald in accordance with the form suggested by the State Department of Education according to law; and

BE IT FURTHER RESOLVED that the Borough Board of Education approves the use of \$32,904 in banked CAP and \$12,874 in Enrollment adjustment both of which will support certificated and non-certificated staff salaries in the 2019-2020 fiscal year budget.

BE IT FURTHER RESOLVED that a public hearing be held in the library at Franklin School, 50 Washington Avenue, Franklin, New Jersey on April 29, 2019 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2019-2020 school year.

	General Fund	Special Revenue	Total
2019-2020 Budget	\$10,500,008	\$1,061,500	\$11,561,508
Less: Anticipated Revenue	\$4,689,474	\$1,061,500	\$5,750,974
Taxes to be Raised	\$5,810,534	\$0	\$5,810,534

CAPITAL RESERVE WITHDRAWAL

Resolved that the Board of Education requests approval of capital reserve withdrawal in the amount of \$750,000 with the 2019-2020 preliminary budget.

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Project	Projected Cost
Boiler Replacement	\$450,000
Fire Alarm System	\$250,000
Underground Storage Tank	\$50,000

PROFESSIONAL SERVICES 2019-2020

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2, a board of education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3

NOW, THEREFORE, BE IT RESOLVED, that the Borough Board of Education hereby establishes the following maximums for the 2019-2020 fiscal year as follows:

Professional Service	Amount
Legal	\$22,500
Audit	\$22,500
Physician	\$6,000
Architect/Engineer	\$5,000

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs.

SCHOOL DISTRICT TRAVEL MAXIMUM 2018-2019

WHEREAS, school district policy and N.J.A.C 6A:23a-7.1 et seq. provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2019-2020 school year; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$27,007 as of March 8, 2019 NOW, THEREFORE, BE IT RESOLVED, that the Franklin Borough Board of Education, in the County of Sussex, New Jersey, hereby establishes the school district maximum for the 2019-2020 school year at the sum of \$38,550; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

CORRESPONDENCE: NA

OPEN TO THE PUBLIC – AGENDA ITEMS

On motion by Mr. Blondina, seconded by Mr. Davis, and carried unanimously by voice vote, opened the meeting to the public for agenda items at 7:26 p.m.

Mrs. Zydon read the following statement:

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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 front and state your name, municipality of residence and/or group affiliation.

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No one addressed the Board.

On motion by Mr. Davis, seconded by Mrs. Paszkiel, and carried unanimously by roll call vote, closed the meeting to the public for agenda items at 7:26 p.m.

COMMITTEE REPORTS

Personnel Committee – Kevin Blondina, Chair – Committee Report

Discussion:

Mr. Blondina provided an update on the Personnel Committee meeting and reported that there have been no issues with securing substitutes since increasing the daily rate of pay.

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

- A. Resolved that the Board of Education approves March 1, 2019 as the last day of employment for part-time paraprofessional #8002, pending receipt of a letter from the Franklin Education Association (FEA) stating this part-time paraprofessional's release prior to 60 days' notice is not precedent-setting.
- B. Resolved that the Board of Education approves employee #7924's request for maternity leave under the New Jersey Family Leave Act (NJFLA) beginning September 4, 2019 and ending on or about November 26, 2019.
- C. Resolved that the Board of Education approves unpaid leave for employee #7901 as needed through the end of the 2018-2019 school year pending receipt of a letter from the FEA stating this request is not precedent-setting.
- D. Resolved that the Board of Education approves coworkers to donate one (1) personal day to add to employee #7901's family illness bank pending a letter from the FEA stating this request is not precedent-setting.

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- E. Resolved that the Board of Education approves employee #514's request for approximately 20 days leave in July under the New Jersey Family Leave Insurance (NJFLI) Law (*exact dates are to be determined*).
- F. Resolved that the Board of Education approves Independent Consultant, Tim S. VanderGast, PhD., LPC, ACS, Certified School Counselor, to provide professional consultation services for special education programs through the end of the 2018-2019 school year, not to exceed \$14,000.
- G. Resolved that the Board of Education approves extending the following long-term substitute appointment through the end of the school year:

Name	Position	End Date	Salary
Caroline Carty	Long-term Substitute	June 18, 2019 (or the last day of the 2018-2019 school year)	\$54,524 prorated, BA Step 1 on guide plus benefits <i>(Note that Caroline Carty has been receiving compensation as a long-term substitute at this rate since 9/12/18.)</i>

- H. Resolved that the Board of Education approves the following part-time paraprofessional, pending completion of required paperwork:

Name	Hours	Compensation	Start Date
Laura Faria	25 hours per week	\$13.74 per hour, no benefits	March 18, 2019

- I. Resolved that the Board of Education approves the following substitutes for the 2018-19 school year at the rates listed below:

Substitute Name	Substitute Position	Compensation	Effective Date
Mary Alison Lewis	Substitute Aide	\$8.85 per hour	January 10, 2019; not eligible for benefits
Kristina Duffy	Substitute Teacher	\$100 per day	TBD; pending completion of required paperwork; not eligible for benefits
Anthony Luisi	Substitute Teacher	\$100 per day	TBD; pending completion of required paperwork; not eligible for benefits

- J. Resolved that the Board of Education approves professional development as listed below:

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Staff Member	Professional Development	Cost	Date
Elaine Bartholomew	Workplace Literacy	\$259 plus related travel	5/8/19

