

# MINUTES OF REGULAR MEETING OCTOBER 14, 2019

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

PRESENT: Kevin Blondina, Kathleen Clohessey, F. Cliff Graham  
Shane Hrbek, Ronald Neal, Jeanine Paszkiel,  
Suzanne Ross [arrived at 7:01 p.m.], Sarah Zydon  
John R. Giacchi, Superintendent  
Barbara A. Decker, Business Administrator/Board Secretary

ABSENT: Vacant Seat

Mr. Graham, 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:

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.

## DISCUSS VACANT BOARD OF EDUCATION SEAT

A. The Board discussed candidate Mr. Wayne Bartron for the vacant seat on the Board of Education.

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

B. Resolved that the Board of Education authorizes the appointment of Wayne Bartron to fill the vacant Board seat through December 31, 2020.

## Approval of Regular Board Minutes

On motion by Mrs. Ross, seconded by Mrs. Zydon, and carried by the following roll call vote, approved the minutes of the following meetings as presented:

1. September 23, 2019 – Regular Meeting – Minutes

**Attachment 1**

Yes	-	7
No	-	0
Abstain	-	Mr. Graham

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

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## 2. September 23, 2019 – Executive Meeting Minutes

Yes	-	7
No	-	0
Abstain	-	Mr. Graham

### **PRESENTATIONS:**

A. Student presentation: NA

B. Presentation of the Audit – Valerie Dolan

1. Presentation of the FY 2018-19 Comprehensive Annual Financial Report (CAFR) and the Auditor’s Management Report (AMR) by Mrs. Valerie Dolan, Nisivoccia & LLP.

On motion by Mr. Blondina, seconded by Mr. Hrbek, and carried unanimously by roll call vote, opened the meeting to the public for comment on the CAFR and AMR.

*No one addressed the Board.*

On motion by Hr. Hrbek, seconded by Mrs. Ross, and carried unanimously by roll call vote, closed the meeting to the public for comment on the CAFR and AMR.

### **CORRESPONDENCE: NA**

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

On motion by Mr. Blondina, seconded by Mr. Hrbek, and carried unanimously by roll call vote, opened the meeting to the public for comment on agenda items at 7:12 p.m.

Mr. Graham 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.

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 that the staff member may consider defamatory and/or libelous, as that staff member retains all rights to pursue any legal remedies against you.

*No one addressed the Board.*

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On motion by Mrs. Ross, seconded by Mr. Hrbek, and carried unanimously by roll call vote, closed the meeting to the public for comment on agenda items at 7:13 p.m.

## BOARD SECRETARY'S REPORT

- A. Mrs. Decker stated the FY2021 budget schedule was discussed and shared with the Finance and Building and Grounds Committee and made available for all board members.

## CHIEF SCHOOL ADMINISTRATOR'S REPORT

Mr. Giacchi reported the following:

A. School updates:

- Playground almost complete – waiting for the preschool swings.
- In-service was held on October 14, 2019.

- B. Harassment, Intimidation, and Bullying Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights District and School Grade Report for the 2017-2018 school year.

**Attachment 2**

- C. Bus evacuation drills were held on Wednesday, October 2, 2019.

- D. Fire and security drills held during the month of September 2019 were as follows:

- September 13, 2019 - Shelter-in-Place Drill from 2:02 - 2:13 p.m.
- September 19, 2019 - Fire Drill from 9:08 - 9:24 a.m.

- E. Follow up to public comments from September 23, 2019 meeting.

## COMMITTEE REPORTS

### Personnel Committee – Kevin Blondina, Chair

Mr. Blondina provided summary of the Committee Meeting.

Discussion: NA

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

- A. Resolved that the Board of Education approves services agreements with Hamburg School (**Attachment 3**), Ogdensburg School (**Attachment 4**), and Walkkill Valley Regional High School (**Attachment 5**) for emergency nursing services by the part-time nurse (.4 FTE) as needed at a cost of \$280 per day, subject to mutual approval of the shared services agreements.

