

# MINUTES OF REGULAR MEETING October 16, 2023

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

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

ABSENT: Kathleen Clohessey

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

1. September 18, 2023 – Regular Meeting Minutes

**ATTACHMENT 1**

## CORRESPONDENCE: NA

## PRESENTATIONS:

- A. Student Presentation – Isabella Hrbek and Amelia Mohabir provided school updates.
- B. New Jersey Student Learning Assessments (NJSLA) - Mrs. Carolyn Ryder, Supervisor of Instruction

## OPEN TO THE PUBLIC - AGENDA ITEMS

On motion by Mr. Hrbek, seconded by Mrs. Perna, 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:

# MINUTES OF REGULAR MEETING

## October 16, 2023

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.

*No one addressed the Board.*

On motion by Mr. Hrbek, seconded by Mr. Patterson, 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 on the following items:

- No bids were received for the pick-up truck on Thursday, October 12, 2023
- Election Day is Tuesday, November 7, 2023

### **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 September were as follows:
  - September 12, 2023 at 9:35 a.m. - Fire Drill
  - September 23, 2023 at 7:27 p.m. and September 25, 2023 at 4: 30 p.m.- Bomb threat
- C. Mr. Giacchi reported that bus drills for students in preschool through 8th grade were held on October 6, 2023.

# MINUTES OF REGULAR MEETING

## October 16, 2023

**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
Trisha Furman-Leve	Part-time Paraprofessional	Last day - October 11, 2023
Barbara Decker	Business Administrator/ Board Secretary	Last Day - December 4, 2023

- B. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the 2023-2024 contract for Carlos Sarmiento, Business Administrator/Board Secretary, at an annual salary of \$110,000, prorated, and other benefits per contract as depicted in **Attachment 2**. This appointment is effective December 5, 2023 pending completion of required paperwork.

- C. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following extra-curricular appointment for the 2023-2024 school year:

Activity	Staff Member	Annual Stipend
Student Council Advisor	Christina Lash-Lain	\$3,690

- D. Resolved that the Board of Education, upon recommendation of the Superintendent, amends the following extra-curricular appointment for the 2023-2024 school year: *(Note that this was originally approved at the September 18, 2023 Board of Education meeting.)*

Activity	Staff Member	Annual Stipend
<ul style="list-style-type: none"> <li>• Play Director</li> <li>• Assistant Play Director</li> </ul>	<ul style="list-style-type: none"> <li>• Stephanie Sapio</li> <li>• Erin Garrity</li> <li>• <b>Dorothy Kent</b></li> </ul>	<ul style="list-style-type: none"> <li>• \$2,617</li> <li>• \$1,298</li> </ul> <p><i>At the advisors' request and with Franklin Education Association (FEA) consent, <b>the stipends will be split equally among the three advisors.</b></i></p>

- E. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following custodial stipends for the 2023-2024 school year:

Staff Member	Position	Stipend
David McDole	Assistant to the Head Custodian	\$1,800

## MINUTES OF REGULAR MEETING October 16, 2023

Staff Member	Position	Stipend
Joshua Savely	Night Foreman	\$1,200
Michael Clint	Assistant to the Night Foreman	\$250

- 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
Nicole Amado Scaglione	As needed	\$17.30 per hour
Courtney Castor	As needed	\$17.30 per hour
Ann Grabkowski	As needed	\$16.55 per hour
Nicole Paragh	As needed	\$17.30 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
Nicole Saft – Long-term Substitute Physical Education/Health Teacher	October 10, 2023 to On or about December 1, 2023	\$170 per day, not benefit eligible  <i>Pending a waiver from the County Office of Education allowing placement of a long-term-substitute teacher for up to 40 days.</i>
Jordan Florio (.71 FTE) – Part-time Physical Education/ Health Teacher	On or about December 4, 2023	BA Step 4 at \$59,414, prorated not benefit eligible
Tessa Gori – Long-term Substitute Music Teacher	On or about October 16, 2023 to November 10, 2023	\$170 per day, not benefit eligible
Kristen Karl (.18 FTE) – Part-time Paraprofessional	October 10, 2023	\$16.30 per hour, not benefit eligible <i>Plus \$1.00 differential for providing a higher level of care.</i>
Vannessa Reynoso (.71 FTE) – Part-time Paraprofessional	On or about October 18, 2023	\$16.30 per hour, no benefits
Sara Blondina – Long-term Substitute Elementary Special Education Teacher	On or about November 9, 2023	\$170 per day, not benefit eligible  <i>Pending a waiver from the County Office of Education allowing placement of a long-term-substitute teacher for up to 40 days.</i>