- K. Resolved that the Board of Education approves the second reading and adoption of the following policy update:

Number	Title	Attachment #
Policy 4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing	Attachment 2

- L. Resolved that the Board of Education approves the following part-time paraprofessional, pending completion of required paperwork:

Name	Hours	Compensation	Start Date
Christi Leggour	21 hours and 15 minutes a week	\$13.74 per hour, no benefits	On or about 3/18/19

Education Committee – Jeanine Paszkiel – Committee Report

Discussion: NA

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

- A. Resolved that the Board of Education approves the Preschool Education Expansion Aide (PEEA) Program Plan covering 2019 - 2022 which includes state aid in the amount of \$652,050 for the 2019-2020 fiscal year.
- B. Resolved that the Board of Education approves the following services:

Student	Provider/Services	Cost
PSY 18-19.1	Lee Suckno, M.D. Psychiatric Evaluation on or about 3.18.19	\$600

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

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Destination	Grades	Cost	Date
Morning Star Farm, Newton, NJ	2, 3, 4, 6	<i>N/A - This field trip is being paid for by grant money from the Franklin Education Foundation</i>	4/10/19 <i>Rain Date: 4/17/19</i>
Newton Theater, Newton, NJ	3	\$400 plus transportation	3/21/19

Finance/Building & Grounds – Ronald Neal, Chair – Committee Report

Discussion:

Mrs. Zydon reported that the Forward Franklin Alliance has approved a \$23,000 grant to be donated to Franklin School for an Outdoor Classroom.

On motion by Mr. Blondina, seconded by Mrs. Paszkiel, and carried by the following roll call vote, approved the following:

- A. Resolved that the Board of Education approves the vendor payments dated February 26, 2019 through March 11, 2019. **(Attachment 3)**

Fund 10	Charter School/ER FICA Share	\$22,956.81
Fund 11	General Expense	\$305,017.88
Fund 12	Capital Outlay	
Fund 20	Special Revenue	\$31,983.60
Fund 60	Cafeteria	\$303.00
Fund 95	Student Activities	\$550.00
	Total	\$360,811.29

- B. Resolved that the Board of Education accepts the attached Board Secretary's Report and Treasurer of School Monies report for February 2019.

Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c)3, the Board Secretary does certify that as of February 28, 2019, 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 February 28, 2019, 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 4)**

- C. Resolved that the Board of Education approves between line item transfers as required by State rules and regulations for the month of February 2019. **(Attachment 5)**

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D. Resolved that the Board of Education approves the Borough of Franklin Recreation Commission's request to use the auditorium and a classroom on Saturday, May 18, 2019 from 12:00 p.m. to 8:00 p.m. to hold the borough's annual Miss Franklin Scholarship Pageant, pending receipt of required paperwork. The Recreation Commission requests that the Board of Education waive all fees for this event.

E. Resolved that the Board of Education accepts the following donations:

Donation by	Purpose	Amount
Franklin Borough PTO	Cheer mats	\$1,535.68

Items A-C and E:	Yes	-	6
	No	-	0
	Abstain	-	0
Item D:	Yes	-	5
	No	-	0
	Abstain	-	Mr. Davis

OLD BUSINESS: NA

NEW BUSINESS:

Mrs. Zydon encouraged board members to complete the Board Self-Evaluation online at the New Jersey School Boards Association website.

BOARD SECRETARY'S REPORT

Mrs. Decker asked board members to complete their Financial Disclosure Statements as soon as possible.

Mrs. Decker thanked the Board for their support of the Preliminary FY 2019-20 budget.

CHIEF SCHOOL ADMINISTRATOR'S REPORT

A. Mr. Giacchi reported that there were zero deficiencies on the Immunization Audit: School Year 2018-19 conducted by the Department of Health and Human Services on February 28, 2019.

B. Mr. Giacchi reported fire and security drills held during the month of February 2019 are as follows:

- February 5, 2019 - Fire Drill from 11:14 - 11:31 a.m.
- February 11, 2019 - Lockdown Drill from 9:00 - 9:05 a.m.

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- February 11, 2019 - Shelter-in-Place from 9:46 - 11:05 a.m.
- February 22, 2019 - Shelter-in-Place from 9:26 - 9:32 a.m. **(Attachment 20)**

C. Mr. Giacchi reported that he sent a message to parents that included a letter from the Franklin Police Department regarding the “Momo Challenge”.

D. Mr. Giacchi reported that Kindergarten and Pre-Kindergarten registration is open.

OPEN TO THE PUBLIC – VISITORS ADDRESS THE BOARD

On motion by Mr. Davis, seconded by Mrs. Paszkiel, and carried unanimously by voice vote, opened the meeting to the public at 7:39 p.m.

Mrs. Zydon 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 front and state your name, municipality of residence and/or group affiliation.

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No one addressed the Board.

On motion by Mr. Davis, seconded by Mrs. Paszkiel, and carried unanimously by voice vote, closed the meeting to the public at 7:39 p.m.

EXECUTIVE SESSION:

On motion by Mr. Hrbek, seconded by Mr. Davis, 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:

- Matters rendered confidential by state or federal law
- Personnel – **Chief School Administrator**
- Appointment of a public official

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- [] 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 7:51 p.m.

On motion by Mr. Blondina, seconded by Mr. Davis, and carried unanimously by voice vote, adjourned the meeting at 7:51 p.m.

Respectfully submitted,

Barbara A. Decker
Business Administrator/
Board Secretary