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- B. Resolved that the Board of Education approves compensating the following teachers \$550 per year (prorated where applicable) for mentoring the teachers listed below during the 2019-2020 school year:

<b>Novice Teacher</b>	<b>Mentor</b>
Meredith Eger	Laurie Black
Jacqueline Falcon	Lisa Grillo
Maryann Rose	Heather Labance
Tyler Zuccheri	Elaine Bartholomew

- C. Resolved that the Board of Education approves supplemental pay for the staff members listed below upon submission of timesheets:

<b>Date/Event</b>	<b>Staff Members</b>	<b>Hours Worked</b>	<b>Compensation</b>
September 5, 2019 CPI Training	<u>Paraprofessionals:</u> Aley, B. Colfax, A. Formica, B. Kent, D. Lippincott, V. Mazzei, J. Payton, M. Powell-Hicks, S. Reyes, I. Sollito, H. Young, N.	1 hour each paraprofessional listed	\$14.11 per hour
April 6, 2019 3 <sup>rd</sup> Grade Field Trip	Rosalba Riso	2 hours	\$14.11 per hour

- D. Resolved that the Board of Education approves the extra-curricular appointment listed below for the 2019-2020 school year:

<b>Activity</b>	<b>Staff Member</b>	<b>Stipend</b>
Homework Club	Heather Labance	\$33.33 per hour

- E. Resolved that the Board of Education approves the following substitutes for the 2019-2020 school year to be compensated upon submission of time sheets: *(Note that benefits are not included for any substitute position listed below, and all approvals are pending receipt of required paperwork, where necessary.)*

<b>Position</b>	<b>Name</b>	<b>Compensation</b>
Substitute Teacher	Kerry Mulligan	\$100 per day No benefits

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F. Resolved that the Board of Education approves the second reading and adoption of the following policy and regulation updates:

Number	Title	Attachment #
Policy 3159	Teaching Staff Member/School District Reporting Responsibilities	<b>Attachment 6</b>
Policy and Regulation 3218	Use, Possession, or Distribution of Substances (Teaching Staff Members)	<b>Attachments 7, 8</b>
Policy and Regulation 4218	Use, Possession, or Distribution of Substances (Support Staff Members)	<b>Attachments 9, 10</b>
Policy 4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing	<b>Attachment 11</b>
Policy and Regulation 7440	School District Security	<b>Attachments 12, 13</b>
Policy 8630	Bus Driver/Bus Aide Responsibilities	<b>Attachment 14</b>

G. Resolved that the Board of Education accepts the resignation of part-time paraprofessional, Kayla Schumacher, **with an amended effective date of Friday, September 27, 2019.**

H. Resolved that the Board of Education approves professional development with the amended dates listed below:

Staff Member	Professional Development	Cost	Date
Amanda Huffman	2019 Art Conference – Art Education of NJ, Long Branch, NJ	Registration: \$265 Hotel: \$189 <i>plus related transportation</i>	<b>10/6/19</b> <b>10/7/19</b>

I. Resolved that the Board of Education approves professional development listed below:

Staff Member	Professional Development	Cost	Date
Karen Crosby	Number Sense – Online	Registration: \$297	<i>7 week course; (3-month access to course content upon registration)</i>

**Education Committee** – Jeanine Paszkiel, Chair

Mrs. Paszkiel provided a summary of the Committee Meeting.

Discussion: NA

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

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- A. Resolved that the Board of Education approves the out-of-district costs for the student listed below for the 2019-2020 school year:

Student ID	School	Dates	Rate
*****0643	Lord Stirling School 99 Stirling Road Basking Ridge, NJ 07920	September 2019 – June 2020	Paraprofessional: \$245 per day beginning 10/1/2019

- B. Resolved that the Board of Education approves the New Jersey Quality Single Accountability Continuum (NJ QSAC) District Performance Review (DPR) – School Year 2019-20 and submission to the County Office. **Attachment 15**

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

Destination	Grade	Date	Cost
Montclair State NJ School of Conservation 1 Wapalanne Road Branchville, NJ 07826	8	April 6, 2020 from 8:00 a.m. – approximately 2:15 p.m.	\$590 plus transportation

- D. Resolved that the Board of Education approves the second reading and adoption of the following policy and regulation updates:

Number	Title	Attachment #
Policy 5517	School District Issued Student Identification Cards	<b>Attachment 16</b>
Policy and Regulation 8600	Student Transportation	<b>Attachments 17, 18</b>
Regulation 8630	Emergency School Bus Procedures	<b>Attachment 19</b>
Policy 8670	Transportation of Special Needs Students	<b>Attachment 20</b>
Policy 9210	Parent Organizations	<b>Attachment 21</b>
Policy 9400	Media Relations	<b>Attachment 22</b>

### Finance/Building & Grounds – Ronald Neal, Chair

Mr. Neal provided a summary of the Committee Meeting.