## MINUTES OF REGULAR MEETING October 16, 2023

- H. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following substitutes for the 2023-2024 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	Substitute Position	Compensation
Jose Barrientos	Substitute Teacher	\$150 per day, no benefits, pending completion of required documentation
Nicole Hammond – <i>Effective September 5, 2023</i>	Substitute Teacher	\$150 per day, no benefits
Yvette Saldana	Substitute Teacher	\$150 per day, no benefits, pending completion of required documentation
Joseph Tizzano	Substitute Teacher	\$150 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
Kimberly Panaite	Online Course – Reach Students Who Don't Care About School or Their Achievement	Registration: \$159.00	Ongoing
Sabrina Mohammed	Live Online Seminar – School Nurses: Best Strategies for Success During School Medical Emergencies	Registration: \$279.00	November 1, 2023
Sabrina Mohammed	Live Online Seminar – School Nurses: Best Strategies for Helping Students with Asthma, Allergies, and Anaphylaxis	Registration: \$279.00	November 29, 2023
Christy Kota	New Jersey Association of School Librarians (NJASL) Fall Conference, Atlantic City, NJ	Registration: \$250.00 Plus Hotel: \$158.00 (2 nights at \$79/each) Meals: \$147.50 Mileage: \$150.40 Parking/Tolls: \$40.00	December 3-5, 2023

# MINUTES OF REGULAR MEETING

## October 16, 2023

### EDUCATION COMMITTEE – James Saltzman – Chair

**Discussion: NA**

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 2022-2023 New Jersey Quality Single Accountability Continuum (NJQSAC) score and District Improvement Plan (DIP).

<b>2022-2023 NJQSAC Scores</b>	
<b>Key Component Areas of School District Effectiveness</b>	<b>Score</b>
Personnel	100%
Operations	100%
Governance	100%
Fiscal Management	100%
Instruction and Program	75%

- B. Resolved that the Board of Education approves the submission of the High Impact Tutoring Grant.

- C. Resolved that the Board of Education approves the following student evaluations and consultations:

<b>Student</b>	<b>Provider/Service</b>	<b>Dates of Service</b>	<b>Cost</b>
#*****6893	D.C. Fagan Psychological Services - Neuro Psych Evaluation and Consultation	June 26, 2023 June 28, 2023 June 29, 2023	\$3,500
#*****5706	D.C. Fagan Psychological Services - Neuro Psych Evaluation and Consultation	May 31, 2023 June 14, 2023	\$3,000

- D. Resolved that the Board of Education approves the 2023-2024 School Year contract with Performance Pediatrics to provide professional services with a 1% administrative fee:

<b>Service</b>	<b>Rate</b>
Physical Therapist	\$80/hour
Occupational Therapist	\$80/hour
Speech Language Pathologist	\$80/hour
Physical Therapy Assistant	\$70/hour
Certified Occupational Therapy Assistant	\$70/hour
Evaluations	\$475

# MINUTES OF REGULAR MEETING

## October 16, 2023

- E. Resolved that the Board of Education approves the 2023-2024 Blanket Approval for Field Trips. **Attachment 3**
- F. Resolved that the Board of Education approves the following tuition contracts (receiving) for the 2023-2024 school year:

