

MINUTES OF REGULAR MEETING OCTOBER 18, 2021

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

PRESENT: Wayne Bartron, Kathleen Clohessey
John J. Friend, Shane Hrbek
Stephen Koger, Suzanne Ross
John R. Giacchi, Chief School Administrator
Barbara A. Decker, Business Administrator/Board Secretary

ABSENT: Michelle Babcock, F. Cliff Graham, Ronald Neal

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, mailed to the New Jersey Herald and the Star Ledger.

In accordance with current State guidelines, the Franklin Borough Board of Education is going back into full compliance with its Bylaw #0164 - Conduct of Board Meetings and will continue to follow social distancing guidelines.

Approval of Regular Board Minutes

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

1. September 13, 2021 – Regular Meeting Minutes

Attachment 1

DISCUSSION: NA

PRESENTATIONS:

- A. FY 2021 Audit Report presentation by Valerie Dolan, from Nisivoccia, LLP

CORRESPONDENCE:

- A. Thank You Letter From Sussex Elks Lodge #2288 for Support the Moving Wall

OPEN TO THE PUBLIC – AGENDA ITEMS

On motion by Mrs. Ross, seconded by Mr. Hrbek, 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.

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.

Tiffany Manzillo addressed the Board regarding the Field Hockey uniforms.

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

BOARD SECRETARY'S REPORT: NA

CHIEF SCHOOL ADMINISTRATOR'S REPORT

- A. Mr. Giacchi provided school updates on numerous topics.
- B. Mr. Giacchi reported that school wide bus drills for all students were held on October 6, 2021.
- C. Mr. Giacchi reported that the fire and security drills held during the month of September were as follows:
 - September 8, 2021 at 11:40 a.m. - Shelter-in-place
 - September 9, 2021 at 10:57 a.m. - Shelter-in-place
 - September 14, 2021 at 9:46 a.m. - Fire Drill

Personnel Committee – Shane Hrbek, Chair

Discussion: NA

On motion by Mrs. Clohessey, seconded by Mrs. Ross, 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, rescinds the offer of employment made at the September 13, 2021 Board of Education meeting:

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Rescind Offer of Employment
Kristen Sesko Part-time Paraprofessional

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

Staff Member	Effective Date
Lisa Conte – Part-time Paraprofessional	September 16, 2021
Barbara Decker – Business Administrator/Board Secretary	December 8, 2021
Elise Ehlberg – Part-time Paraprofessional	On or before November 23, 2021 <i>Note: Early release is pending receipt of an agreement with the Franklin Education Association (FEA) stating early release is not precedent setting.</i>

C. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, amends the annual salaries for the 2021-2022 school year previously approved at the August 16, 2021 regular board meeting:

2021-2022 Paraprofessionals			
Name	FTE	Salary	Stipend
Gallagher, Lisa	.71	14,017.80	
Grabkowski, Ann	.71	14,017.80	
Mazzei, Johanna	.71	14,145.90	
Sollitto, Holly	.71	14,017.80	
Werdann, Lisa	1.0	18,223.14	3,000
Zierold-Soares, Eve	1.0	18,223.14	

D. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, appoints the following personnel as listed below, pending receipt of required paperwork where applicable:

Staff Member/Appointment	Start Date	Compensation
Iman Ahmed (.71) 5 hours per day Part-time Paraprofessional	October 4, 2021	\$13,789.05 per year, prorated, no benefits
Kimberly Dalrymple (.71) 5 hours per day Part-time Paraprofessional	On or about October 25, 2021	\$13,789.05 per year, prorated, no benefits, pending completion of required paperwork

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Staff Member/Appointment	Start Date	Compensation
Elizabeth Davenport (.71) 5 hours per day Part-time Paraprofessional	On or about October 25, 2021	\$13,789.05 per year, prorated, no benefits, pending completion of required paperwork
Tayna Gonzalez (.71) 5 hours per day Part-time Paraprofessional	On or about October 25, 2021	\$13,789.05 per year, prorated, no benefits, pending completion of required paperwork
Gina Woodbury (.71) 5 hours per day Part-time Paraprofessional	On or about October 18, 2021	\$13,789.05 per year, prorated, no benefits, pending completion of required paperwork

E. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following substitutes for the 2021-2022 school year:

Position	Name	Compensation
Substitute Paraprofessional	Kelly Walters	\$12 per hour, no benefits, pending completion of required paperwork
Substitute Nurse	Marianne Petronella	\$200 per day, no benefits, pending completion of required paperwork