Discussion: NA

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

- A. Resolved that the Board of Education approves the vendor payments dated September 24, 2019 through October 14, 2019. **Attachment 23**

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Fund 10	Charter School/ER FICA Share	26,260.11
Fund 11	General Expense	508,866.14
Fund 12	Capital Outlay	14,922.00
Fund 20	Special Revenue	93,888.02
Fund 60	Cafeteria	791.99
Fund 95	Student Activities	4,320.50
	<b>Total</b>	649,048.76

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

Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c)3, the Board Secretary does certify that as of September 30, 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 September 30, 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 24**

- C. Resolved that the Board of Education approves between line item transfers as required by State rules and regulations for the month of September 2019. **Attachment 25**
- D. Resolved that the Board of Education approves the carryover funds from the Preschool Education Expansion Act for fiscal year 2019 to fiscal year 2020 in the amount of \$118,047.81.
- E. Resolved that the Board of Education approves submission of the final expenditure reports for fiscal year 2019 for the following grants:

IDEA Grant	Carryover
IDEA – Basic	\$0
IDEA – Preschool	\$0

ESEA GRANT	Carryover
Title I	\$0
Title II-A	\$0
Title IV	\$0

- F. Resolved that the Board of Education approves compensation in the amount of \$65 per athletic event for referees.

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G. Resolved that the Board of Education approves the Three-Year Comprehensive Maintenance Plans for fiscal years 2019 – 2021. The Three-Year Comprehensive Maintenance Plan is a guideline subject to budget constraints as required by NJQSAC.

**Attachment 26**

H. Resolved that the Board of Education approves the submission of Form M-1 (Annual Maintenance Reserve Worksheet) to the County Office on or before November 15, 2019.

**Attachment 27**

I. Resolved that the Board of Education approves professional fees in the amount of \$28,250 for Parette Somjen Architects to prepare bid documents and oversee the Fire Alarm System Project to be completed in fiscal year 2021.

J. Resolved that the Board of Education authorizes the Business Administrator to submit the annual Health and Safety Evaluation of School Buildings Checklist 2019-2020 to the County Office as required by NJQSAC on or before November 15, 2019 and certified by the Chief School Administrator.

K. Resolved that the Board of Education accepts the following donated items:

Donation by	Purpose	Amount
Kevin Blondina, Franklin Board of Education	<ul style="list-style-type: none"> <li>• Large chess game pieces</li> <li>• Large checkers game pieces</li> <li>• Large Tic Tac Toe game pieces</li> </ul>	\$617.19

L. Resolved that the Board of Education approves the second reading and adoption of the following policy and regulation updates:

Number	Title	Attachment #
Policy and Regulation 6112	Reimbursement of Federal and Other Grant Expenditures	<b>Attachments 28, 29</b>

<b>Items A-J &amp; L</b>	Yes	-	8
	No	-	0
	Abstain	-	0
<b>Item K</b>	Yes	-	7
	No	-	0
	Abstain	-	Mr. Blondina

**OLD BUSINESS:**

Mrs. Ross updated the Board on the PTO meeting:

- New money management system – Quick Books software
- New staff lanyards/mascot uniform/TV in front foyer
- Partnered with Amazon Smile



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Mrs. Ross also attended the NJSBA Sussex County meeting where the topic was Equity in Education and she provided an update on the SCESC undergoing policy review.

## **NEW BUSINESS: NA**

## **OPEN TO THE PUBLIC – VISITORS ADDRESS THE BOARD**

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

Mr. Graham 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.

*No one addressed the Board.*

On motion by Mr. Blondina, seconded by Mrs. Paszkiel, and carried unanimously by roll call vote, closed the meeting to the public for visitors to address the board.

On motion by Mrs. Ross, seconded by Mrs. Zydon, and carried unanimously by voice vote, adjourned the meeting at 7:31 p.m.

Respectfully submitted,

Barbara A. Decker  
Business Administrator/  
Board Secretary