Student ID	Sending District	Annual Tuition
*****4994	Lafayette Township School District	\$18,034
*****2884	Vernon Township School District	\$18,034

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

#### 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 approves the vendor payments dated September 19, 2023 - October 16, 2023. **Attachment 4**

Fund 10	Charter School/ER FICA Share	52,391.40
Fund 11	General Expense	835,144.50
Fund 12	Capital Outlay	0
Fund 20	Special Revenue	160,010.33
Fund 60	Cafeteria	54.50
Fund 95	Student Activities	1,247.50
	Total	1,048,848.23

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

Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, the Board Secretary does certify that as of September 30, 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 September 30, 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 5**

## MINUTES OF REGULAR MEETING October 16, 2023

- C. Resolved that the Board of Education approves between line-item transfers as required by State rules and regulations for the month of September 2023. **Attachment 6**
- D. Resolved that the Board of Education authorizes the Business Administrator to submit the annual Health and Safety Evaluation of School Buildings Checklist 2023-2024 certified by the Superintendent to the Executive County Superintendent of Schools as required by NJQSAC on or before November 15, 2023.
- E. Resolved that the Board of Education approves the Three-Year Comprehensive Maintenance Plan for the fiscal years 2023-2024 and submission to the Executive County Superintendent of Schools on or before November 15, 2023. The Three-Year Comprehensive Maintenance Plan is a guideline subject to budget constraints as required by NJQSAC.
- F. 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, 2023.
- G. Resolved that the Board of Education approves of the final expenditure reports for fiscal year 2023 for the following grant:

ARP IDEA Grant	Carryover to FY 2024
ARP IDEA – Basic	\$0
ARP IDEA – Preschool	\$0

- H. Resolved that the Board of Education approves Change Order #1 from D&E Window and Door, LLC, Phase 2 of the Window project:

Balance Contract Allowance	Description	\$ 100,000.00
Change Order #1	Additional masonry repair on Elevations 2, 5 and 6	(23,555.34)
Remaining Balance	Remaining General Project Allowance	\$ 76,444.66

- I. Resolved that the Board of Education approves the following donation:

Donation	Purpose	From
Outdoor Canopy	Protection for athletic teams	The Patterson Family

- J. Resolved that the Board of Education approves the disposal of the following items:

24 Various books, videotapes and DVD in the Media Resource Center
Various obsolete technology related items



## MINUTES OF REGULAR MEETING October 16, 2023

K. 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
Walkill Valley Recreational Basketball	<ul style="list-style-type: none"> <li>• <b>Dates:</b> December 1, 2023 - March 15, 2024</li> <li>• <b>Days:</b> Monday through Friday</li> <li>• <b>Times:</b> 6:00 p.m. - 9:00 p.m.</li> </ul> <p><b><i>Blackout dates:</i></b></p> <ul style="list-style-type: none"> <li>• December 13, 14, and 15, 2023</li> <li>• December 22, 25, 26, 27, 28, and 29, 2023</li> <li>• January 1, 2024</li> <li>• January 19, 2024</li> <li>• January 25 and 26, 2024</li> <li>• February 1, 2024</li> <li>• February 9, 2024</li> <li>• February 19 and 20, 2024</li> </ul>	Main Gym  <b>Cost: N/A</b>

**OLD BUSINESS: NA**

**NEW BUSINESS:**

Mr. Bartron asked that if any board members are interested in serving as a delegate to the Sussex County Educational Services Commission, please let Mr. Giacchi or Mr. Bartron know. Rotating meetings is an option.

Mr. Giacchi thanked Mrs. Decker and welcomed Carlos Sarmiento as the new Business Administrator.

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

On motion by Mr. Koger 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

## MINUTES OF REGULAR MEETING October 16, 2023

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 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 Mr. Hrbek, seconded by Mr. Saltzman, and carried unanimously by voice vote, adjourned the meeting at 7:40 p.m.

Respectfully submitted,

Barbara A. Decker  
Business Administrator/  
Board Secretary