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

Staff Member	Date/Reason	Compensation
Barbara Formica	As needed	\$15.07 per hour
Jill Helmstetter	As needed	\$61.46 per hour

G. Resolved that the Board of Education approves the following extra-curricular appointments for the 2021-2022 school year:

Activity	Staff Members	Annual Stipend
Yearbook Advisor	<ul style="list-style-type: none"> • Amanda Eber • Laura Roberts 	<p style="text-align: center;">\$3,690</p> <p><i>At the advisors' request and with Franklin Education Association (FEA) consent, the \$3,690 stipend will be split equally between the two advisors.</i></p>

H. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the staff members listed below to serve as home instructors for the

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students listed. Staff members to be compensated upon submission of timesheets at the contracted hourly rate:

Date	Staff Member	Home Instruction	Compensation
October 4, 2021	Fred Street - Teacher	10 hours per week through December 23, 2021	\$43.00 per hour
October 11, 2021	Kenza Mjahad - Teacher	5 hours per week until further notice	\$43.00 per hour

- I. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following professional development for the staff member listed:

Staff Member	Course	Dates	Cost
Lisa Grillo	Helping Your Struggling Readers Be More Successful Seminar	11/30/2021	\$279

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

Staff Member	Date/Reason	Compensation
Joseph Gencarelli	As needed	\$15.07 per hour

EDUCATION COMMITTEE – Suzanne Ross – Chair

Discussion:

Mrs. Ross provided an update on the Education Committee meeting:

- Halloween Parade discussion took place.
- The New Jersey School Boards Virtual Workshop is scheduled for October 26-28, 2021.
- The Reorganizational Meeting will be rescheduled from January 3, 2022 to January 4, 2022.
- COVID and staff updates.

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 home instruction for the following students:

Start Date	Student	Home Instruction
October 4, 2021	#*****7175	10 hours per week through December 23, 2021
October 11, 2021	#*****4235	5 hours per week until further notice

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- B. Resolved that the Board of Education approves the rates for the service provider listed below for the 2021-2022 school year:

Provider	2021-2022 School Year Services	Cost
Bryan Fennelly, MD 8 Shunpike Road Madison, NJ 07949	Psychiatric Evaluation	\$715
	Emergency Evaluation (requiring a letter in 24 hours)	\$775
	Missed evaluation or cancellation < 24 hours	\$310

- C. Resolved that the Board of Education approves the following services for the 2021-2022 school year:

Provider	Service	Date of Service	Student ID	Cost
Dr. Fennelly	Psychiatric Evaluation	September 27, 2021	#*****4998	\$715.00

- D. Resolved that the Board of Education approves Learning A-Z - one (1) year subscription at a cost of \$2,535.

- E. Resolved that the Board of Education approves the Franklin Borough School Remote Instructional Plan and its submission to the Sussex County Office of Education along with the Statement of Assurance (SOA). **ATTACHMENT 2**

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

Number	Title	Attachment #
P 2422	Comprehensive Health and Physical Education (M) (Revised)	ATTACHMENT 3
P 2467	Surrogate Parents and Resource Family Parents (M) (Revised)	ATTACHMENT 4
P 5111	Eligibility of Resident/Nonresident Students (M) (Revised)	ATTACHMENT 5
P 5116	Education of Homeless Children (Revised)	ATTACHMENT 6
P & R 7432	Eye Protection (M) (Revised)	ATTACHMENTS 7 & 8
P 8540	School Nutrition Programs (M) (Revised)	ATTACHMENT 9
P 8550	Meal Charges/Outstanding Food Service Bill (M) (Revised)	ATTACHMENT 10
P 8600	Student Transportation (M) (Revised)	ATTACHMENT 11
P 1648.11	The Road Forward COVID-19 – Health and Safety (M) (New)	ATTACHMENT 12
P 1648.13	School Employee Vaccination Requirements	ATTACHMENT 13

- G. Resolved that the Board of Education approves the first reading of the following policy update:

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Number	Title	Attachment #
P 2425	Emergency Virtual or Remote Instruction Program	ATTACHMENT 14

H. Resolved that the Board of Education approves out-of-district costs for the following student:

Student	Start Date	Out-of-District Costs
#*****7175	October 19, 2021 YCS George Washington Schools 386 Hudson Street Hackensack, NJ 07601	\$65,455.08 2021-2022 Tuition, <i>prorated</i> \$ 328.92 <i>Per Diem</i> <i>Total 199 days - 180 days plus</i> <i>19 days of ESY</i>

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

Discussion:

Mr. Friend provided an update on the Finance & Buildings & Grounds Committee meeting.

On motion by Mrs. Clohessey, seconded by Mr. Bartron, 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 14, 2021 - October 18, 2021. **ATTACHMENT 15**

Fund 10	Charter School/ER FICA Share	55,512.08
Fund 11	General Expense	785,148.24
Fund 12	Capital Outlay	51,684.00
Fund 20	Special Revenue	128,980.82
Fund 60	Cafeteria	29,078.36
Fund 95	Student Activities	809.00
	Total	1,051,212.50

B. Resolved that the Board of Education accepts the attached Board Secretary's Report and Treasurer of School Monies report for September 2021.

Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c)3, the Board Secretary does certify that as of September 30, 2021, 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, 2021, the Board Secretary Monthly Financial Report, did not reflect an over expenditure in any Major Account for Fund, and

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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**

- C. Resolved that the Board of Education approves between line-item transfers as required by State rules and regulations for the month of September 2021. **ATTACHMENT 17**
- D. Resolved that the Board of Education accepts the fiscal year 2020-2021 Comprehensive Annual Financial Report and the Auditor's Management Report with no recommendations cited.
- E. Resolved that the Board of Education approves the date change of the January 3, 2022 organization meeting to Tuesday, January 4, 2022 at 7:00 p.m.
- F. Resolved that the Board of Education approves the submission of the final expenditure reports for fiscal year 2021 for the following grants:

IDEA Grant	Carryover to FY 2022
IDEA – Basic	\$0
IDEA – Preschool	\$0

ESEA GRANT	Carryover to FY 2022
Title I	\$18,813
Title II-A	\$0
Title IV	\$5,339

- G. Resolved that the Board of Education approves the use of fiscal year 2022 ESEA Title I-A funds to fund a portion of the following individuals' annual earnings:

Name	Amount	Percentage
Ahmed, Iman	\$8,941	65%

- H. Resolved that the Board of Education authorizes the Business Administrator to submit the annual Health and Safety Evaluation of School Buildings Checklist 2021-2022 to the Executive County Superintendent of Schools as required by NJQSAC on or before November 15, 2021 and certified by the Chief School Administrator. **ATTACHMENT 18**
- I. Resolved that the Board of Education approves \$65 per game compensation for referees at athletic events for the 2021-2022 school year.
- J. Resolved that the Board of Education approves the Three-Year Comprehensive Maintenance Plans for the fiscal years 2021-2023. The Three-Year Comprehensive Maintenance Plan is a guideline subject to budget constraints as required by NJQSAC.

ATTACHMENT 19

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- K. 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, 2021. **ATTACHMENT 20**
- L. Resolved that the Board of Education approves carryover funds from the Preschool Expansion Act for fiscal year 2021 to fiscal year 2022 in the amount of \$643,430.
- M. Resolved that the Board of Education authorizes the disposal of the items listed on the attached Obsolete or Dispose of Equipment or Materials Form. **ATTACHMENT 21**
- N. Resolved that the Board of Education approves the second reading and adoption of the following policies and regulation updates:

Number	Title	Attachment #
Policy 6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs	ATTACHMENT 22
Policy 6115.02	Federal Awards/Funds Internal Controls – Mandatory Disclosures	ATTACHMENT 23
Policy 6115.03	Federal Awards/Funds Internal Controls – Conflict of Interest	ATTACHMENT 24
Policy 6311	Contracts for Goods or Services Funded by Federal Grants	ATTACHMENT 25

OLD BUSINESS:

Mrs. Ross provided an update from the Sussex County Educational Services Commission.

Mr. Bartron provided an update on the New Jersey School Boards County meeting he attended.

NEW BUSINESS:

1. Mr. Bartron reported that interviews will take place for the Business Administrator position. All six board members in attendance agreed that a Special Board Meeting will be held on October 25, 2021 to appoint one of the candidates.
2. Mr. Giacchi thanked Mrs. Barbara Decker for her work as the Business Administrator.
3. Mr. Giacchi reported that COVID testing begins today and will occur on a weekly basis.

OPEN TO THE PUBLIC – VISITORS ADDRESS THE BOARD

On motion by Mrs. Ross, seconded by Mr. Friend, 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:

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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.

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No one addressed the Board.

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

Respectfully submitted,

Barbara A. Decker
Business Administrator/
Board Secretary